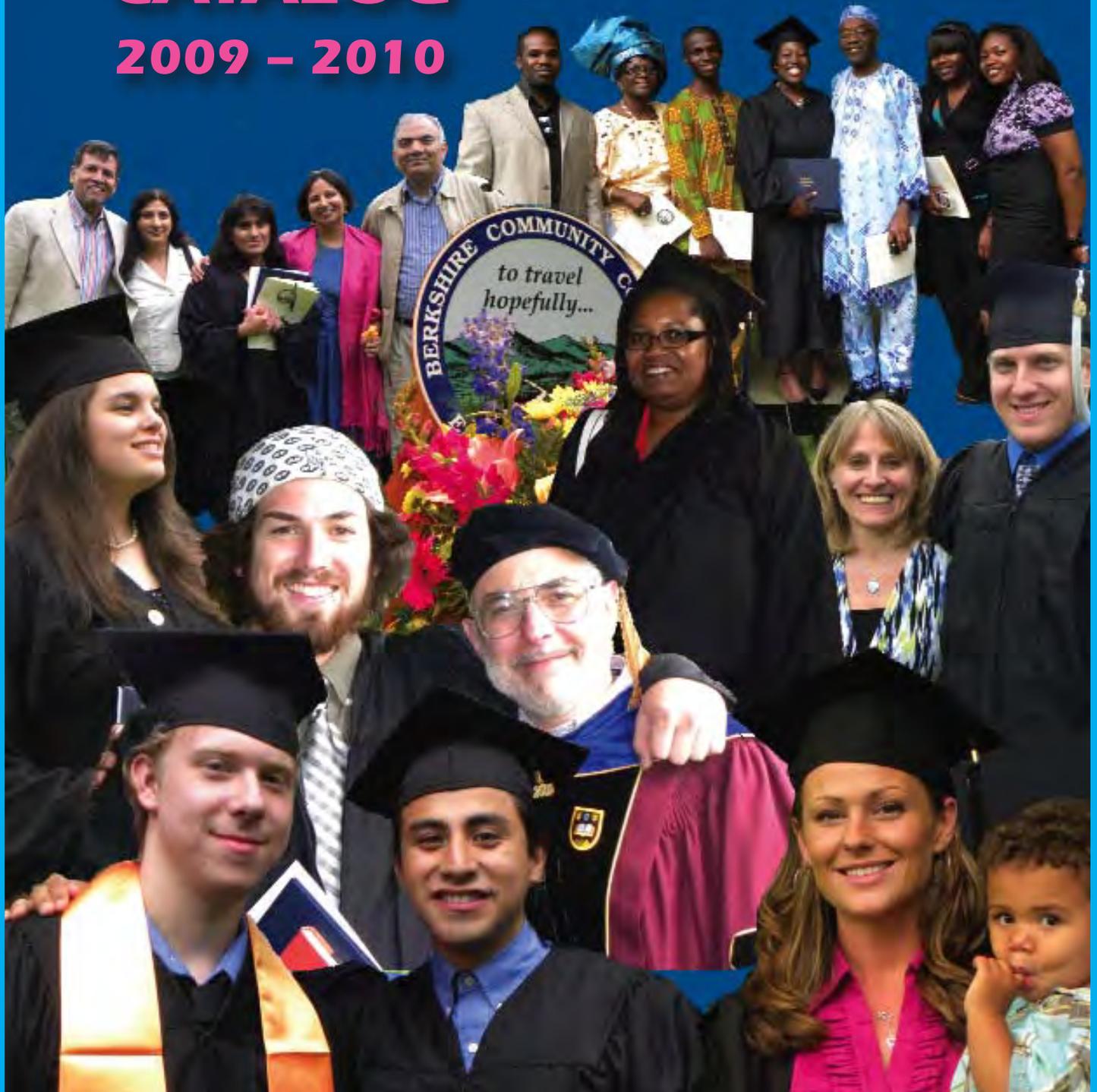


# BERKSHIRE COMMUNITY COLLEGE

## CATALOG 2009 - 2010



# BERKSHIRE COMMUNITY COLLEGE

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This publication is neither a contract nor an offer to make a contract. While every effort is made to ensure the accuracy of the information herein, the College reserves the right to make changes at any time with respect to course offerings, degree requirements, services provided, cost of attendance, or any other subject. The information herein is provided solely for the convenience of the reader, and the College expressly disclaims any liability that may otherwise be incurred.

# WELCOME TO BCC



I am extremely pleased to welcome you to Berkshire Community College. Your decision to attend college is an important one and I am confident that you have made an excellent choice in your selection of BCC. I am particularly proud of our faculty and staff and trust that you will learn from their expertise and view them as mentors as you progress in your education.

BCC provides each student the opportunity to achieve their personal, educational, and professional goals in a supportive environment where faculty and staff are known for being accessible to students. BCC is recognized for its comprehensive academic and personal support programs that include tutoring, assessment and testing services, programs for adult learners, and services for those who are disabled. Our diverse student body and faculty combine to provide a rich community of learners.

BCC boasts one of the highest graduation rates in the state of Massachusetts, with students moving on to quality four-year institutions. We have transfer and joint admission agreements with all public and many private colleges and universities within the state and region to ensure a smooth transition.

Although many of you must cope with responsibilities in addition to school such as work and family, I sincerely hope that you will take advantage of the numerous opportunities to become involved in campus life both in and outside of the classroom. There are many student activities, lectures, and field trips scheduled throughout the year in addition to organizations including the Student Government Ambassadors who always welcome new members.

BCC is dedicated to providing you with a first rate college experience, and I can assure you that our entire staff will work tirelessly to help you succeed. Thank you again for joining the BCC community.

Sincerely,

A handwritten signature in black ink that reads "Paul E. Raverta". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Dr. Paul E. Raverta  
President

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## BCC MISSION STATEMENT

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As the college founded to serve the needs of Berkshire County, the mission of Berkshire Community College is to place higher education within reach of all Berkshire County residents.

Berkshire Community College is committed to access, academic excellence, student success, and leadership in the community.

- We will provide access to higher education by helping students overcome financial, physical, or social barriers.
- We will hold the college to standards of academic excellence that prepare students for transfer or careers, and that foster a lifelong enthusiasm for learning.
- We will promote student success by providing the resources and services students need to meet our academic standards and to achieve their personal and professional goals.
- We will provide leadership by convening and supporting collaborative efforts among community organizations, employers, and civic leaders by meeting the county's economic development needs, by serving as a center for cultural activities, and by providing learning opportunities for families and residents of all ages.

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## BCC VALUES

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In recognition of its tradition and excellence in service, Berkshire Community College affirms the following values:

**Integrity in the College Workplace:** Expect that the actions of all members of the college community are forthright and consistent with the college's mission.

**Innovation:** Promote an environment that encourages innovative thought and creative expression.

**Community Engagement:** Encourage all members of the college community to actively participate in the fulfillment of the college mission.

**Respect for Differences:** Foster an environment that respects and supports diversity and assures equity within the community.

**Service:** Maintain a community that demonstrates respect for growth, responsibility, and leadership through service to others.

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## ACCREDITATION

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Berkshire Community College is fully accredited by the New England Association of Schools and Colleges (NEASC).

Following a comprehensive on-site evaluation in November 1999, the association accredited BCC for 10 years, the maximum time allowed.

In preparation for its next NEASC evaluation in 2009, the college is currently conducting an extensive self-evaluation.

For more information, see "Accreditation" on page 38.

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## COLLEGE OVERVIEW

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BCC is a public, community college offering associate degree and certificate programs, as well as other educational opportunities, primarily to the residents of Berkshire County and surrounding areas.

## HISTORY

Founded in 1960, BCC was the first community college established by the Commonwealth of Massachusetts. Today, there are 15 community colleges throughout the state. During its first 12 years, BCC was located in downtown Pittsfield in a former junior high school made available by the city. There, enrollment grew from 153 to 1,222 students.

In 1972, the college moved to its present location occupying a magnificent 180-acre site four miles from the center of Pittsfield. Twelve years later, a satellite facility known as the South County Center opened in Great Barrington.

Last year, nearly 3,000 students enrolled in day or evening credit courses at the main campus, off-campus sites, and/or online. Additionally, more than 5,200 people enrolled in various noncredit and workforce development offerings.

## PROGRAMS OF STUDY

BCC currently offers 47 associate degree and certificate programs, including options and concentrations. Most of the college's programs of study can be classified as one of the following:

- **Transfer Programs:** These programs parallel the first two years of similar programs at most public and private baccalaureate institutions and provide a solid basis for transfer with advanced standing. The advantages of beginning these programs at BCC before transferring to a baccalaureate institution include such items as smaller classes, personal attention, and cost. There is also much evidence to suggest that students who begin their post-secondary education at a community college tend to do better than their counterparts who start at a baccalaureate institution.
- **Career Programs:** These programs provide the theory and technical skills needed for entry into the job market immediately after graduation. Individual courses within these programs may transfer into related programs at baccalaureate institutions.
- **General Studies Program:** This program (Liberal Arts) meets the needs of students who have not yet decided on a particular field of study, as well as students who have already chosen a program and college or university to which they plan to transfer. In either case, the program provides a flexible curriculum that combines a core of transfer courses with an opportunity to explore various courses through free electives.

## TRANSFER OPPORTUNITIES

BCC students who wish to continue their education at a four-year college or university can easily transfer to a large number of public and private institutions throughout Massachusetts and beyond. BCC's transfer counselor is available to help facilitate the transitions. (For more information, see "Articulation Agreements" on page 19 and "*Mass Transfer*" on page 26.)

## LIFELONG LEARNING

In addition to credit offerings, the office of LifeLong Learning and Workforce Development offers a wide range of noncredit courses and workshops. The office also provides both on-campus and on-site customized training programs for local and regional companies.

## STUDENT PROFILE

The vast majority of BCC students (97%) are Massachusetts residents with 95 percent coming from Berkshire County. More than half (62%) of the students are women. In addition, nearly half (46%) of the student body consists of "nontraditional" students — that is, 23 years of age or

older. Last fall, BCC also enrolled 42 international students from 21 different countries.

## GRADUATION & TRANSFER STATISTICS

BCC awarded its first two degrees, both to women, in 1961. Last year, 302 degrees and certificates were conferred on students in 37 different programs of study. Historically, BCC graduates have successfully transferred into colleges and universities throughout the Commonwealth of Massachusetts, the United States, as well as a number of foreign countries. Fifty-six percent (56%) of the graduating class of 2008 transferred into a baccalaureate-level program. In addition, a total of 470 BCC students (a number which includes graduates and non-graduates together) transferred into a diverse group of four-year degree granting institutions around the country resulting in an overall institution-wide transfer rate for 2008 of 30.1% compared to the 21.7% national average for community colleges in the same year.

Following their graduation from BCC, many students seek employment electing to work while at the same time continuing their education. Results from a recent (2007) follow-up survey indicate that 73% of BCC graduates were employed either full or part-time following graduation. (For further information about graduation and transfer statistics, see the Statements and General Disclosures section of the catalogue starting on page 35).

## GOVERNING ORGANIZATIONS

Various levels of organizations, from state to students, are involved in governing BCC. These organizations include the following:

### MASSACHUSETTS DEPARTMENT OF HIGHER EDUCATION

The commissioner and staff of the Massachusetts Department of Higher Education works with the state's Board of Higher Education "to ensure that Massachusetts residents have the opportunity to benefit from a higher education that enriches their lives and advances their contributions to the civic life, economic development, and social progress of the Commonwealth." For more information, visit [www.mass.edu](http://www.mass.edu).

Anyone wishing to contact the commissioner and/or any board member (see page 132) may write to One Ashburton Place, Room 1401, Boston, MA 02108-1696; call (617) 994-6950; fax 617-727-0955; or email [webmaster@bhe.mass.edu](mailto:webmaster@bhe.mass.edu).

### BCC BOARD OF TRUSTEES

The Berkshire Community College Board of Trustees (see page 132) is composed of area residents appointed to the board by the governor of Massachusetts. Some major board functions include reviewing and approving the college's programs and policies, various faculty and staff appointments, and tuition and fees not mandated by the state.

The board meets most months at 4:30 on the fourth Tuesday. Except for executive sessions, meetings are open to the public. Specific dates and locations are available in the President's office.

### BCC STUDENT TRUSTEE

The Student Trustee is elected by fellow students at the end of the spring semester and serves as the liaison between the student body and the BCC Board of Trustees. His/her term of office runs from July 1 to June 30.

The Student Trustee must be currently enrolled at BCC and maintain a full-time student status for the entire length of his/her term. He/she must maintain a 2.000 GPA for each semester and a cumu-

lative 2.000 GPA for the entire term of office. Upon election, the Student Trustee automatically becomes an official member of the Student Government Ambassadors.

### **BCC COLLEGE SENATE**

The College Senate is composed of elected faculty, staff and student representatives from throughout the college. Although the senate has no authority to implement policy or changes, it makes such recommendations to the college's executive council. Senate meetings are open to all interested persons. Specific meeting dates, times and locations are available in the Office of Student Life.

### **BCC STUDENT GOVERNMENT AMBASSADORS**

The BCC Student Government Ambassadors (SGA) are the legislative, representative, and investigative body of the college's student association. They also organize many student activities and community service projects.

The SGA consists of currently enrolled students elected each spring in college-wide elections. Candidates must have a 2.000 or higher grade point average. SGA members receive FORUM units for each term served and participate in various retreats, trips and special activities each semester.

The SGA meets Tuesdays and Thursdays at 12:15pm in the General Bartlett room. The meetings are open to all interested students. The SGA office (ext. 1665) is located off the Susan B. Anthony Center Lounge adjacent to the Office of Student Life.

In addition, a **Student Constitution** establishes a viable system of government for all BCC students. The constitution is available in the Office of Student Life.

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## **ALUMNI AND FRIENDS**

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Alumni and Friends of BCC sponsor various events and projects to provide student scholarships, support other campus programs, and help unite the college with the community.

Annual membership dues, along with monies raised from events like a plant and book sale, are used to support current students in the form of scholarships, a college book voucher program, and the Alumni Grant Program. Alumni and Friends also recognizes outstanding students in all departments at Awards Night each year during the spring semester.

In addition to other benefits, non-student members receive reduced fees at the Paterson Fitness Center; as well as discounts on movie and ski tickets, BCC Players productions, and student sponsored events.

BCC Alumni and Friends welcomes and encourages anyone to become a member who would like to support or become involved in any of their projects and activities (ext. 1660/1662).

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## **BCC Foundation**

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The Berkshire Community College Foundation is a non-profit corporation established to encourage and receive gifts in support of the mission of the college. Gifts from alumni, students, corporations, friends, and staff are used to further the college's commitment to academic excellence and community service.

The Foundation provides scholarships, grants and awards to deserving students to assist them in pursuit of their academic goals. It also supports initiatives in value-added activities such as conferences and hands-on experiences to expand student and faculty learning, emerging technologies, and campus restoration.

In addition, the Foundation owns and operates the building in Great Barrington that is the site of the college's South County Center.

The Foundation is governed by a board of volunteers (see page 132) made up of members from various communities throughout Berkshire County and surrounding areas.

Anyone wishing to make a donation to the Foundation, or for information on how to endow a scholarship, should contact the Development Office (ext. 2185).

## **CAMPUS TOUR**

BCC's main campus is located at 1350 West Street in Pittsfield, Massachusetts (see map on the next page). Directions to the campus are as follows:

**From the north:** Follow Rte. 7 to **Park Square** in downtown Pittsfield. At the traffic circle, go downhill on West Street, pass the Big Y Super-market on the right, and turn left at the stop sign. Continue on West Street for 3-1/2 miles. The college's main entrance is on the right.

**From the east:** Follow Rte. 9 through Dalton and Pittsfield to the intersection with Rte. 7. Turn left at the traffic light and follow Rte. 7 to Park Square. Follow the directions from Park Square above.

**or**

Follow the Massachusetts Turnpike (I-90 West) to Exit 2 in Lee. Turn right onto Rte. 20. After Rte. 20 merges with Rte. 7 in Lenox, follow Rte. 7 to Park Square. Go around the traffic circle and follow the directions from Park Square above.

**From the south:** Follow Rte. 7 to Park Square. Go around the traffic circle and follow the directions from Park Square above.

**From the west:** Follow Rte. 20 to the NY/MA border. Continue on Rte. 20, pass the Citgo gas station on the right, and turn left onto Hungerford Street (about 1-1/2 miles past the gas station). Bear left onto Forthill Avenue underneath a railroad overpass. Turn left at the stop sign onto West Street.

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## **Parking**

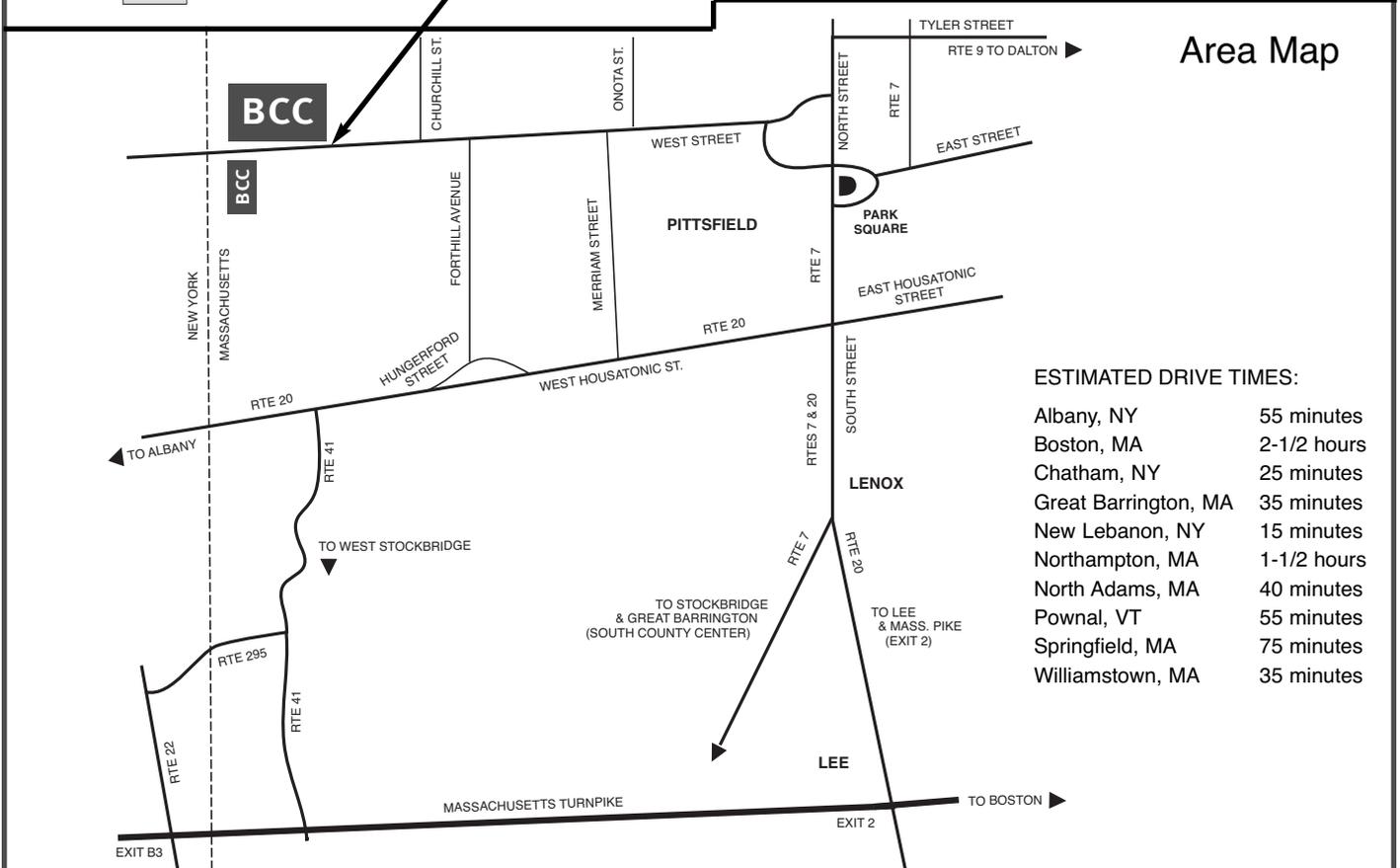
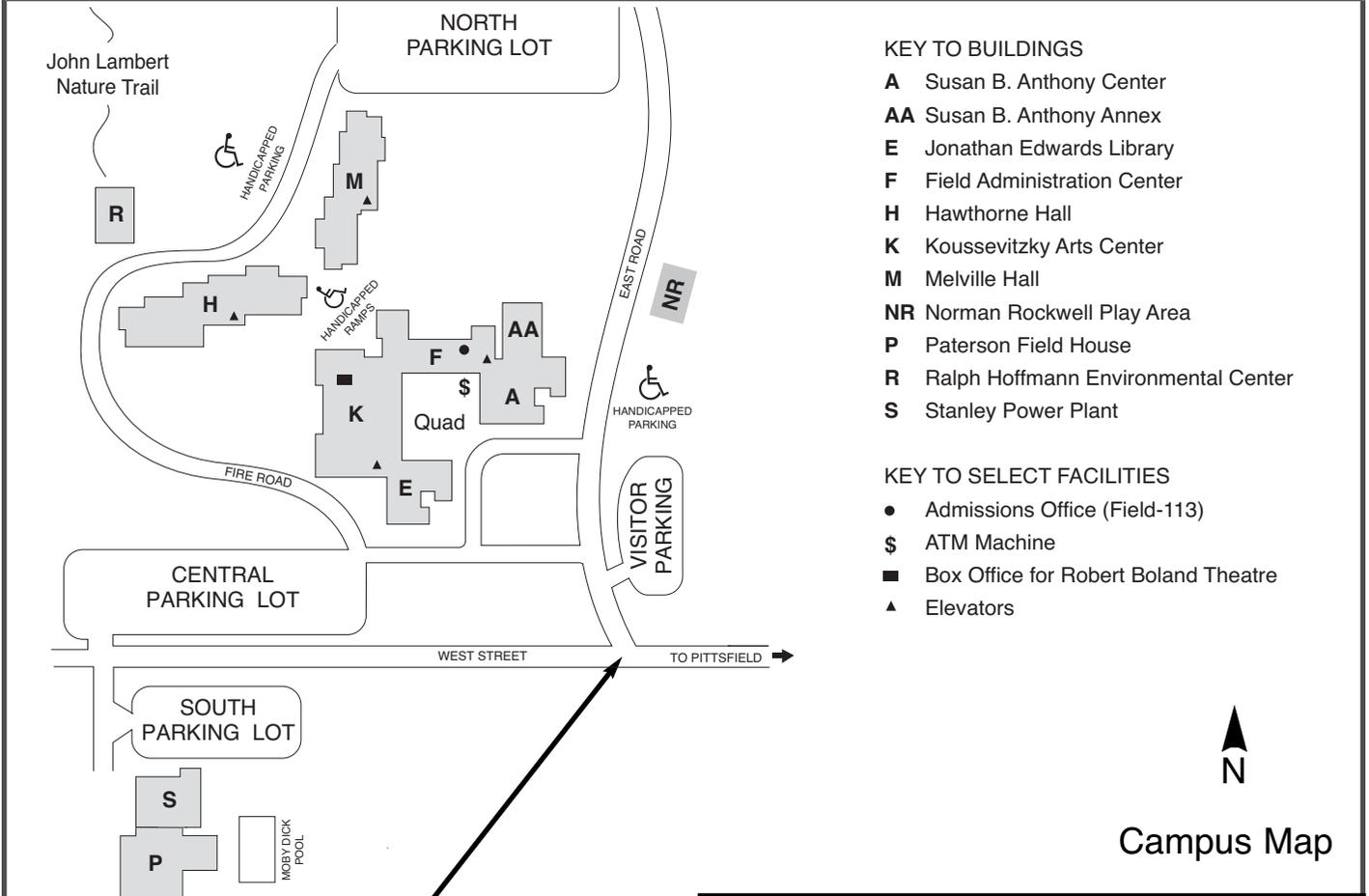
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Parking on BCC's main campus is on a first-come, first-served basis. To avoid parking problems, students are encouraged to arrive on-campus at least 10 minutes before their classes start.

To provide safe and easy access to buildings for emergencies, parking regulations are strictly enforced. On-campus parking areas (see campus map on next page) are assigned as follows:

*(continued on page 6)*

# Figure 1: Area and Campus Maps



(continued from page 4)

- **Handicapped Parking** sections are in the south lot and the area on the east side of the Susan B. Anthony Center and along the Fire Road. Faculty, staff and students who park in these areas must display a state issued handicap placard or plate.
- **Student Parking** is in the north, central, and south lots in areas not designated as faculty/staff or handicapped spaces. Cars must park between painted lines.
- **Faculty/Staff Parking** is along East Road and in designated areas in the north, central and south lots; and on the Fire Road. Cars parked in these areas must display a BCC faculty/staff parking sticker.
- **Visitor Parking** is for visitors only. Faculty, staff and students are prohibited from parking in visitor spaces.

Vehicles parked in unauthorized spaces will be ticketed. Fines may be mailed or delivered to the Parking Clerk located in the Student Billing Office (F-108, ext. 3042).

Unpaid fines are turned over to the Registry of Motor Vehicles and result in the inability of the violator to renew his/her driver's license and/or car registration. BCC also reserves the right to hold registration, grades, transcripts, and graduation until all fines are paid.

A complete copy of the college's parking regulations is contained in the Student Policy Guide distributed annually to all students. Copies are also available from the parking clerk.

## Main Campus

BCC's main campus is located on a magnificent 180-acre site at the foot of West Mountain and includes the following facilities:

### FIELD ADMINISTRATION CENTER

In addition to most of the college's executive and other administrative offices, the Field Administration Center (see campus map on page 5) houses the following:

#### Academic Advising Center

(FIRST FLOOR, ROOM F-117)

The Academic Advising Center assists students with course selection, academic problems, and answers questions about student services. *For more information, see "Academic Advising" on page 17.*

#### Admissions Office

(FIRST FLOOR, ROOM F-114)

In addition to other services, the Admissions office provides information about BCC to prospective students and helps students throughout the admissions process. *For more information, see "Applying for Admission" starting on page 8.*

#### Computer Laboratories

(FIRST FLOOR, ROOMS F-102 AND F-107)

Several computer laboratories are available to students in computer courses or courses requiring the use of computers. Lab assistants are available to help students. There is no fee for this service.

#### Financial Aid Office

(FIRST FLOOR, ROOM F-122)

The Financial Aid office provides counseling about educational expenses and assistance in obtaining aid from various funding sources. *For more information, see "Financial Aid" starting on page 14.*

### LifeLong Learning Office

(FIRST FLOOR, ROOM F-126)

The office of LifeLong Learning develops, coordinates and implements the college's noncredit initiatives. *For more information, see "LifeLong Learning" on page 34.*

### Registrar's Office

(FIRST FLOOR, ROOM F-111)

The primary responsibility of the Registrar's office is to maintain official academic records for each past and present BCC student. *For more information, see "Registrar" on page 27.*

### Student Billing Office

(FIRST FLOOR, ROOM F-108)

The Student Billing office prepares student bills and collects required payments. *For more information, see "Billing and Payment" on page 13.*

### Student Success Center

(FIRST FLOOR, ROOM F-118)

The Student Success Center is committed to helping students achieve academic success. Students are encouraged to visit the center either on a walk-in basis, or as a referral from an instructor. *For more information, see "Student Success Center" on page 30.*

### TRIO Office and Learning Center

(SECOND FLOOR, ROOM F-237)

The TRIO office provides one-on-one support services to help eligible students develop an educational plan. *For more information, see "TRIO Program" on page 34.*

### HAWTHORNE HALL

In addition to classrooms, laboratories and faculty offices, Hawthorne Hall (see campus map on page 5) houses the following:

#### Berkshire Honors Scholar Center

(SECOND FLOOR, ROOM H-237)

The Berkshire Honors Scholar Center provides a quiet place for students in BCC's honors program to relax or study. *For more information, see "Honors Program" on page 25.*

#### Project Link Office

(SECOND FLOOR, ROOM H-208A)

The Project Link office provides courses, advising and educational skills training to prepare GED and ESL students to enter BCC degree and certificate programs. *For more information, see "Project Link" under "Nontraditional Students" on page 10.*

#### Tech Prep Transitions Office (Career Vocational Linkage Initiative)

(SECOND FLOOR, ROOM H-215)

The Tech Prep Transitions office at BCC works with high school site coordinators, guidance counselors and faculty to provide a smooth transition for high school career vocational students into their post-secondary program of choice. *For more information, see "Tech Prep Transitions" under "Current High School Students" on page 10.*

### JONATHAN EDWARDS LIBRARY

The Jonathan Edwards Library (see campus map on page 5), which is open to the college community and general public, provides appropriate information resources, services and equipment. The library also provides a pleasant environment for research, study, browsing, and other academic activities. *For more information, see "Library Resources and Services" on page 26.*

## KOUSSEVITZKY ARTS CENTER

In addition to various faculty and staff offices, the Koussevitzky Arts Center (see campus map on page 5) houses the following:

### Academic Technology Center

(SECOND FLOOR, ROOM K-210)

The Ahlin Academic Technology Center, located off the small lobby that connects to Field Administration, provides audiovisual and other services for the college. *For more information, see “Academic Technology Services” on page 18.*

### Assessment and Testing Center

(SECOND FLOOR, ROOM K-213)

The Assessment and Testing Center, located off the small lobby that connects to Field Administration, administers the learning skills assessment required of most incoming BCC students. The center also serves as the Berkshire County test administration site for the GED, CLEP and DANTES testing programs. Proctoring for distance learning course exams, as well as make-up exams for BCC courses, is also offered. *For more information, see “Assessment and Testing” on page 31.*

### Center for Teaching & Learning

(SECOND FLOOR, ROOM K-210)

The Center for Teaching and Learning (CTL) supports faculty and staff in accessing new knowledge about pedagogy, technology, and higher education issues. The CTL offers courses, workshops, faculty “brown bag” seminars, guest speakers, and professional development events during the academic year, as well as Summer Institutes on topics of special interest. Professional development opportunities and funding are also managed through the CTL.

### Koussevitzky Art Gallery

(THEATRE LOBBY NEAR BOX OFFICE)

The Koussevitzky Art Gallery, which is open to the public, offers exhibits by professional artists from the United States and abroad. Several shows are mounted each semester. In addition, student art work is exhibited in the Koussevitzky lobby throughout the year.

### Math Laboratory

(SECOND FLOOR, ROOM K-214)

The Math Laboratory, located on the south end of the building nearest the library, offers self-paced, individualized, math modules (see “MAT 800 Series” starting on page 117).

### Robert Boland Theatre

(FIRST FLOOR, ROOM K-110)

The Boland Theatre is the largest stage house in western Massachusetts. In addition to BCC and community theatre productions, the facility hosts numerous concerts, dance performances, and other special events each year. *For more information, see “Theatre at BCC” on page 30.*

### Tutorial Center

(SECOND FLOOR, ROOM K-214)

The Tutorial Center provides peer, professional and online tutoring; information on study skills; and drop-in Help Centers in such areas as Mathematics and Writing. This center is an important support service to students at BCC. *For more information, see “Tutorial Services” on page 31.*

## MELVILLE HALL

In addition to classrooms, laboratories and faculty offices, Melville Hall (see campus map on page 5) houses the following:

### Language Laboratory

(FIRST FLOOR, ROOM M-112)

The Language Laboratory is an important resource for the BCC community. You can access the Internet, take advantage of computer assisted instruction, watch videos, films, and television, read magazines and books, sharpen listening and speaking skills, and consult with instructors and peers — in your language(s) of choice. The language lab is also a study lounge. You don't have to be a language student to take advantage of this quiet, comfortable, welcoming space.

### PATERSON FIELD HOUSE

The Paterson Field House (see campus map on page 5) maintains an astroturf gymnasium and basketball court for indoor activities, as well as several soccer fields and a 5K cross-country course. Lockers are available for students, who must provide their own locks. All facilities are open to the public when their use does not interfere with college activities.

### Fitness Center

The Paterson Fitness Center is a fully equipped exercise and strength training facility. The center is open to BCC students, faculty and staff at no cost. The general public is charged a minimal fee. Paid exercise prescription programs are held several times a year.

### Swimming Pool

The college's swimming pool is expected to re-open during the summer of 2009.

## RALPH HOFFMANN ENVIRONMENTAL CENTER

The Ralph Hoffmann Environmental Center (see campus map on page 5) is the focal point for environmental programs and activities. Built in 1976, the center houses a lecture room, laboratories, seminar area, student lounge, and several work areas.

Local fresh water fishes and other aquatic species are on view in the center's large aquarium. Also on display are student projects, plant and animal specimens, and other exhibits emphasizing the college's commitment to natural resource conservation.

### The John Lambert Nature Trail

Located behind the Ralph Hoffmann Environmental Center, the nature trail wanders through open fields and woodlands. Numbered posts along the way indicate points of natural significance.

## SUSAN B. ANTHONY CENTER

The Susan B. Anthony Center (see campus map on page 5) houses the following offices and services:

### College Store

(UPPER LEVEL, ROOM A-210)

The college store primarily serves as an outlet for textbooks and materials needed for BCC day and evening classes. *For more information, see “College Store” on page 19.*

### Cafeteria/Food Services

(LOWER LEVEL OF BUILDING)

The BCC Cafeteria provides nutritionally balanced meals with a varied menu. *For more information, see “Cafeteria” on page 32.*

### Immunization Records and Allied Health Medical Records Office

(UPPER LEVEL, ROOM A-117)

This office maintains the official BCC immunization requirement form that students must complete and turn in before the first day of classes. Students may drop off medical records, authorize sending records to another location, or obtain a copy for their own use.

*For more information, see "Immunization" on page 9.*

### Norman Rockwell Early Childhood Center

(LOWER LEVEL, ROOM A-G12)

This Center offers child care services for the children of BCC students, faculty and staff.

*For more information, see "Child Care" on page 32.*

### Student Life Office

(UPPER LEVEL, ROOM A-118)

The Office of Student Life is the center of student activity at BCC.

The office helps to plan and administer a wealth of opportunities for social, cultural, recreational, and personal enjoyment and enrichment.

*For more information, see "Student Life" on page 34.*

### Student Development Center

(UPPER LEVEL, ROOM A-107)

The Student Development Center, located down the hall from the college bookstore, provides various free services, transfer and personal counseling; as well as personal growth workshops, and specialized support services for students with disabilities.

*For more information, see "Career Counseling," "Disability Resource Center," "Personal Counseling," and "Transfer Counseling" headings in the Student Services section starting on page 31.*

### Student Lounge

(UPPER LEVEL OF BUILDING)

The Student Lounge provides an atmosphere that encourages full enjoyment of the social aspects of college life, and is the central meeting place for students and their friends.

Activities range from movies to lectures to live entertainment. Students also use the lounge to study and relax.

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## OFF-CAMPUS SITES

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In order to increase accessibility throughout the county, BCC offers various courses and services at the following off-campus sites:

### INTERMODAL EDUCATION CENTER

Conveniently accessible in downtown Pittsfield, the new Intermodal Education Center is located on the second floor of the BRTA Intermodal Transportation Center on the corner of North Street and Columbus Avenue. The facility, which is used by both BCC and MCLA, includes a multimedia classroom, computer laboratory, testing center, and administrative offices. In addition to credit courses, BCC offers workforce development courses, skills assessments, English as a second language courses, and an outreach program.

For more information, call (413) 236-2125.

## NORTH COUNTY CLASSES

To better serve students who live or work in northern Berkshire county or southern Vermont, BCC offers classes during the spring and fall semesters at the Charles H. McCann Vocational Technical High School in North Adams. Registration for north county classes may be completed on BCC's main campus or during special registration sessions in north county.

For more information, call Phylene Farrell, director of off-campus sites, at 413-528-4521 or 800-816-1233 (in Mass. only), ext. 5201.

## SOUTH COUNTY CENTER

The South County Center, located at 343 Main Street in Great Barrington, opened in 1984 to allow students who live or work in southern Berkshire County easier access to BCC academic courses.

Students may attend the Center on a full- or part-time basis. In addition, students may enroll in courses both in Pittsfield and Great Barrington during the same semester. Most general education requirements may be fulfilled at the Center.

The staff at the South County Center also provides admissions assistance, advising, registration, student payment services, and communication with student services on the main campus. Other services offered on the main campus are available by appointment at the South County Center. The Center serves new, returning, and prospective BCC students.

For more information, call Phylene Farrell, director; or Cathy Dargi, administrative assistant, at 413-528-4521 or 4522; or 800-816-1233 (in Mass. only), ext. 5201 or 5202.

# APPLYING FOR ADMISSION

BCC has a rolling admissions policy - as completed applications are received, decisions are made on a first-come, first-served basis. Except as noted elsewhere in this catalog, students may begin their coursework for most programs in the fall, spring or summer.

### To obtain an Application for Admission:

- call 413-236-1630 or 800-816-1233 (in Mass. only), ext.1630, or
- visit BCC's Admissions office in Room F-114, Field Administration Center (see campus map on page 5), or
- go online to BCC's website at [www.berkshirecc.edu](http://www.berkshirecc.edu) and click on "Admissions" followed by the "Apply" and "Application" links.

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## GENERAL ADMISSION POLICY

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Students who want to enroll in one of BCC's degree or certificate programs, whether full time or part time, must be admitted to the college. Enrolling in a program is called matriculating.

Generally, a high school diploma or GED is required for admission to BCC.

Some programs restrict entrance to applicants who have already met specific requirements. Applicants who have not yet met those requirements can be admitted to the college to enroll in prerequisite courses.

## ADMISSION REQUIREMENTS

Requirements for admission include an official transcript from high school verifying graduation (or GED), official transcripts from any other colleges attended, payment of an application fee of \$10 for Massachusetts residents or \$35 for out-of-state residents and international students, and completion of an application form which is available from the Admissions office (ext. 1630).

Students who have not earned a high school diploma or GED may qualify for admission by taking an "Ability to Benefit" test. Contact the Admissions office (ext. 1630) for details.

Although not required, a meeting with an Admissions Counselor is especially recommended to clarify choice of program, applicability of previous coursework, requirements for international students, and any other questions. Prospective students and/or their parents are encouraged to visit the campus and may request a guided tour by calling the Admissions office (ext. 1630).

## FULL- AND PART-TIME STUDENTS

Students who are admitted to a BCC program of study may choose to enroll as either full- or part-time students in any given semester.

BCC defines a full-time student as one who enrolls for 12 credit hours or more a semester. Most agencies and programs, including financial aid, veterans' assistance, varsity athletic eligibility, the Social Security Commission, and insurance benefits, also define a full-time course load to be at least 12 credits a semester.

## LEARNING SKILLS ASSESSMENT

Unless exempted, all applicants to BCC must complete a learning skills assessment in writing, reading, and mathematics before registering for courses. The skills assessment is administered by the Assessment and Testing Center (see page 31). Assessment results are used for placing students in courses consistent with their abilities.

Students who have completed previous college-level coursework in English and mathematics with a grade of "C" or better may be exempt from the assessment. Exemption decisions are made by the appropriate Admissions office staff after reviewing an applicant's admissions file.

## IMMUNIZATION

All full-time, day students (12 credits or more) and all full- or part-time students in Nursing and Allied Health programs, regardless of their year of birth; and all foreign-born students, are required to present evidence of:

- A booster dose of Td (tetanus and diphtheria) within the last 10 years
- Two doses of live measles vaccine (given at least one month apart beginning at or after 12 months of age)
- At least two doses of mumps vaccine
- One dose of rubella vaccine
- Completed series of three Hepatitis B vaccines

Nursing and Allied Health program students and all foreign-born students must have current Tuberculosis testing.

*Students must complete and return the immunization form included in their welcome packet to the Immunization Records Office (A-117) before the first day of classes.* Failure to return the form will subject the student to withdrawal from the college.

Additional copies of the form are available in Admissions (F-114) and the Immunization Records office (A-117).

## ORIENTATION

All new students, whether entering the spring or fall semester, participate in orientation. The purpose of orientation is to help students make the transition to BCC by acquainting them with the facilities, resources, services, activities, and policies of the college.

## READMISSION TO THE COLLEGE

Students who have previously attended BCC and are returning after a lapse of one semester or more must apply for readmission to the college (see page 27).

## JOINT ADMISSIONS PROGRAM

BCC's formal joint admissions agreements with the University of Massachusetts and all other four-year state colleges in Massachusetts are now a part of the *Mass Transfer* program (see Figure 10 on page 28). Colleges and universities outside of Massachusetts that have joint admission and/or transfer articulation agreements with BCC are shown in Figure 11 on page 29.

## SPECIAL REQUIREMENTS

Students interested in any BCC nursing and allied health, early childhood education, or human services program of study should be aware of the following:

### NURSING & HEALTH CARE PROGRAMS

All Nursing and Health Care programs at BCC have specific entrance requirements listed in the "Programs of Study" section in this catalog starting on page 39.

These programs include the Practical Nurse and Massage Therapy and Bodywork certificate programs; and the associate degree programs in Health Science (except Physical Fitness), Nursing, Physical Therapist Assistant, and Respiratory Care.

Admission to these programs is restricted to applicants who meet the requirements, and also depends on available space in the program. Students applying to these programs use the same application form as other students. In addition, the Respiratory Care and Physical Therapist Assistant programs are offered on a cyclical basis depending on the needs of the community.

For the Associate Degree in Nursing program, applications must be received by the admission committee prior to March 1 to be considered for the fall semester.

All students in Nursing and Health Care programs (except Physical Fitness) must comply with state legislation (Chap. 76, Sec. 15C, General Laws of Mass.) as well as to provide proof of inoculation to contracted agencies that serve as clinical sites. **Students should refer to the matriculation form for their program, which will outline immunization requirements and deadlines.**

Students must provide proof of a physical examination and proof of chicken pox disease or laboratory testing for immunity by the deadline established by their program.

To allow for clinical experience, proof of immunization will be shared with the Assistant Dean of Nursing, Health & Social Sciences; director of nursing; department chair; and contracted agencies.

## CRIMINAL OFFENDER RECORD INFORMATION CHECKS

Students interested in participating in any academic program that involves working with children, the disabled, or the elderly; or that includes a clinical affiliation with a private or public health care provider, may be required to undergo Criminal Offender Record Information (CORI) and Sex Offender Registry (SORI) checks.

Depending on the contents of the CORI and SORI reports, participation in the program, or clinical affiliation related thereto, may be denied.

CORI and SORI checks may be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 167C and 178B; and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health.

For more information, contact Mary Daigneault, Staff Assistant, Student Affairs (ext. 1602).

## STUDENT POPULATIONS

In addition to general admission information provided above, different populations should be aware of the following admission-related information that is specific to their category.

### CURRENT HIGH SCHOOL STUDENTS

BCC welcomes qualified high school students who would like to take college courses. These students may take credit or noncredit courses without being formally admitted to the college.

High school students who wish to meet some of their high school graduation requirements at BCC may be able to do so by applying for admission to the high school student (HSST) program. Preference is given to high-achieving students, primarily seniors, who have been properly prepared for appropriate college-level work and who have maintained a 3.0 GPA. Students in this category are required to take the BCC skills assessment.

In addition to a transcript, a letter on official high school stationery stating that the student has the permission of the high school principal or guidance counselor is also required. Interested students should contact Admissions (ext. 1630).

### Tech Prep Transitions (Career Vocational Linkage Initiative)

BCC is a member of the Berkshire Tech Prep Transitions Consortium, a partnership of area colleges, Berkshire County high schools with at least one career/vocational program, and area employers.

The program offers high school students an opportunity to explore career options in technical fields that require at least a two-year associate degree; and to visit area colleges to learn more about the programs that interest them. Beginning in high school, students map out an educational plan that combines strong academics with technical courses and/or work-based experiences.

Many students may be able to receive college credit for some of their high school coursework under the terms of 2 + 2 articulation agreements between the college and their high school. These agreements result in non-duplicative programs of study wherein students earn BCC credit while still in high school.

Selected BCC programs that may result in earning college credit include Allied Health, Business Administration, Business Careers,

Computer Information Systems, Culinary Arts, Engineering Technology, Environmental Science, and Hospitality Administration.

High school Tech Prep students are also encouraged to participate in the Dual Enrollment program during their junior or senior year as a way to earn college credit while exploring a potential career, or simply to get a jump start on college requirements.

Interested students should contact their high school guidance counselor or the Director of Tech Prep Transitions at BCC (ext. 2180).

### Tech Path

(See "Berkshire Applied Technology Council" on page 35.)

### TRADITIONAL STUDENTS

In academic terms, traditional students are recent high school graduates who enter college shortly after graduation.

BCC has a free summer program for graduating high school seniors from Berkshire County who have been admitted to BCC for the fall semester. The program is a collaboration between BCC and area high school faculty.

Held weekdays in August, the program allows students to get a head start on their transition from high school to college. Components include math, English, computer technology, ways to manage stress, and the do's and don'ts of a successful first semester in college.

Interested students should contact their guidance counselor, high school representative, or Tom Curley at BCC (ext. 2301).

### NONTRADITIONAL STUDENTS

More than half of BCC's student population is 23 years old or older. These students include those returning to school after a long absence, parents, and displaced workers. Some never graduated from high school and need to earn a GED. Others have their GED, but worried about their ability to succeed in college.

To assist this population, BCC has specially trained counselors to help these students make a smooth transition back to school while they balance the other demands of their adult lives.

### High School Equivalency Diploma

BCC is a testing center for the GED program. Students who successfully pass the five sub-tests earn a Massachusetts State High School Equivalency Diploma. For information about taking the GED and the schedule of test dates, contact the Testing and Assessment Center (ext. 1655/1656).

### Project Link

Project Link prepares GED and ESL students to enter degree and certificate programs at BCC at no cost to students. Participants take courses in basic writing, reading and mathematics, as well as seminars on such topics as study skills, employment prospects and applying for financial aid.

Students receive one-on-one advising and assistance throughout the program to ensure it fulfills their individual educational needs. For more information, or to apply for selection, call the Project Link advisor (ext. 2175).

### NON-DEGREE STUDENTS

Anyone interested in taking courses without enrolling in a degree or certificate program may do so as a non-degree student. Non-degree

students may sign up for courses during registration, as long as they can document that they meet or exceed any prerequisites the course may have. Results of the BCC learning skills assessment or another college transcript may be used to meet this requirement.

Non-degree students do not need to apply for admission to the college in order to take courses. However, if they intend to register for more than 11 credits, they must obtain permission from the Dean of Student Affairs and Enrollment Services. Non-degree students are not eligible for financial aid.

### OTHER POPULATIONS

Other populations that may fall into any of the previous categories include the following:

#### Evening Students

Evening students who wish to enroll in a program of study should apply through the Admissions office. Degree programs that can be completed entirely through evening study are Business Administration, Business Careers, Fire Science, and Liberal Arts. Other programs may require a combination of day and evening study.

#### International Students

BCC welcomes international students from all over the world. The college recognizes the value of a diverse student body and works toward improving international understanding through the cultural exchange that international students provide.

Students whose primary language is not English will be required to take the Test of English as a Foreign Language (TOEFL) to demonstrate proficiency in English. Students with TOEFL scores of 500 or higher may enter any academic program with supplemental ESL as needed. To obtain more information about the TOEFL, you may contact the Testing Center at BCC or the Educational Testing Service, TOEFL, Box 899, Princeton, NJ 08451, U.S.A.

International students must submit an affidavit of total financial support. This may be met by a letter of credit from an institution certifying that the applicant's sponsor, which may be a parent, relative, government agency, or foundation, has the requisite funds convertible to U.S. dollars. Financial support documents must be submitted with this application. Berkshire Community College provides no financial aid to international students on an F-1 visa.

Official transcripts of all study at the high school level and college or university transcripts, if applicable, must be submitted in English. Applications should normally be made six months in advance of the expected entrance date. The Admissions Office provides the necessary documents for students to obtain an F-1 student visa, and assistance in maintaining status while at the college.

#### New England and New York Regional Students

Students who are legal residents of any New England state or New York state are eligible for reduced rates under the New England Regional Student Program and Border States Initiative. Students in these states pay tuition equal to 150% of applicable resident tuition.

#### Senior Citizens

Senior citizens who are residents of Massachusetts and 60 years of age or older may attend the college tuition-free and with reduced fees. Non-matriculating seniors may do so where course space is available.

### Students with Disabilities

It is the policy of the Disability Resource Center (DRC) program at BCC to provide reasonable academic accommodations to students who are blind or visually impaired, deaf or hearing impaired, physically or learning disabled; as well as to students who have Attention Deficit Hyperactivity Disorder (ADHD), psychiatric disabilities, or illness-related or temporary disabilities provided that accommodations are warranted, reasonable and appropriate given the purpose of the course.

Students with disabilities requiring accommodations must initiate a request for services through the DRC.

*For more information, see "Disability Resource Center" on page 32.*

### Transfer-in Students

BCC welcomes transfer-in students. Applicants requesting transfer of previous college experience to BCC must provide BCC with official college transcripts from their previous schools.

Official transcripts are also needed to meet the admission requirements for Nursing and Allied Health. Official high school transcripts are also required.

International transcripts must be reviewed by an external evaluation service. Contact the Coordinator of Admissions (ext. 1631) for more information.

BCC may grant credit from regionally accredited institutions where a grade of C (2.000) or better has been earned and where the course content parallels the requirements in a student's program at BCC.

Transfer students planning to graduate from BCC may not account for more than one half of a program's graduation credit requirements by transfer, credit by exam, prior learning experiences, or any combination of these.

### Veterans, National Guard and Reserves

The Registrar assists veterans, their dependents, and members of the National Guard/Reserves in determining their eligibility for education benefits. Students who are eligible for benefits through a program administered by the Veterans Administration are provided with assistance in filing for benefits.

Programs administered by the VA include:

- Montgomery G.I. Bill-Active duty (MGIB-AD) Chapter 30
- Montgomery G.I. Bill-Selected Reserve (MGIB-SR) Chapter 1606
- Reserve Educational Assistance Program: Chapter 35
- Survivors' and Dependents' Educational Assistance (DEA) Chapter 35
- Vocational Rehabilitation (VR&E) Chapter 31 service and eligible members of the National Guard.

In addition, the Registrar's office administers the Commonwealth of Massachusetts tuition waiver programs for eligible veterans with specified wartime service and eligible members of the National Guard.

As each program has a different set of eligibility, filing and compliance rules, students are encouraged to contact the Registrar's office for an explanation of program benefits and requirements

## ADVANCED STANDING AND NONTRADITIONAL CREDIT OPTIONS

BCC students may receive credit for educational experiences outside the traditional college setting. Students interested in qualifying for any of the options described below should consult the department, faculty member, or other advisor overseeing the testing or assessing of the educational experience.

To be eligible, students must be matriculated (accepted in a program of study). Most options require payment of tuition and fees for the credits earned.

Students may not account for more than one half of their program's graduation requirements with credits earned by transfer, examination, prior learning experiences, or any combination of these.

In addition, students must make sure that the official transcripts and scores necessary for determining advanced standing are sent to the Admissions office.

### CHALLENGE ASSESSMENTS

Challenge assessments allow students to receive credit, but no grade, for selected BCC courses listed in the BCC catalog. Students pass an exam that shows proficiency in the subject matter of the course. Students file this documentation in the Registrar's office.

The faculty member who offers the course and the department chair must approve the granting of credit. Students must have declared their major. Application forms for challenge assessments are available from the Registrar's office.

### NATIONAL STANDARDIZED TESTS

Credit is also granted for certain scores on national standardized tests; no grade is assigned. To earn credit in various subject areas, students must score 3 or above on an advanced placement exam designed to assess college level work at secondary school. Check with high school guidance counselors for scheduling.

Students taking the College Level Examination Program (CLEP) test of the College Entrance Examination Board (CEEB) must score within the nationally recognized norms to earn credit. Scores of 47 percent or above are required for tests of the Defense Activity for Nontraditional Education Support program (DANTES).

Check with the Assessment and Testing Center (ext. 1655/1656) for scheduling and requirements. In some instances, additional requirements must be met before credit will be awarded.

### PRIOR LIFE LEARNING EXPERIENCE

A maximum of 8 credits for two classes may be awarded for life experience gained outside an academic environment. Letters of recommendation, a portfolio, art work, seminars, licenses, and other similar documentation are required for proof of experience.

Non-collegiate training may also receive credit. This includes various training and refresher courses offered by business, industry, service agencies, the Armed Forces, and the government. Students must provide diplomas, certificates, and other evidence of instruction. Credit is not automatic; each request is evaluated separately.

For more information, students should consult the Advanced Standing Coordinator (ext. 1631).

## COST OF ATTENDANCE

Cost is one of the many advantages of a community college. This is especially true for students planning to earn a bachelor's degree. By taking their freshman and sophomore years at BCC before transferring to a baccalaureate institution these students can save thousands of dollars on the cost of their education.

BCC charges tuition, a college service fee, and a technology fee for every registered credit. The actual cost per credit depends on whether the student is taking day, evening and/or online courses; and the student's residency. The total cost per semester depends on the number of credits the student takes, the cost of books and supplies, travel to and from BCC, and any additional expenses and fees.

Students and parents should also note that there are several ways to further reduce the cost of a college education. These include financial aid (see page 14), a statewide *MassTransfer* program (see page 28), and the higher education tax incentives provided by the Taxpayer Relief Act of 1997.

*Tuition, fees and refund policies may change without notice.*

## TUITION AND FEES

To determine their tuition and fees, students should carefully read the following two paragraphs. Students auditing a course (see page 19) pay the same rates as students taking the course for credit.

### DAY COURSES

The tuition and fees for day courses, defined as courses that begin before 4pm on Monday through Friday during the fall and spring semester, are based on the student's residency as shown in Figure 2 on the next page.

### EVENING & ONLINE COURSES

All evening and online courses are charged the Massachusetts resident rates (see Figure 2 on the next page). Evening courses are defined as:

- (1) all courses starting at or after 4 p.m.,
- (2) all courses held on weekends, and
- (3) all courses offered during the summer.

## ADDITIONAL FEES

If applicable, students may also be charged the following additional fees:

### ADMISSION APPLICATION

All students applying for admission to BCC are charged the following one-time application fee:

Massachusetts Residents .....	\$10.00
All Other Residents .....	\$35.00

## Figure 2: Tuition and Fees

### MASSACHUSETTS RESIDENTS

The following rates apply to Massachusetts residents for *day* courses; **and** to *all students*, regardless of residency, for *evening* and *online* courses:

Tuition .....	\$26.00 per credit
College Service Fee .....	\$117.00 per credit
Technology Fee .....	\$13.00 per credit
<b>Total</b>	<b>\$156.00 per credit</b>

To qualify for Massachusetts rates, a student must:

- (1) be a Massachusetts resident for at least six months prior to the start of a semester, and
- (2) submit a completed residency form to the Registrar's office. Students who do not submit a residency form will be assessed out-of-state rates.

### NEW ENGLAND & NEW YORK RESIDENTS

The following rates apply to New England (other than Massachusetts) and New York residents for *day* courses:

Tuition .....	\$39.00 per credit
College Service Fee .....	\$117.00 per credit
Technology Fee .....	\$13.00 per credit
<b>Total</b>	<b>\$169.00 per credit</b>

### ALL OTHER RESIDENTS

The following rates apply to international students and all other out-of-state residents for *day* courses:

Tuition .....	\$280.00 per credit
College Service Fee .....	\$117.00 per credit
Technology Fee .....	\$13.00 per credit
<b>Total</b>	<b>\$410.00 per credit</b>

### HEALTH INSURANCE

Students covered under a comparable health insurance plan may waive the fee by visiting the "Student Accident & Sickness Insurance Plan" link at [www.universityhealthplans.com/intro/BRCC.html](http://www.universityhealthplans.com/intro/BRCC.html). A link to the waivers can also be found on BCC's website:

Fall (9/1 through 8/31) .....	\$823.00
Spring (1/1 through 8/31) .....	\$564.00

### MASSPIRG

All day students are automatically charged a \$9 contribution each semester to the Massachusetts Public Interest Issues Research Group (MassPIRG). Students who wish to waive the fee must submit a completed waiver form to the Student Billing office.

### OTHER

Depending on the needs and circumstances of each student, the following fees may apply:

Challenge Assessment .....	\$30.00/credit
Clinical Makeup .....	\$50.00/makeup
Late Payment/Reinstatement .....	\$50.00/semester
Life Experience .....	\$30.00/credit
Returned Check .....	\$20.00/check
Three Installment Payment Plan .....	\$30.00/semester
Transcript .....	\$3.00/copy

## BILLING AND PAYMENT

Students are required to respond to their bills even if payment is covered by financial aid or another source. Non-response to a bill may result in cancellation of the student's registration.

### SEMESTER BILLS

Bills for the fall and spring semesters are mailed to the student's home address on file in the Registrar's office. Fall semester bills are

mailed in mid-July and are due in mid-August. Spring semester bills are mailed in mid-December and are due in early January. Students who register after the bills are mailed are given their bill upon registration. Students who register after the bill due dates are expected to pay upon registration.

### INSTALLMENT PLAN

To assist students in paying their bills, the college offers a Three Installment Payment Plan (TIPP). The plan requires a co-maker and a non-refundable \$30 application fee. Application forms are available in the Student Billing office (F-108), and online.

### PAYMENT PROCEDURES

Payment for the fall and spring semesters is due as indicated on the student's bill. Payments not received by the due date are subject to a \$50 late fee. Payment for summer courses is due at the time of registration.

### Paying the Bill

The college accepts cash, checks, American Express, Discover, MasterCard, and Visa. Payments may be made:

- in-person at the Student Billing office, located in Room F-108 on the first floor of the Field Administration Center on BCC's main campus in Pittsfield
- by mail to Student Billing, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201 (do not send cash by mail)
- by telephone 24 hours a day (413-236-3043).
- by WebAdvisor 24 hours a day. Follow the link at [berkshirecc.edu](http://berkshirecc.edu).

### Additional Bills

Students may receive at least one additional bill during a semester if they (1) enrolled in a TIPP installment plan, (2) registered for additional credits, or (3) received financial aid or scholarship awards that did not sufficiently cover all charges.

**Figure 3: Per Credit Refund Table**

DAY COURSES	Before first day of semester <sup>u</sup>	1 – 6 days of semester <sup>s</sup>	7 – 10 days of semester <sup>s</sup>	After 10th day of semester <sup>s</sup>
Massachusetts residents and all evening students	\$156.00	\$117.00	\$78.00	\$0
New England and New York residents	\$169.00	\$126.75	\$84.50	\$0
International and out-of-state students	\$410.00	\$307.50	\$205.00	\$0
SUMMER/EVENING/ ONLINE COURSES	Before first day of semester <sup>u</sup>	1 – 2 days of semester <sup>s</sup>	3 – 4 days of semester <sup>s</sup>	After 4th day of semester <sup>s</sup>
All students	\$156.00	\$117.00	\$78.00	\$0

<sup>u</sup> Includes tuition, college service, and technology fees.

<sup>s</sup> Days refer to business days (weekends, holidays, and other non-business days are excluded).

### Returned Checks

A check with insufficient funds is generally deposited twice and only returned to the college if it does not clear the second time.

Returned checks will result in the credit being removed from the student's account, and the assessment of a \$20 returned check fee. Students will be notified in writing of this action. Repayment must then be made by cash, bank check, money order, or credit card.

### BALANCES AT SEMESTER'S END

Student accounts with an outstanding balance after final bills are due will be placed on hold. A series of four letters requiring immediate payment will be sent to the student.

Failure to pay will result in the student's account being turned over to an approved collection company, and the student will be responsible for all collection costs and other fees incurred in the collection of the debt.

## REFUND POLICY

The college adheres to the following refund policy:

- Non-attendance alone does not qualify a student for a refund. Students must initiate, in writing, a course drop or All College Withdrawal form.
- Credit course refunds are based on the student's official date of withdrawal as determined by the Registrar's office.
- Full refunds are granted for any course cancelled by the college.
- Refunds are processed after the end of the refund period according to the table in Figure 3 above. Refund checks are mailed to the student's home address on file in the Registrar's office. Credit card payments will be refunded to credit cards.

### STUDENTS ON FINANCIAL AID

Students receiving federal or state financial aid should also see "Withdrawal/Refund Policy for Financial Aid Recipients" on page 16 for additional information.

## FINANCIAL AID

Our mission is to remove economic barriers for students attending BCC so that they can focus on their studies and achieve their academic and career goals. Financial aid can make all the difference to their academic success, and we want to help them succeed. Each year nearly 1200 students receive an average award of \$4,200 to attend BCC.

Financial aid is available in the following forms:

- Grant, waiver and scholarship programs provide free monies that can be applied to college expenses and do not have to be repaid.
- The Federal Work-Study program provides part-time jobs so students can earn while they learn. Paychecks can be used to cover living expenses and college costs. The added benefit of this program is the opportunity to gain work experience and references.
- Federal student loan programs provide low interest loans to help meet expenses related to enrollment in college. Repayment begins after graduation, and in many cases, the government pays the interest during periods of enrollment. Based on the most recent available data, the average total student loan debt upon leaving BCC (graduating, transferring, etc.) is \$3,033.

Both day and evening students, full- and part-time, are eligible to apply for aid.

Students can get financial aid without being eligible for a Federal Pell Grant.

*NOTE: Students receiving financial aid may also qualify for the TRIO Program (see page 34).*

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## SOURCES OF FUNDING

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The primary sources of student aid at BCC are shown below. The number in parentheses is the minimum required credit load a student must take in order to qualify for aid from that source.

- Federal Pell Grants (3)
- Federal Academic Competitiveness Grants (12)
- Federal Supplemental Educational Opportunity Grants (6)
- Federal TRIO Supplemental Grants (3)
- Federal Work-Study (6)
- Federal Stafford Student Loans (6)
- Massachusetts Tuition Waivers (3)
- Massachusetts Cash Grants (3)
- MASSGrants (12) – limited to four semesters for degree candidates; two semesters for certificates
- Massachusetts Part-Time Grants (6)
- BCC Grants (6)
- BCC Alumni Grants (6)
- BCC Book Grants (3)

### SCHOLARSHIPS

BCC and BCC Foundation scholarships are available from a number of public and private sponsors for both day and evening students, full and part time, who meet various eligibility criteria, including academic performance, field of interest, and financial need.

More than 120 scholarships, ranging from \$250 to \$5,000 each, are offered annually to incoming and returning BCC students. A small number of community scholarships are also available to transferring students. Applications are available from the Institutional Advancement (F-232) and Financial Aid (F-122) offices. Awards are announced annually at an Awards Ceremony in the spring.

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## ELIGIBILITY REQUIREMENTS

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Both day and evening students are eligible for financial aid consideration. Everyone who applies can qualify for some type (or combination) of aid. To receive aid, a student must meet the following requirements:

- have financial need (except for certain loan programs),
- be accepted into a degree or approved certificate program,
- be a U. S. citizen or permanent legal resident, and
- make satisfactory academic progress (see next page).

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## APPLICATION PROCESS

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Applying for financial aid has never been easier. Simply follow the steps below:

- Apply for admission (or re-admission) to BCC by completing and submitting an application to the Admissions office.
- Apply for a Federal Student Aid Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov). The PIN can be used to electronically sign the Free Application for Federal Student Aid (FAFSA), correct FAFSA information, file Renewal FAFSAs in

subsequent years, as well as completing loan counseling and electronically signing a promissory note for a Direct Student Loan.

- File the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**NOTE: BCC's Federal School Code Number is 002167.**

- If help is needed with any part of the application process, call 800-4FED AID (800-433-3243); or the BCC Financial Aid Office at 499-4660 or 800-816-1233, ext. 1644.
- If asked, be prepared to submit signed copies of your most recent taxed and untaxed family income sources and amounts, to the Financial Aid Office.

**Send to:** Berkshire Community College, Financial Aid Office, 1350 West Street, Pittsfield, MA 01201-5786

### WHEN TO APPLY

Students benefit from applying for financial aid by May 1 each year. At BCC, all students regardless of residency who file their FAFSA on time (by May 1) receive priority award consideration. Priority awarding means:

- On-time filers who qualify for a Federal Pell Grant will have their tuition, fees, and books paid in full up to 12 credits each semester.
- On-time filers who do not qualify for a Federal Pell Grant receive up to \$1,000 more in state funds than late filers.

Students who file their FAFSA after May 1 receive consideration for a Federal Pell Grant and student loans, but state aid is available to late filers on a limited basis only while funds last.

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## FEELING SHORT CHANGED?

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The only way to qualify for aid is to apply and to apply every year. And remember, students can get aid without being eligible for a Federal Pell Grant.

For students who do not qualify for grant aid, or feel that their award is not enough to support their enrollment, the following may help:

- Meet with a financial aid counselor to re-evaluate the award in light of any unique circumstances, and
- Consider the college's three installment payment plan (see page 13) that allows students to budget their payments over time. Many students view this as a better option than credit.

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## DISBURSEMENTS

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Financial aid funds, including loans and scholarships, are credited to the recipient's account at the college. Financial aid can be applied to such college costs as tuition, fees, books, and insurance.

Students are required to respond to their bills even if payment is covered in full by financial aid. Non-response to a bill will result in cancellation of the student's registration.

Students with financial aid in excess of their total charges receive a refund by mail, 30-45 days after the beginning of each semester and on a rolling basis thereafter as funds are received by the college.

**Figure 4: Academic Progress Standards for Financial Aid**

<b>Attempted Credit Hours</b>	<b>Minimum Percentage of Credits Completed</b>	<b>Minimum Cumulative Grade Point Average</b>
1 to 29	50.0%	1.500
30 to 44	58.5%	1.750
45 & up	67.0%	2.000

NOTE: Grades such as F, W and IN count towards attempted credits. Students can calculate their course completion rate by dividing the total number of credits they have earned at BCC by the total number of credits they have attempted.

**Maximum allowable credits**

Students can receive financial aid up to 150% of the total credits required for graduation from their program (excluding a maximum of 30 credits of any developmental coursework required). This cap applies to all college credits attempted, including any program changes.

EXAMPLE: If your program requires you to take 60 credits to graduate, you may receive financial aid for up to 90 credits.

## **ACADEMIC PROGRESS/SUSPENSION POLICY FOR FINANCIAL AID RECIPIENTS**

In order to be eligible for financial aid consideration, students must be making satisfactory academic progress according to the standard requirements shown in Figure 4 above.

These requirements, set by the U.S. Department of Education in Section 668.16 of the Student Assistance General Provisions, apply to all sources and all types of aid, administered by the Financial Aid office, including loans.

**REVIEW PROCESS**

Academic progress is evaluated upon receipt of financial aid application. Thereafter, all financial aid recipients are reviewed at least once a year; students in certificate programs, or those on financial aid probation may be reviewed semester by semester.

Students who do not meet the standards of the satisfactory progress policy will be notified in writing of their suspension from financial aid. Students receive a 'warning' notice and are placed on probation the first time they do not meet required standards; all others receive 'suspension' notices.

Students on probation must limit their course load to half-time to ensure successful completion of all attempted credits and to bring their record into compliance with required standards as soon as possible.

Suspension from financial aid means ineligibility for *future* awards at BCC; suspended students are not required to pay back grants or waivers they already received, nor are they prevented from applying for aid to attend another college.

**APPEALS**

Students who do not meet academic progress standards due to circumstances beyond their control may appeal their suspension to the Director of Financial Aid.

Appeals must be written and submitted to the Financial Aid office within two weeks of the date the student receives notification of loss of eligibility. The Director of Financial Aid and Appeals Review Committee will review the appeal and respond in writing as to the outcome.

Students with acceptable reasons for appealing are reinstated *provisionally*. That is, they are placed on financial aid probation (see course load restrictions under "Review Process" above) and must make satisfactory progress in future semesters to avoid being suspended again.

**REGAINING ELIGIBILITY**

A student who is suspended may regain eligibility for financial aid consideration by successfully completing additional credits at his/her own expense (providing the student is still within maximum allowable credits).

The student will need to inform the Financial Aid office (F-122, ext. 1641) once s/he has rehabilitated their record to comply with satisfactory academic progress standards.

## **WITHDRAWAL/REFUND POLICY FOR FINANCIAL AID RECIPIENTS**

The college is required to calculate a refund for students who receive federal or state financial aid and who drop out or withdraw from the college.

**WHAT HAPPENS TO FINANCIAL AID IF A STUDENT DROPS OUT OR WITHDRAWS FROM COLLEGE?**

If students drop out or completely withdraw from college, the amount of financial aid that can be applied to their tuition/fee bill and bookstore charges may be reduced. Federal regulations require students to attend at least 60% of the semester to "earn" 100% of their eligible financial aid.

If students drop out or withdraw from BCC before the 60% point in the semester (approximately the 9th week of fall/spring semester classes), the amount of their financial aid will be reduced in proportion to the percentage of the semester attended.

**Example:** Students who attend the first 30 days of a typical 110-day semester will qualify for only 27% of their eligible financial aid ( $30/110 = 27\%$ ).

**POSSIBLE CONSEQUENCES OF DROPPING OUT OR WITHDRAWING**

Students could find themselves owing a balance to the College; or, if a financial aid disbursement has already been made to them, they may be required to pay back the "unearned" portion of their financial aid. Failure to repay "unearned" financial aid can prevent students from receiving future financial aid at any college.

Another possible consequence of dropping out or withdrawing from the college is the failure to maintain satisfactory academic progress standards (see Figure 4 on the previous page). Classes students start and do not successfully complete will count against them.

For more information, refer to the college's "Academic Progress/Suspension Policy For Financial Aid Recipients" on page 16.

### **SAVE MONEY, AVOID FUTURE PROBLEMS: COMPLETE AN "OFFICIAL" WITHDRAWAL**

BCC recognizes that circumstances beyond students' control can happen and withdrawal from college may be a necessity.

Students in this situation are encouraged to complete BCC's official withdrawal process by contacting the Student Success Center (F-118) or Academic Advising Center (F-117) during the day; or the Registrar's Office (F-111) after 4 p.m.

To avoid future problems, students who receive aid (including student loans) should contact the Financial Aid office for guidance when considering leaving BCC. Students should not just stop attending classes. Having instructors withdraw students from their classes is not the same as an 'official' withdrawal from college.

Financial aid recipients who do not officially withdraw from the college will be responsible for the balance owed BCC after their aid is reduced and returned to federal and state accounts.

For more information about federal and state refund policies for financial aid recipients, contact the Financial Aid office (F-122, ext. 1642).

### **CODE OF CONDUCT – STUDENT LOAN PROGRAMS**

Berkshire Community College has adopted the Code of Conduct set forth by the Massachusetts Department of Higher Education to ensure the integrity of education lending practices of Massachusetts public colleges and to formalize long-standing codes of conduct practiced by public institutions of higher education in their efforts to provide affordable access to higher education.

The primary goal of Berkshire Community College and its financial aid staff is to help students achieve their educational potential by providing appropriate financial resources. To this end, Berkshire Community College, specifically its financial aid professionals, commit to a set of ethical principles that serve as a common foundation for an acceptable standard of conduct.

The standards comprised by the Code of Conduct and adopted by the College are posted in their entirety on the College's website. A variation on the Financial Aid Code of Conduct written from a student perspective can be found in the Student Policy Guide under the title "Student Borrower Bill of Rights."

### **LOOKING FOR HELP**

For more information, visit the Financial Aid office or the college's website at [www.berkshirecc.edu](http://www.berkshirecc.edu).

The Financial Aid office is located in the first floor of the Field Administration Center in Room F-122. Office hours are Monday through Friday from 8 to 4.

Although not required, appointments are encouraged. Call 413-499-4660 or 800-816-1233 (in Mass. only), ext. 1644. We're here to help you.

- Janet Cormier, Administrative Assistant
- Deirdre Bairstow-Allen, Coordinator of Financial Aid and Federal Work-Study Program
- Christopher Weingartner, Coordinator of Financial Aid and Student Loan Programs
- Anne Moore, Director

## **ACADEMIC AFFAIRS**

This section contains definitions, policies and procedures related to the academic affairs of the college that are not addressed elsewhere.

For the convenience of the reader, topics are listed in alphabetical order. For more information on any topic, refer to the BCC website at [www.berkshirecc.edu](http://www.berkshirecc.edu), or call the appropriate person in Figure 13 on page 130.

### **ACADEMIC ADVISING**

Every BCC student enrolled in a degree program is assigned an academic advisor who assists in course selection and offers general information concerning the student's academic life.

Each semester, during a designated registration period, students meet with their advisors and register for the next semester. Students are encouraged to see their advisor as often as necessary to make certain they are taking courses appropriate for their academic and career plans. The advisor should also be consulted before students add or drop courses or change a program of study.

Students may check their WebAdvisor account, or with the Academic Advising Center or Registrar's office, early in their first semester to learn the name of their academic advisor. Usually students have the same advisor throughout their education at BCC. However, students may change their advisor through the Academic Advising Center.

### **Students should monitor their own academic progress.**

Descriptions of specific courses are in the college catalog, as are program descriptions which list specific course requirements for each academic program. Program descriptions for new programs not listed in the catalog are available in the Registrar's office and Academic Advising Center. Students can check their degree audit using their WebAdvisor account to track progress toward program completion.

### **ACADEMIC CALENDARS**

(SEE FIGURE 5 ON NEXT PAGE)

The academic year begins with fall semester courses starting the week of Labor Day and ending the third week of December. Spring semester classes begin in late January and end in May. Classes are also offered in summer sessions.

### **ACADEMIC HONORS**

BCC recognizes the academic achievements of its students through the fall and spring Dean's List, Convocation, Graduation Honors, and Phi Theta Kappa.

### **ACADEMIC SUSPENSION AND PROBATION**

A student who receives a suspension notice may not attend classes. Suspension is recorded on the student's transcript.

A student who has been suspended and wishes to be reinstated must petition in writing and provide appropriate support documents for

## Figure 5: Academic Calendars

### FALL 2009 ACADEMIC CALENDAR

Professional Day	Wed., Sept. 2
Orientation Day	Thurs., Sept. 3
Labor Day (no classes)	Mon., Sept. 7
Classes Begin	Tues., Sept. 8
Drop/Add Period	Tues.-Tues., Sept. 8-15
Columbus Day (observed; no classes)	Mon., Oct. 12
Convocation	Thurs., Oct. 22
Mid-Semester Grades Due	Fri., Oct. 30
Deadline for Credit/Audit Changes	Fri., Oct. 30
Veterans' Day (observed; no classes)	Wed., Nov. 11
Last Day for Course Withdrawals ( <b>W Grades</b> )	Thurs., Nov. 12
Preregistration Advising Day (no classes)	Tues., Nov. 17
Professional Day for Adjunct Faculty	Tues., Nov. 17
Thanksgiving Recess (no classes)	Thurs.-Sat., Nov. 26-28
Last Day for Course Withdrawals ( <b>WP/WF Grades</b> )	Thurs., Dec. 3
Regularly Scheduled Classes End	Wed., Dec. 16
Final Class Meeting/Examinations for Wed. Evening Classes	Wed., Dec. 16
Final Class Meetings/Examinations	Thurs.-Tues., Dec. 17-22
Final Exam Snow Day for Day and Evening Classes	Wed., Dec. 23
Campus Closed	Thurs. (noon), Dec. 24
Christmas Day (observed)	Fri., Dec. 25
Final Grades Due	Tues., Dec. 29
Campus Re-opens	Mon., Jan. 4

### SPRING 2010 ACADEMIC CALENDAR

Martin Luther King Day (observed)	Mon., Jan. 18
Orientation Day	Thurs., Jan. 21
Classes Begin	Mon., Jan. 25
Drop/Add Period	Mon.-Mon., Jan. 25-Feb.1
Presidents' Day (observed; no classes)	Mon., Feb. 15
Professional Day (no day classes)	Thurs., Feb. 25
Spring Recess (no classes)	Mon.-Sat., March 15-20
Evacuation Day (observed)	Wed., March 17
Classes Resume	Mon., March 22
Mid-Semester Grades Due	Fri., March 26
Deadline for Credit/Audit Changes	Fri., March 26
Last Day for Course Withdrawals ( <b>W Grades</b> )	Fri., April 9
Patriots' Day (observed; no classes)	Mon., April 19
Classes follow a Mon. Schedule	Wed., April 21
Preregistration Advising Day (no classes)	Tues., April 27
Professional Day for Adjunct Faculty	Tues., April 27
Last Day for Course Withdrawals ( <b>WP/WF Grades</b> )	Fri., April 30
Regularly Scheduled Classes End	Thurs., May 13
Reading Day/Snow Day	Fri., Mon., May 14, 17
Reading Day/Snow Day for Saturday Classes	Sat., May 15
Final Class Meetings/Examinations	Tues.-Sat., May 18-22
Final Class Meetings/Examinations for Mon. Evening Classes	Mon., May 24
Final Grades Due	Wed., May 26
Memorial Day (observed)	Mon., May 31
Awards Night	Thurs., June 3
Commencement	Fri., June 4

review by the Student Standing Committee. Students may be reinstated under conditions set by the Committee and monitored by the Student Success Center.

Probation is a strong warning that academic performance is below recommended standards. Students on probation are encouraged to make significant improvement in their grades during the following semester. Performance will be closely monitored by the Student Success Center. Probation is recorded on the student's transcript.

A student who fails to meet the criteria as stated in the following table may be suspended or placed on probation at the discretion of the Student Standing Committee.

ATTEMPTED CREDIT HOURS*	SUSPENSION CUMULATIVE AVERAGE	PROBATION CUMULATIVE AVERAGE
1 to 29	0.00 to 1.499	1.500 to 1.749
30 to 44	0.00 to 1.749	1.750 to 1.999
45 & up	0.00 to 1.999	

\*The total of all credits attempted in courses taken at BCC.

Any student whose semester average is 2.000 or higher will not be suspended for a low cumulative average, unless he or she is judged by the Student Standing Committee to have abused the W (Withdrawal) privilege. Students placed on probation or suspension are invited to appear before the Student Standing Committee to present evidence that they feel should be considered before final action is taken on their academic performance.

### ACADEMIC TECHNOLOGY SERVICES

The academic technology department at BCC is responsible for various services on campus that include web enhanced and distance learning technology used for instructional purposes, media use and support, and computer lab assistance.

BCC provides instruction, orientation and training to faculty and staff in the use and implementation of academic technology for the classroom. This includes training and support for the use of LCD, transparency and slide projection, video, DVD and CD playback, document camera use, and video conferencing.

BCC media support assists faculty and staff in the development and production of audio-visual materials, including the deployment of presentation technology in any classroom and non-classroom setting within the college.

### ADDING COURSES

(SEE DROPPING & ADDING COURSES)

### ADMISSIONS

In addition to providing information to prospective students and helping them throughout the admissions process, the Admissions office is also responsible for the evaluation of any external credits from other institutions, by exam, or prior life experience.

*For more information, see "Applying for Admission" starting on page 8.*

### APPLICATION FOR GRADUATION OR CERTIFICATE COMPLETION

(SEE GRADUATION OR CERTIFICATE APPLICATION)

## ARTICULATION AGREEMENTS

For more than 15 years, the Transfer office at BCC has developed articulation agreements with a variety of baccalaureate institutions for transfer students who have completed BCC associate degrees. These agreements, which are subject to change, stipulate that BCC graduates in specific areas will be automatically admitted to the receiving institution with full junior standing, if they have achieved a specified grade point average at BCC.

Most of the agreements specify course equivalencies and prerequisites for majors so that potential transfer students can be guided in their course selection with assurance of maximum transfer credit.

In addition, institutions which have entered into these agreements commit themselves to early advising of BCC transfers, including advance notice of proposed curriculum changes.

*A list of agreements may be found in Figure 11 on page 29.*

## ASSESSMENT AND TESTING

(SEE PAGE 31 IN THE “STUDENT SERVICES” SECTION)

### ATTENDANCE

According to college policy, students must attend every class meeting; however, it is recognized that circumstances sometimes make this impossible. For this reason, the number of absences in a course during one semester must not exceed the number of hours the class meets a week. In an online course, students must log in and participate on a weekly basis.

If the instructor believes that class absences have impaired the student’s learning and performance, or if a student has not logged in and participated for more than one week, the student may be withdrawn from the class with a grade of W, WP or WF, depending on the student’s academic standing and date in the semester.

When a student must be absent from class for a week or more, the student should contact the Dean of Student Affairs. For absences of less than a week for illness or other emergencies, the student should discuss the absence with the instructor as soon as possible before returning to class. A course syllabus may provide more information regarding absences.

Every student is responsible for the content and assignments in every class session, regardless of the reason for missing the class.

Traditionally, students remain in class for 10 minutes, after which, if the instructor has not arrived, the class may be considered to be canceled.

### AUDITING COURSES

A student who audits a course registers for the course, but does not intend to receive credit for the course.

Attendance requirements for audit students should conform with the instructor’s policy for the class as a whole, unless other arrangements are made between the auditing student and the teacher.

Students who audit a course are normally not required to complete work assignments, take tests, or fulfill laboratory requirements. However, the auditing students may request to be allowed to participate in such activities.

Some courses may not be appropriate for auditing. Students who wish an audited course to appear on their transcript as an audit must register for the course, indicating “Audit” on the registration form.

Students who wish to change from audit to credit must complete a request form available from the Registrar’s office. The same is true for students wishing to change from credit to audit. These changes must be done before, and no later than, the mid-term grade date.

Financial aid cannot be used to pay for audited courses. A student who has previously received financial aid for a course being changed from credit to audit may be liable to repay a portion of the aid received.

### CHANGE OF PROGRAM

Students may elect to change their program of study. To initiate this procedure, students should schedule an appointment with an advisor in the Academic Advising Center.

### COLLEGE STORE

The College Store offers a number of services to students, faculty and staff. In addition to required textbooks, the store sells a wide variety of other items including art supplies, clothing, computer software and accessories, greeting cards, candy, novelties, office supplies, reference books, musical CDs, and health products. Postage stamps and all kinds of BCC insignia items are also available.

Located in the Susan B. Anthony Center, the store is open Monday through Friday from 8 to 4.

During the first week of the fall and spring semesters, hours are extended to 7pm, Monday through Thursday. Hours are also extended to 6pm during the first two nights of the second summer session.

Financial aid recipients who have remaining funds after tuition and fees are covered may charge books and essential supplies against their remaining balance during the week prior to the start of classes and the first three weeks of the semester.

Students can sell their textbooks back to a buyer during the final exam week of the fall and spring semesters, once during the summer, and during the opening days of the fall and spring semesters.

### CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy act of 1974 (also known as the Buckley Amendment) affords certain rights with respect to their education records.

*These rights and other information may be found in Figure 6 on the next page.*

### CONVOCATION

This BCC tradition recognizes the academic excellence of students as measured by grade point average. A formal ceremony is held during the fall semester.

### COOPERATIVE EDUCATION

Through credit bearing internships on and off campus, designed with faculty and staff assistance, students put their classroom learning to work. One, two or three credit internships may be developed with the assistance of the Coordinator of Cooperative Education and a faculty advisor. Each credit requires approximately 50 hours of on-site work during the semester; a three credit experience therefore would necessitate 150 hours or approximately 10 hours each week.

*(continued on page 21)*

## Figure 6: Confidentiality of Student Records

The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment) affords students certain rights with respect to their education records.

### STUDENT RIGHTS WITH RESPECT TO THEIR EDUCATIONAL RECORDS

Shown below are four specific rights granted to students by the Buckley Amendment. Each right is followed by pertinent information and/or the action(s) the student should take if he or she wishes to exercise his or her rights.

1. **The right to inspect and review the student's education records within 45 days of the day that Berkshire Community College (herein after referred to as the College) receives a request for access.**

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest.

A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Furthermore, upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. **The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the College to comply with the requirements of FERPA.**

Such complaints may be filed with:

Family Policy Compliance Office  
U.S. Dept. of Education  
400 Maryland Ave., SW  
Washington, DC 20202-5920

### DIRECTORY INFORMATION

The College identifies the following as "Directory Information:" student's name, town of residence, major field of study, participation in officially recognized activities and sports, status as a student employee, dates of attendance, degrees, awards and honors received, and most recent educational institution attended. (revised 8/08)

Directory information may be released by the College to a third-party requesting such student information without first obtaining the parent's or eligible student's consent.

A parent or eligible student has the right to refuse to permit the college from identifying some or all of those types of information about the student as directory information.

A parent or eligible student must notify the College's Registrar within two weeks of the beginning of each academic semester if the parent or eligible student does not want any or all of those types of information about a student designated as directory information.

Notwithstanding the College's definition of directory information, the Department of Defense, pursuant to the Omnibus Consolidated Appropriations Act of 1997 (Solomon Amendment), identifies the following student information as student recruiting information: student names, addresses, and telephone listings; and if known, students' ages, levels of education, majors.

If a parent or eligible student chooses not to exercise his/her aforementioned right to refuse to permit the College to designate some or all of those types of information about the student as directory information, the college will release to the Department of Defense, or an agency thereof, that student information which the Department of Defense has designated as student recruiting information.

This may result in the nonconsensual disclosure of personally identifiable information. When student information is released pursuant to a Department of Defense request, notice of the request and the release of student information in accordance therewith, will be posted in a conspicuous location in the college's Registrar's Office for the period of one academic year.

(continued from page 19)

Work sites throughout the surrounding area are recruited to provide students a chance to explore their field of interest and gain valuable experience prior to actually entering the world of work. A site supervisor is assigned to each student. Students are prepared for their experience through an orientation seminar at the beginning of the semester led by a member of the college staff.

Job descriptions provided by the worksite are used to develop learning objectives to be completed by the student in addition to their work hours. Evaluation of the experience is completed at the end of the semester by the site supervisor, faculty advisor, and the student.

For more information, students should contact the Coordinator of Cooperative Education in the Student Development Center at 499-4660, ext. 1611.

### CORE COMPETENCIES PORTFOLIO REQUIREMENT

The core competencies portfolio is a required, noncredit, general education component of each degree program. It is a graduation requirement for all students enrolling in a BCC degree program who have not earned 15 degree credits as of September 1, 2004.

Detailed information about this graduation requirement may be found in Figures 7 and 8 on pages 22 and 23.

### CREDITS, GRADE POINTS & GRADE POINT AVERAGE (GPA)

A chronological record of each student's courses and grades is maintained by the Registrar's office. This academic history, or transcript, provides the following information:

**Attempted credits or hours (Hrs Att):** the credit value of the courses registered for or attempted.

**Completed credits or hours (Hrs Cpt):** the credit value of courses successfully completed or earned.

**Grade Points:** the grade point value for each grade times the credit hours of the course.

**GPA:** the grade point average for one semester equals the grade points divided by the attempted credit hours of the courses in which a grade of A, B, C, D, F or WF is received (including "plus" or "minus" grades).

#### Example: Semester Grade Point Average (GPA)

COURSE	GRADE		GRADE POINTS	CREDIT HOURS	POINTS
ENG 101	A	=	4.000	x 3	= 12.000
BIO 101	D	=	1.000	x 4	= 4.000
MAT 114	C	=	2.000	x 1	= 2.000
MAT 115	B	=	3.000	x 1	= 3.000
HIS 113	B	=	3.000	x 3	= 9.000
PHL 101	F	=	0.000	x 3	= 0.000
				<u>15</u>	<u>30.000</u>

In this example, the student registered for, or attempted, 15 credit hours of courses. Since the student received a failing grade of F in PHL 101 (a 3-credit course), he or she successfully completed, or earned, only 12 of the 15 credits attempted. However, the F does count in calculating the grade point average (GPA). Therefore, the divisor equals 15. The example shows the calculation of the grade points for each course and the total (30.000) for the semester.

The student's grade point average, or GPA, is calculated by dividing the total points (30.000) by the divisor (15). As a result, this student's semester GPA equals 2.000.

The student's transcript displays this information for each semester, as well as a cumulative total which is arrived at by calculating all the semesters together.

The cumulative grade point average is the total of all grade points for every course on the transcript divided by the total divisor.

### DEAN'S LIST

This list honors full-time, matriculated students who completed a minimum of 12 non-repeated, traditionally graded credit hours during the semester, with no IN or IP grades.

Students who earned a 3.250 to 3.749 GPA during the semester are accorded Honors; students with a 3.750 to 4.000 GPA are accorded High Honors.

To recognize the academic achievements of part-time students, the spring Dean's List includes matriculated students who completed a minimum of 12 non-repeated, traditionally graded credit hours during the fall and spring semesters of one academic year, with no IN or IP grades.

Students who earned a 3.250 to 3.749 GPA during the semester are accorded Honors. Those with a 3.750 to 4.000 GPA are accorded High Honors.

### DEGREE AUDIT

The degree audit is a personalized report designed to help students and their advisors keep track of progress toward completion of the student's degree or certificate program. The audit lists all course and non-course requirements (including Forum, health/fitness and core competencies), and displays which requirements have been completed, which are in progress, and which remain. Students can view or print their degree audit using their BCC WebAdvisor account.

### DISHONESTY & PLAGIARISM

Academic dishonesty of any type by a student provides grounds for disciplinary action by the college or the instructor directly involved. In written work, no material may be copied from another without quotation marks, footnotes, or appropriate documentation. Please refer to the Student Policy Guide for more information.

### DISTANCE LEARNING

Many courses at BCC take advantage of a Learning Management System (LMS) to deliver web-enhanced, hybrid, and fully online instruction. An LMS allows instructors and staff to place content and to communicate online, and to assess student performance online. BCC uses Blackboard CE for its LMS and provides continuous LMS support and training for students and faculty.

### DROPPING & ADDING COURSES

Students may drop and/or add courses during the first week of the semester. The Drop/Add form is available from the Registrar's office. The completed form requires the signature of the student's advisor and must be returned to the Registrar's office. A faculty signature is required only if the course is full.

With the exception of some self-paced and modular courses, no course may be added after the first week of the semester. Dropping a course may have an adverse effect on financial aide; students should check this carefully before dropping a course.

(continued on page 24)

## Figure 7: Core Competencies and the Portfolio Requirement

**(ALL ITEMS MUST BE GRADED C OR BETTER)**

Students must keep portfolios of samples of their college work, certified by faculty as demonstrating core competencies that faculty have identified as central to learning.

Students will be completing assignments in general education, elective courses, and courses in all programs of study that will give them practice with these competencies in the context of different subjects.

Learning to use competencies across the curriculum will help students:

- (1) apply similar skills and abilities to learn different course contents, and
- (2) integrate their education rather than thinking of it as a collection of separate, unrelated courses.

To satisfy this requirement, a student must demonstrate the competency in the following areas:

### Group I – Pan-Disciplinary

(All four of the following are required):

1. **Critical Thinking (CC-CT)**
2. **Written Communication\* (CC-WC)**
3. **Oral Communication (CC-OC)**
4. **Technological Literacy (CC-TL)**

\*This competency, entailing the use of sources, must be satisfied by a sample of work from other than composition courses.

**Group II** (One of the following is required):

1. **Scientific Knowledge and Reasoning (CC-SK)**
2. **Quantitative Reasoning / Logic (CC-QR)**

**Group III** (One of the following is required):

1. **Historical Awareness (CC-HA)**
2. **Awareness of the Arts (CC-AA)**
3. **Community and Global Awareness (CC-CG)**
4. **Human Understanding and Interaction (CC-HU)**

Students, in completing assignments in general education courses, elective courses, and courses in their programs of study, will be doing work that utilizes the skills entailed in each of the competencies noted above. A description of these skills is contained on the following page (Figure 8). The student's faculty member will identify the competencies that can best be demonstrated by the work the student will do in the course. In addition, the student may wish to talk to the faculty member about the possibility of fulfilling a different competency in an assignment.

The faculty member will notify the Registrar's Office of his or her acceptance of a student's work for the portfolio. This office will keep track of the competencies completed as part of the student's academic record. The student is responsible for keeping the portfolio materials.

No sample of work submitted for a competency may be used to satisfy more than one competency, and no more than two competencies can be satisfied through work in one course. Meeting portfolio requirements must be done and certified during the semester the student is enrolled in the course.

The portfolio is a graduation requirement for AA and AS students beginning with the 2004 catalog year. Students who have earned 15 or more degree credits at BCC prior to Fall 2004 are exempt from the requirement, as are students who transfer in 15 or more credits.

Certificate and non-degree students are not required to complete a portfolio. They are, however, encouraged to work on a portfolio since they may later wish to apply their coursework toward a degree.

Students required to complete a portfolio for graduation may, in extraordinary circumstances, request a waiver for the requirement. Such requests should be addressed to their program advisor who will make recommendations to the Dean of Academic Affairs.

Students should contact their academic advisor if they have questions concerning the core competency portfolio.



**FIGURE 8: CORE COMPETENCIES PORTFOLIO ITEMS**

*(ALL ITEMS MUST BE GRADED C OR BETTER)*

ITEM	CATEGORY	DESCRIPTION OF PORTFOLIO ITEM
CC-CT	<b>Critical Thinking:</b>	<ul style="list-style-type: none"> <li>To consider information to form purposeful judgments by using cognitive skills in conscious, organized processes.</li> <li>To demonstrate the ability to analyze information for accuracy, balance, bias and agenda; to identify inconsistencies in data and argument.</li> </ul>
CC-OC CC-WC	<b>Oral and Written Communication:</b>	<ul style="list-style-type: none"> <li>To respond to complex questions in creative and thoughtful ways, considering multiple points of view.</li> <li>To critically evaluate and cogently present researched information in an organized, effective manner as verbal presentation; to develop physical control of delivery; to listen actively.</li> <li>To write essays focusing on one main idea logically developed with detailed paragraphs; to responsibly and accurately incorporate information from secondary sources.</li> </ul>
CC-TL	<b>Technological Literacy:</b>	<ul style="list-style-type: none"> <li>To use current technologies as a tool to extend abilities and to acquire flexibility to be able to use developing technologies.</li> <li>To be able to gather, analyze, evaluate, and integrate information electronically.</li> </ul>
CC-SK	<b>Scientific Reasoning and Knowledge:</b>	<ul style="list-style-type: none"> <li>To understand patterns and processes related to life and the physical universe; to understand causes of observed phenomena and to apply this understanding to prediction of future events.</li> <li>To understand the implications of the scientific method, including the ability to recognize and state the problem, collect information and data, formulate testable hypotheses, design and conduct experiments, and formulate a conclusion.</li> </ul>
CC-QR	<b>Quantitative Reasoning &amp; Logical Thinking:</b>	<ul style="list-style-type: none"> <li>To demonstrate and apply mathematical concepts, including real numbers, equations, elementary functions, and graphs.</li> <li>To apply logical thinking skills to problem solving.</li> </ul>
CC-HA	<b>Historical Awareness:</b>	<ul style="list-style-type: none"> <li>To interpret the current world situation using knowledge of the development of civilization and historical events.</li> </ul>
CC-AA	<b>Awareness of the Arts:</b>	<ul style="list-style-type: none"> <li>To demonstrate knowledge and appreciation of the arts, such as literature, the visual and performing arts, and/or aesthetics.</li> </ul>
CC-CG	<b>Community and Global Awareness:</b>	<ul style="list-style-type: none"> <li>To understand that different cultures and societies, both domestic and international, provide varying contexts for human experience; to analyze ways in which cultural norms and values affect personal experience and perception.</li> <li>To view historical and contemporary events from social, political, economic, environmental, and/or cultural perspectives; to recognize that national and global inequalities have affected social and political relations worldwide.</li> </ul>
CC-HU	<b>Human Understanding and Interaction:</b>	<ul style="list-style-type: none"> <li>To understand the language and concepts used to analyze human experience, such as the development of cognitive, emotional, and behavioral processes.</li> <li>To recognize group, institutional, and societal dynamics; to understand human similarities and differences.</li> </ul>

(continued from page 21)

## FORUM REQUIREMENT

Forum is a required, noncredit, general education component of each degree program and a BCC graduation requirement. Certificate students do not have to meet Forum requirements, but are strongly urged to use this time to start accumulating credits if they may be enrolling later as degree students. Students enrolling at BCC with a bachelor's degree are exempt from Forum, as are all students who began their studies at BCC prior to September 1, 1978. No other exemptions are granted, however, students may appeal to the Forum Committee for credit for off-campus venues not described in this policy.

The graduation requirement of 12 Forum credits is an *educational* requirement with multiple goals—cultural enrichment, intellectual development, citizenship awareness, community building and self discovery. Forum's mission is to cultivate the students' interests and talents outside their chosen vocational path and beyond the available academic curriculum in a way that also builds community on campus.

Forum credit is given only for events that are *educational* in nature, whether they are in an informational, performance, artistic, film or video format. Lectures, panels, artistic performances, and documentary films qualify for credit. Credit is not given for entertainment (e.g., sports, feature films, nightclub performances), professional or academic advancement (study skills workshops, employment fairs, etc.), charitable activities, or fulfillment of course requirements.

Forums take place at BCC on Tuesdays and Thursdays from 12:15 to 1:15pm, some week-day afternoons prior to evening classes, on Pre-Registration Day, and some Saturdays. Students are also given Forum credit for many other campus events, such as those sponsored by DIVERSITY and GIRO. The College monthly Calendar indicates with a bold "F" events conferring Forum credit.

Student Government members are accorded one Forum credit for their accumulated service, as is any student who plans and presents a Forum. The Forum Coordinator, together with the Forum Committee, is responsible for the planning and scheduling of all on-campus Forum events.

To facilitate meeting the Forum requirement, students may watch (a maximum of four) videos on reserve at the Jonathan Edwards Library and the South County Center. Students may also receive Forum credit for attending off-campus events (a maximum of six) that meet the educational standards described above. For students to acquire such credit, events such as museum visits, concerts, plays, and visits to natural sites must be at least an hour in length, and the student must bring in documented evidence of attendance within 90 days. These alternative events must be approved at the Registrar's Office or by the Forum Coordinator, preferably in advance.

For alternative events whose eligibility for Forum credit may be in doubt, students may submit an Appeal Form to their faculty advisor stating their rationale for why the event qualifies as cultural enrichment, intellectual development, citizenship awareness, community building, or a self discovery experience worthy of Forum credit. The Appeal Form, with the faculty signature certifying that the student has discussed it with him/her, will be forwarded to the Forum Committee, which will make the final decision on Forum credit.

Students should consult the Forum links on the BCC Website for more information, semester Forum schedules, and off-campus recom-

mendations. Students may always check their Forum status at the Registrar's Office (ext. 2136), or by consulting their degree audit available on WebAdvisor.

Students are strongly urged to begin meeting the requirement during the first semester in the degree program, if not sooner. Students are also encouraged to choose events that provide diverse experiences as they pursue their education.

## FRATERNITY

(SEE PHI THETA KAPPA)

## FRESH START POLICY

A student who has attended BCC, left the college, and then re-entered after an absence of at least two consecutive academic years may apply once for a "Fresh Start." Under this policy, the student's record, previous to the absence, is treated as if it were the record of a transfer student; that is, only courses where grades of C or better were earned will be applied toward graduation, and none of the grades will be computed in the cumulative grade point average.

A student may have no more than 45 total degree credits, including transfer credits, to be eligible for Fresh Start. Students must apply at the Academic Advising Center to use the policy. Applications are considered by the Student Standing Committee, which recommends actions to the Dean of Academic Affairs. The student must have completed 12 new degree credits before a recommendation is made by the committee.

If there is more than one two-year break, the effective date of Fresh Start is at the discretion of the committee. Students should be aware that other colleges may not recognize Fresh Start grade deletions from cumulative computation.

## GENERAL EDUCATION REQUIREMENTS

BCC has adopted a core curriculum intended:

- to provide students with a strong base of knowledge from a broad spectrum of disciplines reflecting humankind's past in language, art, science, mathematics, history, and the social sciences;
- to provide students with basic skills for current and future college-level work, the dynamics of a changing job market, and the demands of a knowledge-based society; and
- to expose students to the values that sustain and nurture productive, purposeful and healthy lives.

The general education requirements listed in each degree program of study contain this core curriculum.

*Courses meeting the BCC general education requirements are listed in Figure 12 on page 88.*

## GRADE POINTS & GRADE POINT AVERAGES

(SEE CREDITS, GRADE POINTS & GRADE POINT AVERAGES)

## GRADING

Beginning with the Fall 2003 semester, BCC began using the grading system shown in Figure 9 on the next page.

## GRADUATION OR CERTIFICATE APPLICATION

Students must indicate their intention to graduate or complete a certificate by filing a graduation application form in the Registrar's office by the appropriate deadline. The deadline is about two months prior to the date of graduation. For example, March 15 is usually the deadline for spring graduation. Students should check

## Figure 9: BCC Grading System

LETTER GRADE	NUMERICAL EQUIVALENT	GRADE POINT
A	93-100	4.000
A-	90-92	3.670
B+	87-89	3.330
B	83-86	3.000
B-	80-82	2.670
C+	77-79	2.330
C	73-76*	2.000
C-	70-72	1.670
D+	67-69	1.330
D	63-66	1.000
D-	60-62	0.670
F	0-59	0.000

\* A minimum of "75" is required as a passing grade in nursing (NUR and LPN) courses.

The college also uses the following grading codes:

CODE	GRADING
P/NP	Pass/No Pass
W	Withdrawn without penalty
WA	Withdrawn Audit
WF	Withdrawn Failing (calculates as an F in the GPA)
WP	Withdrawn Passing
IP	In Progress
AU	Audit (no credit given)
IN	Incomplete: IN grades must be completed three weeks after final grades are due.
RE	Re-enroll (no credit given)

with the Registrar's office for specific deadlines for each graduation date. The earlier a student applies, the sooner a degree audit of his or her record will be made. This will enable the student to make up any apparent deficiencies.

### GRADUATION DATES

BCC recognizes three graduation dates: at the end of the summer session, the end of the fall semester, and Commencement at the end of the spring semester. Diplomas will be distributed to students at this time. Transcripts of students who complete degree requirements will show the appropriate graduation date.

While degrees will be conferred and certificates awarded as of the indicated graduation dates, only one annual Commencement is held, and the official program for that occasion contains the names of all who have completed their degrees and certificates since the last Commencement. BCC graduates are expected to attend Commencement exercises in the spring.

### GRADUATION HONORS

A number of academic distinctions are made known at the graduation ceremony. These include the introduction of a Valedictorian and Salutatorian, and the recognition of students graduating from a degree program with Honors (3.250 to 3.749 cumulative grade point average) and High Honors (3.750 to 4.000 cumulative grade point average).

### GRADUATION REQUIREMENTS

To be considered a candidate for graduation, a student must have been admitted to a degree or certificate program at BCC. See "Applying for Admission" beginning on page 8.

Students must complete one half of their program's graduation credit requirements by enrollment in regularly scheduled classes at BCC. Hence, a student may not meet more than one half of the program's graduation requirements by transfer, examination, prior learning experience, or a combination thereof.

To be awarded an *associate degree*, students must earn an overall minimum cumulative average of 2.000, and a minimum cumulative average of 2.000 in all courses in the area of specialization.

To be awarded a *certificate*, students must earn an overall minimum cumulative average of 2.000, and a minimum cumulative average of 2.000 in the certificate program requirements.

Specific degree and certificate program requirements are listed for each program in the "Programs of Study" section of this catalog (see pages 39-87). Any substitutions must be approved by the program advisor and, in the case of general education requirements (see page 24), the Dean of Academic Affairs. The appropriate waiver/substitution form must be filed with the Registrar's office.

Also, in addition to their program and general education requirements, degree-seeking students must complete:

- a six-item core competencies portfolio (see page 21),
- 12 FORUM units (see page 24), and
- 30 hours of health/fitness participation (see next paragraph).

### HEALTH/FITNESS REQUIREMENT

BCC's health/fitness requirement promotes lifelong optimum health by providing students with the education and skills for maintaining physical fitness. Students may meet this requirement through one of the following options:

- two credits of BCC health/fitness courses, or
- thirty hours of participation in supervised non-credit activities such as intramural and athletic teams and clubs, health fitness center or weight loss clinic programs, dance programs, or an independent study course, or
- a combination of one credit and 15 hours.

*BCC courses that meet the health/fitness requirement are designated "HF" in the course descriptions shown on pages 91-129. A consolidated list of these courses is also shown in Figure 12 on page 88.*

### HEALTH CAREER PROGRAMS

Students interested in pursuing a health career other than those currently offered at BCC are encouraged to begin their studies in the college's Pre-Health Careers (LHCR) program before transferring to another college. Programs that can be started at BCC include Dental Careers, Occupational Therapy, Pharmacy, Physician's Assistant, Physical Therapy, and X-ray Technologist. Students are encouraged to contact the Nursing and Health Programs advisor in the Academic Advising Center.

### HONORS PROGRAM AND CENTER

The Berkshire Honors Scholar Program at BCC is a creative, student-driven experience that provides a unique opportunity to

“travel hopefully” through the learning process toward the goal of realizing a student’s full potential.

The program is designed for highly motivated and capable students who want to pursue the highest level of academic achievement possible at BCC. Students accepted into the program will have a challenging academic experience working closely with faculty mentors and will benefit from increased potential for scholarships and transfer. The program is not a degree program, but a set of demanding requirements that apply to a student’s BCC degree program.

Students wishing to enter the Berkshire Honors Scholar Program must demonstrate previous academic success and be accepted into an associate degree program at BCC. Graduation from the honors program occurs when students graduate from their degree program and meet the honors program graduation requirements.

A detailed description of the requirements and procedure for applying to the program are available from Stacy Evans (ext. 4563).

The Berkshire Honors Scholar Center (see page 6) provides a quiet place for honors program students to relax or study.

### LEAVE OF ABSENCE

Students whose personal circumstances require a temporary interruption of college study may apply for a leave of absence for one or two semesters.

A student who is granted a leave of absence is considered a continuing member of the college community, with records, academic advisor, campus privileges, and current academic requirements retained. Readmission to course study is automatic upon registration.

*Exception for students in health programs:* A medical leave of absence may be granted for students in the health programs who are in good standing in both class (a 75% average or above for nursing) and clinical or practicum. Students should submit their request for a medical leave of absence to the program director (nursing) or department chairperson/program advisor for their specific health program. Readmission to the program may require remediation prior to return as determined by the the health faculty.

To apply for a leave, students must complete a Leave of Absence application in the Academic Advising Center. The application must be accompanied by a formal written request to the Dean of Academic Affairs, citing the reasons for requesting the leave and the period of time desired (one or two semesters). The application is considered by the Student Standing Committee, which recommends action to the Dean of Academic Affairs. The decision of the Dean is final.

A leave of absence is granted only to applicants in good academic standing at the time of the request. The student must be matriculated, have a total of 30 earned degree credits, and have maintained a minimum GPA of 2.000. If the request is made and approved between semesters, then the approved leave begins the following semester. A student making an all-college withdrawal after the beginning of a semester does not need a leave of absence for that semester; a leave of absence is needed only for a subsequent semester of interrupted study. Notation of leave of absence status, and the date, is made on the student’s transcript.

If the student does not return at the conclusion of an approved leave, or does not request and receive an extension of the leave, the student is considered to have withdrawn from BCC.

### LIBRARY RESOURCES AND SERVICES

The Jonathan Edwards Library is open to the college community and the general public. The library provides appropriate information resources, services, and equipment, as well as a pleasant environment for research, study, browsing, and other academic activities. Students are urged to explore the library, ask questions, and become acquainted with the many offerings.

The main floor houses circulation, reference, and other offices in addition to the online catalog, periodical stacks, browsing room, display and audio-visual areas, and the BCC archives. Circulating books and study carrels are on the lower level.

Library resources include 58,000 book volumes, as well as periodical subscriptions, reference databases, and audio-visual and archival materials. Back periodical issues are available in various formats. A photocopier, microfilm reader/printers, audio-visual machinery, and reference computer work stations are also provided. In addition, the library web page provides links to online resources (click on “Library” at [www.berkshirecc.edu](http://www.berkshirecc.edu)).

The library also offers professional reference assistance, class reserves, Forum videos, and interlibrary loan services. BCC participates in various resource-sharing networks, including the C/W MARS, WMRLS, and OCLC systems.

Registered library users may borrow items by checking them out at the circulation desk. A security system protects the collection and ensures that materials will continue to be available for everyone’s use. The online catalog is used to locate BCC materials and request items from other libraries.

BCC librarians prepare exhibits and resource guides on various topics. They also provide library orientation and information literacy instruction to classes and individuals. All English 101 classes are given an introduction to the library, and new students tour the facility during Orientation.

### MASSTRANSFER PROGRAM

BCC students planning to continue their education at a Massachusetts state-supported college or university, such as UMass or MCLA, are eligible for the *MassTransfer* program. For more information, see Figure 10 on page 28.

### MATRICULATION

Students who want to enroll in one of BCC’s degree or certificate programs, whether full time or part time, must be admitted to the college (see page 8). Enrolling in a program is called matriculating.

### MEDIA SERVICES

(SEE ACADEMIC TECHNOLOGY SERVICES)

### MID-SEMESTER AND FINAL GRADES

Students may view and/or print their mid-semester (if assigned) and final grades by using their BCC WebAdvisor account (see page 31).

Some faculty assign mid-semester grades to all students in a course. Others only assign mid-semester grades as a warning to students who are performing at a failing or borderline passing level at mid-semester. In addition to being able to access their grades via their WebAdvisor account, these students also receive a mid-term grade report in the mail.

At the end of each semester, all students are assigned a final grade for each course. Students can view and/or print copies of their final grades by using their WebAdvisor account.

**MINIMUM CUMULATIVE AVERAGE**

(SEE GRADING)

**MISSED FINAL EXAMS**

Each faculty member will determine and announce for each class the implications of an unexcused absence from the final examination. Each faculty member shall make an announcement of class policy ahead of time and enforce it uniformly.

Individual faculty members will decide whether an absence from a final examination is excused or unexcused. Normally, written documentation that the absence was unavoidable will be required. (Notes from doctors, lawyers, police, Dean of Student Affairs and Enrollment Services, etc., will be acceptable; notes from parents, spouses, etc., will not.) If an absence is excused, a makeup exam must be given.

**ORIENTATION**

SEE PAGE 9.

**PERMANENT STUDENT RECORDS**

SEE "STUDENT RECORDS"

**PHI THETA KAPPA**

PTK is the national honor fraternity of American community and junior colleges. BCC's chapter is known as Xi Alpha. The purpose of this fraternity is to recognize and encourage scholarship among junior and community college students. An induction program is held in the spring of each academic year. Students must be currently enrolled at the college and have accumulated 12 or more BCC credits that apply toward graduation. Transfer credit is evaluated on a case-by-case basis.

To be eligible as a freshman, a student must have accumulated between 12 and 29 credits with a 3.800 or better cumulative average. To be eligible as a sophomore, a student must have accumulated 30 or more credits with a 3.600 or better cumulative average. Also, students are encouraged to participate in community service opportunities. Membership in PTK qualifies students to apply for special scholarships at many four-year institutions.

**PLAGIARISM**

(SEE DISHONESTY AND PLAGIARISM)

**PROBATION, ACADEMIC**

(SEE ACADEMIC SUSPENSION AND PROBATION)

**PROGRAMS OF STUDY**

Berkshire Community College currently offers 35 associate degree programs of study, including options and concentrations, and 12 certificate programs. Detailed information concerning each program can be found in the "Programs of Study" section starting on page 39.

**READMISSION TO THE COLLEGE**

Students who withdraw from the college, change from degree to non-degree status, or are otherwise not in continual attendance (i.e., miss a spring or fall semester), must apply for readmission to the college. Such changes may affect program requirements. Most students who miss a single semester will be readmitted under their prior program requirements. All other students are re-admitted under the requirements currently in effect. Students must consult the Admissions office about readmission procedures.

**REGISTRATION FOR COURSES**

Students are permitted to register for courses no later than the first day of classes in each semester. Schedules may be adjusted through the drop/add period. Modular courses (5- or 10-week courses) may be added before the first meeting.

Appeals for exemption from these registration deadlines may be made to the Coordinator of Academic Advising. If an exception is made, enrollment in each course requires the approval of the faculty member in charge of that class.

**REGISTRAR**

The Registrar's office maintains official academic records (see also "Student Records") for each past and present BCC student. These records are maintained in full accord with the Family Educational Rights and Privacy Act (also known as the Buckley Amendment). For details on student files and policies insuring their privacy, see "Confidentiality of Student Records" on page 19.

Students who wish to have an official transcript of their record sent to another academic institution or prospective employer must make their request in writing to this office. There is a \$3 charge for this service. Also, students can register for classes, drop or add courses, and file graduation application forms in this office. Information about FORUM and Core Competencies Portfolio are available in the Registrar's office.

**REPEATED COURSES**

A student may elect to repeat a course once, if the original and repeated course are both taken at BCC. The new grade, if higher than the original, will be used to calculate the cumulative grade point average. The original grade will remain on the transcript. Other colleges may not accept this procedure.

**SECOND BCC DEGREE**

Students are eligible for a second degree upon completion of a minimum of 15 credit hours beyond those earned toward their first degree. They also must meet all the course requirements of their second program.

**SECTION CHANGES**

During the first week of the semester, a student may request a section change for a course or lab that allows the course to be taken at a different time. A Drop/Add form, available in the Registrar's office or Academic Advising Center, should be completed and returned to the Registrar's office. Changing sections without proper notification to the Registrar may result in loss of course credits.

**SERVICE LEARNING – EDUCATION IN ACTION**

Students involved in service learning spend a set number of hours working in community organizations as part of their coursework. Service learning is more than traditional "volunteering" because it combines service activities with structured reflection that enhances learning. The program's philosophy emphasizes active learning that supports the goals of engaged citizenship, reflective learning, and social responsibility.

Many faculty offer a service learning option in their course, allowing students to contribute their skills, talents and time to address a wide range of human and societal needs while earning course credit. For more information and available opportunities, call the Service Learning office (ext. 2176)

*(continued on page 30)*

## Figure 10: MassTransfer Program

Students planning to transfer to one of the state-supported universities or colleges in Massachusetts are eligible for *MassTransfer*. *MassTransfer* provides community college graduates who complete designated associate degrees with the benefits of the full transfer and applicability of credit, guaranteed admission (2.5 GPA or higher), and a tuition discount (3.0 GPA or higher). *MassTransfer* also provides students in the Massachusetts public higher education system the intermediate goal of completing a portable general education transfer block which will satisfy the general education/distribution/core requirements across institutions.

- I. Students completing an associate degree program under *MassTransfer* will graduate with a minimum of 60 credit hours and complete the following 34-credit general education transfer block, exclusive of developmental coursework:

### General Education Transfer Block

English Composition/Writing . . . . .	.6 credit hours
Behavioral and Social Sciences . . . . .	.9 credit hours
Humanities and Fine Arts . . . . .	.9 credit hours
Natural or Physical Science . . . . .	.7 credit hours*
Mathematics/Quantitative Reasoning . . .	.3 credit hours
<b>Total Credits . . . . .</b>	<b>.34 credit hours</b>

*\*NOTE: All Associate in Arts programs and some Associate in Science programs at BCC require the completion of two 4-credit laboratory sciences.*

**Benefits** for students who complete associate degrees under *MassTransfer* are:

Minimum Final GPA . . . . .	Benefits
2.0 GPA	<ul style="list-style-type: none"> <li>• No admission fee or essay</li> <li>• Guaranteed, full transfer of a minimum of 60 credits applied to the bachelor's degree, if admitted</li> <li>• Automatic satisfaction of the general education/distribution/core requirements at the receiving institution, with the receiving institution able to add no more than six additional credits/two courses, if admitted</li> </ul>
2.5 GPA	<ul style="list-style-type: none"> <li>• Guaranteed admission, plus all of the above benefits</li> </ul>
3.0 GPA	<ul style="list-style-type: none"> <li>• A 33% tuition waiver, plus all of the above benefits</li> </ul>

Stipulations: If students change their major or if the linked baccalaureate program requires a higher grade point average or specific courses which are required of native students, *MassTransfer* students must meet these requirements. If, because of space or fiscal limitations, the receiving institution does not admit all qualified applicants to a given major or program, the receiving institution will use the same criteria for *MassTransfer* applicants as it does for its native students.

- II. Students completing the *general education transfer block* (without earning a degree) at any Massachusetts higher education institution with a 2.0 or higher grade point average will earn the 34 credit hours outlined above, exclusive of developmental coursework.

**Benefits** for students who complete the general education transfer block (beginning Fall 2010):

Minimum Final GPA . . . . .	Benefit
2.0 GPA	<ul style="list-style-type: none"> <li>• Automatic satisfaction of the general education/distribution/core requirements at the receiving institution, with the receiving institution able to add no more than six additional credits/two courses, if admitted</li> </ul>

Stipulation: Students enrolled in a specific major or degree program may be required to take additional courses if these courses are specifically required for the major or program and are required of native students.

**NOTE: *MassTransfer* integrates and replaces Joint Admissions, Transfer Compact and the Tuition Advantage Program. For full details about the *MassTransfer* policy, please see the Transfer Advisor or go to [www.mass.edu/](http://www.mass.edu/).**

## FIGURE 11: TRANSFER ARTICULATION & JOINT ADMISSION AGREEMENTS

### Transfer Articulation Agreements:

Agreements are subject to change. Students should contact the Transfer Counselor (A-116, ext. 1610) for current information.

#### Biological Science

Massachusetts College of Liberal Arts . . . . . MA

#### Business Administration

Clarkson University . . . . . NY  
 Massachusetts College of Liberal Arts . . . . . MA  
 Quinnipiac College . . . . . CT  
 Rensselaer Polytechnic Institute  
 Lally School of Management . . . . . NY  
 Rochester Institute of Technology  
 College of Business . . . . . NY  
 Southern Vermont College . . . . . VT  
 SUNY at Albany . . . . . NY  
 SUNY College of Technology at Utica & Rome  
 School of Business & Public Management . . . . . NY  
 UMass at Amherst . . . . . MA  
 Western New England College . . . . . MA

#### Business Careers

Massachusetts College of Liberal Arts (Banking Option) MA  
 Northeastern University . . . . . MA  
 Quinnipiac College . . . . . CT  
 SUNY College of Technology at Utica & Rome . . . . . NY  
 Trinity College of Vermont . . . . . VT

#### Business Software Systems

American International College . . . . . MA  
 Elms College . . . . . MA  
 Massachusetts College of Liberal Arts . . . . . MA

#### Computer Information Systems

Clarkson University . . . . . NY  
 Massachusetts College of Liberal Arts . . . . . MA  
 Pratt Institute . . . . . NY  
 Quinnipiac College . . . . . CT  
 Rensselaer Polytechnic Institute . . . . . NY  
 SUNY at Albany . . . . . NY  
 SUNY College of Technology at Utica & Rome . . . . . NY  
 Trinity College of Vermont . . . . . VT  
 Westfield State College . . . . . MA  
 UMass at Amherst . . . . . MA  
 Union College . . . . . NY

#### Criminal Justice

Anna Maria College . . . . . MA  
 Hesser College . . . . . NH  
 Massachusetts College of Liberal Arts . . . . . MA  
 SUNY at Albany . . . . . NY

#### Early Childhood Education

Massachusetts College of Liberal Arts . . . . . MA

#### Engineering

Pratt Institute . . . . . NY  
 Rensselaer Polytechnic Institute . . . . . NY  
 SUNY at Binghamton . . . . . NY  
 Union College . . . . . NY  
 Western New England College . . . . . MA

#### Engineering (continued)

Worcester Polytechnic Institute . . . . . MA

#### Engineering Technology

SUNY College of Technology at Utica & Rome . . . NY

#### Environmental Science

Colorado State University College of Forestry  
 and Natural Resources . . . . . CO  
 Massachusetts College of Liberal Arts . . . . . MA  
 Southern Vermont College . . . . . VT  
 SUNY College of Environmental Science  
 and Forestry at Syracuse . . . . . NY

#### Fine Arts (Music/Theatre/Visual Arts)

Massachusetts College of Liberal Arts . . . . . MA

#### Hospitality Administration

Johnson & Wales University . . . . . RI  
 New England culinary Institute . . . . . VT  
 UMass at Amherst . . . . . MA

#### Human Services

Elms College . . . . . MA  
 Hesser College . . . . . NH  
 New York University . . . . . NY  
 Massachusetts College of Liberal Arts . . . . . MA  
 Quinnipiac College . . . . . CT  
 Southern Vermont College . . . . . VT  
 SUNY at Albany . . . . . NY  
 Trinity College of Vermont . . . . . VT  
 Western New England College . . . . . MA

#### Liberal Arts

Bay Path College . . . . . MA  
 Boston University . . . . . MA  
 Quinnipiac College . . . . . CT  
 Rensselaer Polytechnic Institute . . . . . NY  
 SUNY at Albany . . . . . NY  
 SUNY College of Technology at Utica & Rome . . . NY  
 Trinity College of Vermont . . . . . VT  
 Union College . . . . . NY

#### Nursing

Framingham State College . . . . . MA  
 Russell Sage College . . . . . NY  
 Southern Vermont College . . . . . VT  
 UMass at Amherst School of Nursing . . . . . MA

#### Physical Therapy

American International College . . . . . MA  
 The Sage Colleges . . . . . NY

#### Joint Admissions Agreements:

University of Massachusetts  
 Massachusetts State Colleges (includes MCLA) . . . . . MA  
 Historically Black Colleges and Universities  
 Cheyney University . . . . . PA  
 Delaware State College . . . . . DE  
 Florida A&M University . . . . . FL  
 Hampton University . . . . . VA  
 Howard University . . . . . DC  
 Tuskegee University . . . . . AL

## SNOW DAYS

In the event of a **delay**, the opening time will be the top of the hour (9:00, 10:00, etc.). For classes with other start times, as is the case on Tuesdays and Thursdays, the **next full class session** will meet (e.g. for a 9:00 opening, the 9:25 class will be the first to convene; for a 10:00 opening, the 10:50 class will be the first to meet). Any classes that were scheduled to start **prior** to the stated opening will be considered cancelled.

Class cancellation/delays are announced on the following media:

### Radio stations

#### Connecticut

##### Hartford

WRCH 100.5 FM

WTIC 1080 AM/96.5 FM

WZMX 93.7 FM

#### Massachusetts

##### Great Barrington

WSBS 860 AM

##### North Adams

WMNB 100.1 FM

WNAW 1230 AM

##### Pittsfield

WBEC 1420 AM

LIVE 95.9 FM

WBRK 1340 AM

STAR 101.7 FM

WUPE 1110 AM/100.1 FM

#### New York

##### Albany

WRVE 99.5 FM

##### Latham

WFLY 92.3 FM

WYJB 95.5 FM

##### Schenectady

WGY 810 AM

### Television

WRGB-Channel 6 (Albany)

Capitol News 9-Channel 9 (Albany)

WTEN-Channel 10 (Albany)

WNYT-Channel 13 (Albany)

WWLP-Channel 22 (Springfield)

Other options for checking cancellations include the **Internet** and the **telephone**. (See also “Emergency Notification System” on page 33.)

Almost all of the radio and television stations listed have Web sites that include “school closing” links. One of the most convenient sites, because it has a local link, is [www.wrgb.com](http://www.wrgb.com). Simply click on the “SchoolWatch” link and then the “Berkshire County” link. Students with home computers are encouraged to bookmark one of the sites for easy access.

The primary advantage for going online is that the information is available immediately without having to wait for the radio or television to go through its sometimes lengthy announcement cycle.

BCC closings are also recorded on the voice message that callers first hear when calling BCC’s main telephone number (413-499-4660).

If the days are available, canceled classes will be made up at the end of the semester.

## STUDENT RECORDS

Each student’s permanent record (a chronological list of course work taken and grades received) is maintained in the Registrar’s office. A student may request a copy at any time upon presenting proper identification. Inaccurate information may be corrected, but no information may be deleted. See also “Confidentiality of Student Records” in Figure 6 on page 20.

## STUDENT SUCCESS CENTER

The Student Success Center is committed to helping students achieve academic success. Students are encouraged to visit the center either on a walk-in basis or as a referral from an instructor. The staff will be happy to discuss strategies for academic success, or refer students to the appropriate services on campus, such as tutoring or personal counseling. For more information, call the Center (ext. 1625).

## SUSPENSION AND PROBATION

(SEE ACADEMIC SUSPENSION AND PROBATION)

## TESTING SERVICES

(SEE “ASSESSMENT AND TESTING” ON PAGE 31)

## THEATRE AT BCC

The Robert Boland Theatre has one of the largest stage houses in western Massachusetts. This comfortable house, with a seating capacity of 503, boasts outstanding acoustics and perfect viewing from every seat. The playing area is adaptable for proscenium, thrust or arena staging, and the stage is fully rigged with a 64-foot grid, a 39-line counterweight system, and a computer light board.

The Theatre Arts option of BCC’s Fine Arts program produces three main-stage productions each year; theatre majors and other students participate. Theatre majors may receive credit annually for their work on these presentations in theatre performance; scenic, lighting and costume design; and production work.

Recent productions have included *Urinetown*, *Jeffrey*, *A Funny Thing Happened on the Way to the Forum*, *Macbeth* and *Laughter on the 23rd Floor*. More than 3,000 people from the community attend the BCC Players’ performances each academic season.

## TRANSCRIPT

A transcript is a copy of a student’s permanent record. Transcripts can be sent, at the student’s written request, to other colleges and prospective employers. Official transcripts bear the college seal and signature of the Registrar. There is a \$3 fee for each official transcript. Unofficial transcripts, which are given to the student, do not bear the college seal or the Registrar’s signature. There is no charge for unofficial transcripts. Students needing a copy of their transcript should contact the Registrar’s office (F-111).

## TRANSFER SERVICES

The Transfer office, located in the Student Development Center, provides information and assistance for students planning to transfer to another college or university. The office also maintains specific transfer arrangements through the *Mass Transfer* program (see page 26) and through articulation agreements with numerous colleges and universities (see page 19). See also “Transfer Counseling” on page 34.

## TUTORIAL SERVICES

Free tutoring in most subjects is available in the Tutorial Center to day or evening students. Students are tutored by other BCC students or individuals with special expertise. In addition, students can register to receive online tutoring in various subjects from early in the morning until late in the evening at [www.etutoring.org](http://www.etutoring.org). Online eTutoring is available through live chat, question submissions, and writing assignment submissions.

The Tutorial Center provides study information on effective listening, learning styles, mathematics, memorization techniques, note-taking, study aids, test-taking, textbook reading, and time management. Workshops are presented each semester on these topics. In addition, tutorial software is available in various disciplines to support classroom instruction.

Free consultation with mathematics and writing professionals is also available for BCC students in our Help Centers. The Math Help Center professional addresses most levels of mathematics taught on campus. In the Writing Help Center, short-term help is offered for students working on papers in any subject. Students may call the Tutorial Center for an appointment, or just drop in, to check on the hours of availability for the Help Centers (ext. 1650 or 1652).

## WEBADVISOR

All students are provided with a BCC WebAdvisor account. Using this account students can learn of courses offered in upcoming semesters and access an increasing array of student services and academic information. Currently students use their secure accounts to set up emergency notification information, view mid-semester and final grades, view or print copies of their class schedules, unofficial transcripts or degree audits, see the results of their Learning Skills Assessments, or see their student profile information.

Students can contact the Registrar's office (F-111) with questions about their WebAdvisor accounts.

## WITHDRAWAL FROM A COURSE

The basic responsibility for withdrawing from a course rests with the student.

Students who withdraw from a course during the drop/add period receive no notation on their record. Students withdrawing from a course after the drop/add period and up to and including the date indicated on the academic calendar as the last day for course withdrawals (W grades) will receive a grade of W.

Students withdrawing after this date but on or before the date indicated on the academic calendar as the last day for course withdrawals (WP/WF grades) will receive either a grade of WP (Withdrawn Passing) or WF (Withdrawn Failing). The grade will be determined by the course instructor. A grade of WF is computed in the academic average as an F.

A student may continue to attend class on an audit basis with the permission of the instructor even after official withdrawal from the course.

To withdraw from a day course, a student must have the signatures of the advisor and appropriate faculty member on the Drop/Add form obtained from the Registrar's office. The signed form must be returned to the Registrar's office. A student leaving a course in any other fashion may receive a grade of F.

Evening students should contact the Registrar's office for the appropriate procedure.

Students should be aware that withdrawing from a course(s) may affect their eligibility for financial aid, Social Security benefits, veterans' benefits, loans, etc. Since a student may be required to repay a portion of the aid money received earlier in the semester, check with the appropriate office/agency before withdrawing.

While the W or WP grade in no way affects the grade point average, the Student Standing Committee will review the overall academic performance of those students who have more than one W/WP in a semester or more than two W/WPs in an academic year. The committee has elected to suspend or place restrictions on students who abuse the withdrawal privilege.

## WITHDRAWAL FROM THE COLLEGE

Students whose circumstances require them to drop all courses during a semester should initiate a college withdrawal through the Student Success Center (F-118, ext. 222). Evening students may fill out the withdrawal form from 4 pm to 7 pm in the Registrar's office. Student-initiated college withdrawals are recorded in the same way as course withdrawals, with the same deadlines applying.

A full college withdrawal is not appropriate if students have already completed one modular course (or more). Students should contact the Registrar's office concerning this situation.

Special circumstances may warrant exceptions to this withdrawal policy. Appeals for exceptions should be made in writing and submitted to the Dean of Academic Affairs, who will consult with appropriate faculty members and college officers, and then report a decision to the petitioner and to the Registrar.

# STUDENT SERVICES

This section contains information related to the numerous services that are available to help students succeed. For the convenience of the reader, topics are listed in alphabetical order. For more information on any topic, refer to the BCC website at [www.berkshirecc.edu](http://www.berkshirecc.edu), or call the appropriate person in Figure 13 on page 130.

## ADULT STUDENTS

Specially trained counselors in the Admissions, TRIO and Project Link offices offer services to adult students (also known as nontraditional students) which includes anyone returning to school after a long absence, students with children, displaced workers, and all students over 23. Services include informational and personal growth workshops, admissions and supportive counseling, college and community resource referrals, and information on funding and childcare.

## ALLIED HEALTH MEDICAL RECORDS

These records are maintained in the Immunization Records and Allied Health Medical Records office (see page 8).

## ASSESSMENT AND TESTING

BCC is committed to the principle that all students who enter the college should be prepared for college-level work. All students, unless exempted, are required to complete the BCC learning skills

assessment in reading, writing and mathematics. Based on the results of this assessment, which is administered by the Assessment and Testing Center, students are placed in appropriate courses.

The Assessment and Testing Center also serves as the Berkshire County test administration site for the General Equivalency Diploma (GED) program. Individuals aged 16 or older, who are not enrolled in high school and who have not earned a diploma, may register to take the GED examination. By successfully completing a battery of five sub-tests, candidates may earn the GED certificate.

Students may also earn college credit for knowledge gained through life or work experience, independent study, by taking the CLEP or DANTES examinations that are offered in more than 50 different subject areas. As an open testing site for these programs, the Assessment and Testing Center is able to serve BCC students, as well as individuals who wish to obtain credit at other institutions.

The center also proctors exams for individuals who are enrolled in distance learning courses, and offers a service by which faculty members can arrange for make-up testing sessions for their students.

### **ATHLETICS**

BCC sponsors several competitive sports programs including club teams and intramural programs. The office of Student Life provides overall supervision of these programs. Due to budget constraints, intercollegiate sports have been temporarily suspended.

### **ATM MACHINE**

For the convenience of anyone on campus, there is an ATM machine, provided by Berkshire Bank, at the entrance to the Field Administration Center nearest to the Susan B. Anthony Center (see campus map on page 5).

### **BUS TRANSPORTATION**

Public transportation is available between downtown Pittsfield and BCC with buses arriving on-campus every hour. Schedules may be obtained from the Berkshire Regional Transit Authority (BRTA), 499-2782. Schedules are also available in the office of Student Life.

### **CAFETERIA/FOOD SERVICES**

BCC's cafeteria provides nutritionally balanced meals. Morning items include fresh-brewed and decaf coffee, tea (regular, decaf or herbal), daily breakfast specials, assorted pastries, bagels and cream cheese, cereals and juices. Lunch items include freshly made soups, vegetarian and meat dishes, pastas, fresh fish, casseroles, overstuffed and prepared sandwiches, a 10-foot salad bar buffet, and assorted natural juices and sodas.

Cafeteria hours are Monday through Friday from 7:30am to 2:30pm during the fall and spring semesters. During the summer, the cafeteria is open Monday through Friday from 7:30am to 10:30am (breakfast); 10:30am to 1:45pm (lunch); and 1:45 to 2pm (snacks).

The cafeteria is not open during evening hours. However, evening students may purchase items from the vending machines located around the campus (see page 34).

### **CAREER SERVICES**

Career choice is an integral part of study here at BCC, insuring that the knowledge and skills you are learning lead to work that is fulfilling for you and meets your economic, emotional and social needs.

Located in the Student Development Center, career services offer students and alumni the opportunity to explore career options through a variety of methods, and then evaluate those options through research and informational interviewing. A career counselor is available to assist you in any aspect of career development.

An online program is available and includes personal as well as career profiles such as interest inventory, work values locator, personality indicators, skills assessment and occupational sort.

Career management skills, including job search techniques, résumé writing and interviewing skill development through videotaped interviews, may also be enhanced through career services offerings.

Job opportunities, including internships, summer and volunteer options are regularly posted and updated on the bulletin board opposite the campus store in the Susan B. Anthony Center.

For more information, call the Career Services office (ext. 1611).

### **CHILD CARE**

Child care at BCC is available at the Norman Rockwell Early Childhood Center, so named because of the artist's sensitive portrayal of the world of children. Services are provided for the children of BCC students, faculty and staff. Children from age 15 months to seven years are eligible for the program.

The center is open Monday through Friday from 7:30am to 5:30pm. This time period allows parents to attend classes and work while their children are participating in comprehensive educational and recreational programs.

The children also receive snacks in the morning and afternoon, and can share meals with their parents. Social workers provide extra help for children with special needs. For more information, visit the Center or call 443-3487.

Family day care programs — child care in licensed homes throughout the area — are also available for children of all ages. For more information about this service, call 499-4660, ext. 3060.

### **CLUBS AND ORGANIZATIONS**

Various clubs and organizations are active on campus. Each has a faculty or staff advisor. For more information, or to organize a new club, inquire at the Office of Student Life.

### **DISABILITY RESOURCE CENTER**

Services for students with documented disabilities include specialized advising about academic planning and compensatory techniques; arranging for alternative test-taking and other academic adjustments; referral to local agencies; assessment of learning strengths and weaknesses; and a guided tour of access routes for students who cannot climb stairs.

To serve the hearing impaired, the Student Development Center has a Telecommunications Device for the Deaf (TDD). The TDD number is 413-499-3328.

Students with disabilities planning to apply for admission to BCC are encouraged to contact the Student Development Center and set up an appointment with the Coordinator of Services for Students with Disabilities (ext. 1605) at least six months prior to enrollment.

Adaptive computing services are available for all students with disabilities through the Adaptive Computer Lab. The lab provides

access for students with disabilities to computer technology through specially designed adaptive equipment.

*NOTE: Students with documented disabilities may also qualify for the TRIO Program (see next page).*

### **EMERGENCY NOTIFICATION SYSTEM**

BCC has installed an Emergency Notification System (ENS) that quickly sends messages to all registered users via cell phone, e-mail, text message, and regular phone lines.

Available to BCC students, faculty and staff, the ENS notifies registered users directly about school closings and other time-sensitive situations. In the event of a true emergency, the system will notify users immediately about any threat to their health or safety.

To receive ENS messages, log into your BCC WebAdvisor account (see page 31) and fill in your contact information in the “Emergency Notification” link under “User Account.”

For more information, contact the ENS HelpDesk (ext. 3014).

### **FINANCIAL AID**

The Financial Aid office offers group workshops, as well as individualized counseling, about educational expenses and assistance in obtaining aid from various funding sources. Computers dedicated to student use are available on a drop-in basis during regular office hours, or by appointment after hours, for filing a FAFSA financial aid application, applying for a student loan, or conducting a scholarship search. A Job Book containing all campus and community service student employment opportunities (regardless of students’ financial aid status) is conveniently housed in the Financial Aid office. Financial aid publications also provide students and families information about sources of aid, application procedures, deadlines, and BCC financial aid policies. For more information, see the “Financial Aid” section starting on page 14, as well as the BCC website at [www.berkshirecc.edu](http://www.berkshirecc.edu).

### **HOUSING**

A housing list is maintained in the office of Student Life as a service to both students and staff. BCC acts as a referral point between a landlord and potential tenant. The college does not accept responsibility or liability in providing this service.

### **ID CARDS**

Each new student is issued a student identification card that must be presented to attend various school events, gain access to Paterson Field House, and receive grant checks from the Business Office. Pictures for the cards are taken in the Office of Student Life at any time from 8am-4pm. Returning students have their cards validated at the beginning of each semester with a sticker available at the Office of Student Life.

### **IMMUNIZATION RECORDS**

These records are maintained in the Immunization Records and Allied Health Medical Records office (A-117).

### **INSURANCE**

Information about accident and medical insurance is available from BCC’s Business office. (See also “Health Insurance” on page 13.)

### **INTERCOLLEGIATE SPORTS**

Due to budget constraints, intercollegiate sports have been temporarily suspended. Normally, all full-time students carrying 12 credits and

receiving a minimum 2.000 grade point average each semester may participate in intercollegiate varsity sports. These eligibility requirements follow the guidelines established by the National Junior College Athletic Association.

BCC previously offered men’s and women’s cross-country running and men’s soccer on the intercollegiate level. Teams are known as the Falcons and the traditional BCC colors are blue and green. Students wishing more information should call the Director of Student Life (ext. 1661).

### **INTRAMURAL SPORTS**

Intramural sports are under the supervision of the Director of Student Life. All currently enrolled students, both full- and part-time, are eligible to participate. The intramural activities available each season are listed at the office of Student Life and the Paterson Field House.

### **LOST AND FOUND**

Lost and found items should be turned in, or reported, to the office of Student Life in the Susan B. Anthony Center.

### **PERSONAL COUNSELING**

Personal counseling is committed to working with students to help them successfully meet their academic and personal goals. Personal counseling is available to currently enrolled students and is provided by a licensed counselor.

Each student is unique in what they choose to discuss. Some of the areas most frequently addressed are: adjustment to college life, relationship struggles, inability to concentrate on academic work and feelings of depression or anxiety. Meetings are confidential.

Personal counseling helps students get back on track and focus more on their studies.

Generally, personal counseling is short-term and focused. However, if a student requires more assistance, referrals to community agencies and other counseling professionals will be offered.

The counseling staff, located in the Student Development Center, also conducts seminars on issues such as conflict resolution, assertiveness and communication skills. The staff also holds forums on important topics and has materials on personal growth available free of charge.

### **RECREATIONAL FACILITIES**

(SEE PATERSON FIELD HOUSE ON PAGE 7)

### **RECREATIONAL SERVICES**

(SEE ATHLETICS AND SPECIAL EVENTS IN THIS SECTION)

### **SPECIAL EVENTS**

Special events are offered throughout the academic year. Recent events include a “dunkin” booth, picture street signs, chocolate picture lollipops, sand art, luncheons and game shows, hypnotist James Mapes, mind reader Robert Channing; lecture topics such as Dream Interpretations, UFOs, Sex Educator Tells All; local musicians such as Dan Broad, Vinnie Brandi, Jeff King, Jack Waldheim, John Sauer, and vocalist Jeanne Laurin; Youth Alive and Sanko Fa Step Teams; and appearances by Bill Cosby and Ralph Nader.

### **STUDENT EMPLOYMENT**

Students interested in part-time employment are encouraged to review all campus and community service positions, regardless of their financial status, posted in the Job Book conveniently located in

the Financial Aid office. For more information, visit “Student Employment” on the college’s website at [www.berkshirecc.edu](http://www.berkshirecc.edu).

### STUDENT GOVERNMENT AMBASSADOR PROGRAM

This is a program designed to recruit, retain and relate to prospective and current students. SGA members conduct on-campus surveys, focus groups, and encourage interaction between students. For more information, see page 4.

### STUDENT LIFE

The office of Student Life is the center of student activity at BCC. It helps plan and administer a wealth of opportunities for social, cultural, recreational, and personal enjoyment and enrichment. Students are invited to bring ideas for new programs and activities to Student Life staff.

Student activities are planned with all members of the BCC community in mind. In addition to regularly scheduled events, students may also participate in trips to Washington, Boston and New York; lectures by special guests; recreation clinics; video or movie programs; and coffee house entertainment.

Students are encouraged to check the BCC Calendar of Events distributed at the beginning of each semester, campus bulletin boards, and with the Office of Student Life for current information.

### STUDENT LOUNGE

(SEE PAGE 8)

### TRANSFER COUNSELING

The Transfer office, located in the Student Development Center, is a resource for comprehensive information and assistance about every aspect of the transfer process. Students should consult with the Transfer Counselor as early in their education as possible for information about academic programs, baccalaureate colleges, course equivalencies, and general transfer policies, as well as joint admission, articulation agreements, and the transfer compact.

BCC hosts a College Fair each year during the first week in October. The fair, which attracts many baccalaureate colleges and universities, provides students with an opportunity to talk with representatives from these institutions. Baccalaureate college and university representatives also visit BCC each semester to speak with interested students. Information about the visits and transfer opportunities is posted on Transfer bulletin boards located in the Student Development Center and Susan B. Anthony Center foyer.

Applications to Massachusetts state colleges and universities, as well as many other public and private colleges, are available in the Career and Transfer Resource Center.

### TRIO PROGRAM

The TRIO (Talent, Resources, Initiative, Opportunity) Program is a federally funded program that provides free support services to eligible students.

To be eligible for the program, a student must meet **one or more** of the following criteria:

1. neither parent graduated from a four-year college,
2. the student is receiving financial aid, or
3. the student has a documented learning or physical disability.

Once a student is accepted into the program, TRIO staff work with the student one-on-one to develop a personalized educational plan

that helps to guide the student in the successful completion of their studies at BCC.

### VENDING MACHINES

Vending machines can be found in the following locations:

- Susan B. Anthony Center
  - Dining Hall (cold beverage)
  - Lounge (snack, cold beverage)
- Hawthorne Hall
  - (coffee, snack, cold beverage)
- Melville Hall
  - (coffee, snack, cold beverage)
- Koussevitzky Arts Center
  - Lobby (snack, isotonic, cold beverage)
- Field Administration Center
  - Outside Computer Lab (cold beverage)
- Paterson Field House
  - (snack, isotonic, cold beverage)

## LIFELONG LEARNING AND WORKFORCE DEVELOPMENT

BCC offers a wide range of noncredit learning opportunities for people of all ages. Designed for self-improvement, vocational or recreational purposes, these initiatives are offered on-campus, throughout the county, and beyond.

The college also participates in the economic development of Berkshire County through various collaborative efforts and an active business and industry development team.

### LIFELONG LEARNING

BCC’s office of LifeLong Learning develops, coordinates, and implements noncredit initiatives. The division serves people of all ages whose educational and training needs cannot be met through traditional college-credit programs. Noncredit workshops and seminars are offered throughout the year both on- and off-campus.

Flexibility and close working relationships with community organizations, private industry and the public keep the division responsive to the needs and interests of the entire community. Sample programs are highlighted below.

### NONCREDIT INSTRUCTION

A complete list of noncredit offerings is mailed to the public three times a year in BCC’s spring, summer and fall semester schedule booklets. Senior citizens may register for most noncredit workshops at a 20% discount. *For more information, call 413-236-2122.*

### BERKSHIRE CIRCUS CAMP

Now in its 15th season, this three-week day camp is designed for children ages 8 to 13. An intermediate camp is now available for ages 13-15. Instruction focuses on circus history, arts and crafts; and

how to perform various circus acts. Campers also participate in standard summer camp activities including outdoor games.

The culminating event, an actual circus, allows students to display newly acquired skills and self-confidence. The public is invited to attend this inspiring and unique event in the lives of its young performers. *For more information, call 413-236-2122 or 2123.*

### **OSHER LIFELONG LEARNING INSTITUTE AT BCC**

The Osher Lifelong Learning Institute (OLLI) at Berkshire Community College provides stimulating and exciting adult learning experiences including:

- noncredit courses in the arts, sciences, literature, and social sciences,
- lectures and panel discussions highlighting contemporary and often provocative themes, and
- cultural and educational trips and events.

OLLI at BCC was formed in 2007 when the former Berkshire Institute for Lifetime Learning (BILL) joined with BCC in a formal affiliation agreement funded by a \$100,000 grant from The Bernard Osher Foundation of San Francisco. In July 2009, OLLI at BCC received a \$1 million endowment gift from the Osher foundation.

As an OLLI, the organization has access to educational resources, ideas and advanced technologies that allow it to increase the number, variety and quality of its learning programs; and to more effectively reach other potential lifelong learners throughout the area.

In addition to BCC, OLLI's educational partners include Bard College at Simon's Rock, Massachusetts College of Liberal Arts, and Williams College.

*For more information, call 413-236-2190.*

### **ELDERHOSTEL**

Thought-provoking, lifelong learning also takes place through BCC's participation in the national Elderhostel program. The college offers about 8-10 programs each year at the Crowne Plaza Hotel in Pittsfield where more than 300 people from the United States and Canada enjoy a week of college-level courses, field trips, lively discussions, and stimulating company. Course topics include art, ecology, economics, history, literature, music, and much more.

Local residents over 55 are invited to "commute" at a fraction of the already reasonably priced tuition.

*For more information, call 413-236-2124.*

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## **WORKFORCE DEVELOPMENT**

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BCC responds to requests for general and customized training for business and industry, either on campus or on site.

*For more information, call 413-236-2125 or 413-236-2126.*

### **BERKSHIRE APPLIED TECHNOLOGY COUNCIL**

As a founding member of the Berkshire Applied Technology Council (BATC), a collaborative of regional employers and educators, BCC plays a crucial role in helping the council to deliver an integrated system for technical learning in the Berkshires.

The educational core of the BATC is a 2 + 2 + 2 program known as TechPath and administered by BCC. Designed for both students and incumbent workers, the program consists of mathematics and science curricula coupled with specialized training and industry applications.

The complete program, which results in a bachelor's degree, includes the junior and senior years of high school, two years of community college, and two years at a private or public college or university. Participants may enter or leave the program at any point.

The primary beneficiaries of TechPath and the council's other programs include:

- students and incumbent workers who develop the necessary skills for a high-tech career,
- employers who are able to tap a larger pool of qualified job applicants, and
- the region as a whole as its reputation for business development and a center for technical excellence continues to grow.

*For more information, call 413-236-2125.*

### **MICROSOFT CERTIFIED APPLICATION SPECIALIST**

BCC is also an authorized testing center for the internationally recognized Microsoft Certified Application Specialist certification.

Incumbent workers and students who already know the advanced features of various Microsoft Office business programs (i.e., Word, Excel, Access, PowerPoint) may simply make an appointment with the Assessment and Testing Center (ext. 1655/1656) to take the relevant exams based on their existing knowledge.

Those who need to learn the advanced features may do so through BCC's 27-credit certificate or 60-credit associate degree programs in Business Software System (see pages 52 and 53).

*For more information, call 413-236-4640.*

# **STATEMENTS & GENERAL DISCLOSURES**

## **STUDENT RIGHT-TO-KNOW**

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Each student entering Berkshire Community College has distinct educational, career and personal goals. Although the majority of full- and part-time students enroll in either a certificate or associate degree program, students may take a specific class or group of classes to acquire additional skills, or for personal enrichment. BCC remains flexible enough in both its programming and scheduling to address the needs of each student.

This section of the catalog contains the primary policies and regulations that apply to all members of the college community. However, this information is not intended to be a statement of the college's contractual undertakings. A complete list of detailed policies and procedures is contained in the BCC Student Policy Guide that is made available annually to all students. Copies of the Guide may be obtained from the office of the Dean of Student Affairs and Enrollment Services or at the Jonathan Edwards Library.

## **DISCLOSURE OF INSTITUTIONAL GRADUATION AND TRANSFER-OUT RATES**

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The federal government requires that all post-secondary institutions provide both prospective and current students with information

concerning the performance of current students as an illustration of the likelihood of success. The law requires that the information include the rate at which degree-seeking students who attend the institution on a full-time basis and are attending any college for the first time successfully complete the program. A student is considered to have successfully completed the program if graduation occurs within 150% of the time required by the program. For example, a student who graduates from a two-year program within three years has successfully completed the program by federal guidelines.

**Berkshire Community College's graduation rate for first-time, full-time, degree-seeking freshman entering the college in the fall of 2005 was 22%, with a four-year average of 23%. An additional 15% of these students transferred to another institution prior to completing their BCC program, with a four-year average of 16%.**

It should be understood that the full-time, first-time degree-seeking freshman population represents only 35% of the fall 2005 incoming class. The performance of the remaining 65% of the incoming class, by law, is not included in the rate reported above.

Questions related to this information should be directed to Dr. John M. Paskus, Director of Institutional Research, Planning and Grants Development at 413-236-2109.

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## AUDITED FINANCIAL STATEMENT

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A copy of the college's most recent audited financial statement may be obtained for review from the office of the Dean of Administration and Finance, the college Business Office, or the Jonathan Edwards Library.

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## LICENSURE EXAM PASS RATES

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*For the Class of 2008:*

Eighty-one percent (81%) of BCC's associate degree students in Nursing who were first-time takers of the National Council Licensing Examination (NCLEX-RN) achieved a passing mark and eligibility for RN licensure.

Ninety-six percent (96%) of BCC's certificate students in Practical Nursing who completed the National Council Licensing Examination (NCLEX-PN) achieved a passing mark and eligibility for LPN licensure.

*For the Class of 2006 (most recent year tested for Respiratory Care):*

One hundred percent (100%) of BCC's associate degree students in Respiratory Care who completed the National Board for Respiratory Care Licensure Examination achieved a passing mark and eligibility for licensure as Registered Respiratory Therapists.

*For the Class of 2007 (most recent year tested for PTA):*

Eighty-two percent (82%) of BCC's associate degree students in Physical Therapist Assistant (PTA) who completed the National Physical Therapist Assistant Examination achieved a passing mark and eligibility for PTA licensure.

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## STATEMENT OF NON-DISCRIMINATION

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Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, age, disability,

genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504).

All inquiries concerning application of the above should be directed to Deborah Cote, Director of Human Resources, Affirmative Action Officer, and Coordinator of Title IX and Section 504, located in the Susan B. Anthony Annex, Room A-21, at (413) 236-1022.

The Commonwealth of Massachusetts Community Colleges' Affirmative Action Plan, which is available in the Human Resources office, contains a full explanation of this specific policy.

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## AMERICANS WITH DISABILITIES ACT

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Berkshire Community College advises applicants, participants, and the public that it does not discriminate on the basis of disability in admission to, access to, treatment in, or employment in its programs, services and activities.

BCC has designated the following person to coordinate efforts to comply with these requirements. Inquiries, requests and complaints should be directed to: Tara Romeo, Disabilities Services Coordinator, Berkshire Community College, 1350 West Street, Susan B. Anthony Center, Room A-112, Pittsfield, MA 01201. Telephone number is (413)236-1608.

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## PERSONS WITH DISABILITIES

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BCC recognizes the multitude of barriers that confront persons with disabilities in access to both employment and education. Consistent with state and federal statutes that affirm and protect the equal opportunity right of persons with disabilities, the College has adopted a policy of nondiscrimination and equal opportunity for otherwise qualified persons with disabilities. In all matters of employment, disabled persons will receive full and fair consideration.

The College will take measures to ensure equal opportunity in all areas of employment including recruitment, selection, upgrading, opportunities for training and development, rate of compensation, benefits and all other terms and conditions of employment.

Reasonable accommodations will be afforded to any qualified disabled employee to enable such employee to perform the essential duties of the job. Reasonable accommodations will also be afforded disabled applicants for employment to enable them to adequately pursue a candidacy for any available position. Any reasonable accommodations provided by Berkshire Community College will be provided to the extent that such accommodations do not impose any undue hardship on the College.

Specific efforts will be undertaken by the College to ensure equal opportunity for disabled persons. It is recognized that all facilities at the College may not be available and accessible at a particular time. A copy of the full policy is available in the offices of the Dean of Student Affairs and the Director of Human Resources.

## EQUITY IN ATHLETICS AND CAMPUS CRIME DISCLOSURES

Notice is hereby given that all Student Right-to-Know information (Public Law 101-542) and all Equity in Athletics information (Public Law 103-382) are available to current or prospective students from BCC's Office of Institutional Research and will be provided upon request.

Notice is hereby given that, in accordance with the "Student Right-to-Know and Campus Security Act of 1990" (Title II of Public Law 101-542), the Campus Crime Report from Berkshire Community College is included in the Student Policy Guide and is available from the Dean of Student Affairs Office, located at A123-4, will be provided upon request or may be viewed online on the BCC website.

## AIDS

Acquired immunodeficiency syndrome (AIDS) is a disease caused by the human immunodeficiency virus (HIV) that can damage the immune system and destroy the body's ability to fight off illness. AIDS by itself does not kill but allows other infections that can kill (such as pneumonia, cancer and other illnesses) to invade the body.

Under the Massachusetts Constitution, Article 114, and Massachusetts General Laws, Chapter 151B, it is unlawful to discriminate against a person on the basis of his/her handicap. These laws, as well as other state laws, offer various forms of protection to people with AIDS and those perceived to be at risk of having AIDS.

In addition, various federal laws prohibit AIDS-related discrimination. The Rehabilitation Act of 1973 prohibits discrimination against people with AIDS or those perceived to be at risk of having AIDS by federal agencies, federal contractors, and subcontractors, and by institutions receiving federal funds. Title VII of the Civil Rights Act of 1964 may protect against discriminatory practices associated with AIDS where such practices have disproportionate impact on persons of a particular gender, race or national origin. The Americans with Disabilities Act prohibits discrimination against people with AIDS.

Because there is presently no specified cure for AIDS, the most important goal of this policy is to increase awareness and provide education to prevent further spread of the disease. The most effective means of addressing this issue is to ensure that persons with AIDS are not discriminated against; to educate students and employees about AIDS; and to develop reasonable policies, precautions, and procedures.

## ALCOHOL & DRUGS

On December 12, 1989, Congress amended Title XII of the Higher Education Act of 1965. The amendment, known as the "Drug-Free Schools and Communities Act of 1989", requires every educational institution that receives federal funding to certify its adoption and implementation of programs designed to prevent the use of illegal drugs and the abuse of alcohol by students and employees.

BCC, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive climate in which to conduct the business and mission of the College, enforces the following policies:

The unlawful manufacture, distribution, dispensing, possession or use of alcohol, or a controlled substance, is prohibited on the campus of BCC or as part of any college-related activity.

BCC shall cooperate in the enforcement of federal and state laws concerning illegal drugs and alcoholic beverages.

Under-age drinking is prohibited at BCC functions and on any part of the campus.

Alcohol may not be served, consumed, or furnished at any BCC student event either on or off any of its facilities. The only exception is the Hospitality Administration and Culinary Arts program dinners. Club or activity advisors, or other appropriate college officials, should take all reasonable steps to insure that alcohol is not available during, or en route to, a college-sponsored event.

Employees working under federally funded grants are additionally subject to the Drug-Free Workplace Act of 1988.

The College will present campus-wide drug and alcohol education literature on an annual basis. This is in addition to other educational opportunities available in current or future offerings.

The following medical risks are associated with drug and alcohol use: overdose, dependence, ill health, accident. For any member of the BCC community who is experiencing substance abuse problems, the college will offer supportive services and referral for treatment, as appropriate and available.

The College shall conduct a biennial review of these policies and programs and implement changes as necessary.

A full copy of this policy is included in the Student Policy Guide which may be obtained from the Dean of Student Affairs Office (A123-4) or viewed online on the BCC website.

## GAMBLING

The college follows state guidelines which prohibit illegal gambling. This includes games that result in an exchange of money.

## GENDER AND SEXUAL ORIENTATION

BCC is committed to providing a working, living, and learning environment that utilizes the resources of all members of the college community and develops the talents of all of its students without regard to gender or sexual orientation. Any condition that interferes with the development of talents by causing discrimination based on gender or sexual orientation constitutes a destructive force within the college community.

The College hereby prohibits all forms of discrimination on the basis of gender or sexual orientation. This prohibition bars all acts that have the effect of denying to any person equality of right, entitlement, benefit or opportunity by reason of such person's gender or sexual orientation. Harassment by personal vilification is prohibited whenever such harassment is based on a person's gender or sexual orientation.

Students or employees who believe their rights under this policy have been violated shall have the recourse under their respective grievance procedures (i.e., the student grievance procedure and the affirmative action grievance procedure) found in the Student Policy Guide.

## HAZING

The practice of hazing is prohibited by law in the state of Massachusetts. Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

A copy of the law pertaining to the practice of hazing is available in the Dean of Student Affairs office. This policy will be distributed to every club or organization at Berkshire Community College. (More specific information may be obtained by contacting the Dean of Student Affairs or the Director of Student Life.)

## PLURALISM

BCC condemns all acts of verbal harassment or abuse, which deny or have the effect of denying to an individual his/her legal rights to equality, dignity, and security while at BCC. The policy reaffirms the doctrine of civility, appreciation for pluralism, and pre-eminence of individual human dignity as preconditions to the achievement of an academic community that recognizes and utilizes the resources of all persons while reaffirming the tenets of academic freedom.

The college recognizes its obligation to protect the rights of free inquiry and expression, and nothing herein shall be construed or applied so as to abridge the exercise of rights under the Constitution of the United States and other federal and state laws.

Students or employees who believe their rights under this policy have been violated shall have recourse under a respective grievance procedure (i.e., the student grievance procedure and the affirmative action grievance procedure) which is detailed in the Student Policy Guide.

## SEXUAL HARASSMENT

Sexual harassment of a student, an employee, or any other person at BCC is unlawful, unacceptable, impermissible and intolerable. In addition to sexual harassment being unlawful, it is also unlawful to retaliate against a student, employee, or any other person in the college for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

BCC's policies and procedures on sexual harassment are made available to all college community members. In addition to formal procedures, the college shall ensure that appropriate opportunities are available to students and employees to obtain counseling concerning their rights under the law and effective means of informally resolving grievances. A complete copy of the College's sexual harassment policy is included in the Student Policy Guide.

## SMOKING

All buildings on campus are smoke-free. In addition, smoking is only allowed outside in designated areas posted with signs. A complete copy of the College's smoking policy is included in the Student Policy Guide.

## ACCREDITATION

Berkshire 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 post-graduate 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 that has available the necessary resources to achieve its stated purpose through appropriate education 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 the quality of every course or program offered or the competence of individual graduate, but does provide reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of Berkshire Community College's accreditation by the New England Association should be directed to the College's administrative staff (copies of the association's report are available in the President's office.).

Individuals may also contact the association directly: Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 209 Burlington Rd, Suite 201, Bedford, MA 01730-1433. Telephone: 781-271-0022.

## INSTITUTIONAL MISSION AND VALUES

### STATEMENT

See "BCC Mission Statement" and "BCC Values" on page 2.

# PROGRAMS OF STUDY

Berkshire Community College currently offers 35 degree and 12 certificate programs of study (see below). BCC also offers general education and foundation courses for the bachelor's nursing degree conferred by UMass.

ASSOCIATE IN ARTS (A.A.) degree programs (e.g., Business Administration) include a minimum of 33 general education credits and conform to the requirements of the Massachusetts Transfer Compact.

ASSOCIATE IN SCIENCE (A.S.) degree programs (e.g., Business Careers) include a minimum of 21 general education credits and do not conform to the Massachusetts Transfer Compact. Students who wish to be eligible for compact status may pursue additional courses.

CERTIFICATE PROGRAMS, which may be completed in one year or less of full-time study, provide the skills needed for immediate entry into the job market upon program completion. Students wishing to pursue a certificate program must complete a learning skills assessment and be formally admitted to the college.

Students needing developmental education in reading, writing, arithmetic, or algebra should address those requirements during their first semester, or during the summer session before their first semester.

<b>ALLIED HEALTH</b>	<b>PAGE</b>	<b>ENVIRONMENTAL SCIENCE</b>	<b>PAGE</b>
MASSAGE THERAPY & BODYWORK (CERTIFICATE) . . . . .	40	ENVIRONMENTAL SCIENCE (A.S.) . . . . .	66
MASSAGE THERAPY & BODYWORK (A.S.) . . . . .	40	<b>FINE &amp; PERFORMING ARTS</b>	
PHYSICAL FITNESS (CERTIFICATE) . . . . .	42	MUSIC (A.A.) . . . . .	67
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RESPIRATORY CARE (A.S.) . . . . .	45	<b>FIRE SCIENCE</b>	
<b>BIOLOGY</b>		FIRE SCIENCE (A.S.) . . . . .	71
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<b>BUSINESS</b>		CULINARY ARTS (CERTIFICATE) . . . . .	73
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BUSINESS SOFTWARE SYSTEMS (A.S.) . . . . .	52	TRANSFER OPTION (A.S.) . . . . .	74
BUSINESS SOFTWARE (CERTIFICATE) . . . . .	53	<b>HUMAN SERVICES</b>	
<b>COMPUTER INFORMATION SYSTEMS</b>		HUMAN SERVICES (CERTIFICATE) . . . . .	75
BUSINESS SYSTEMS (A.S.) . . . . .	54	HUMAN SERVICES (A.S.) . . . . .	76
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PROGRAMMING - BUSINESS (CERTIFICATE) . . . . .	57	INTERNATIONAL STUDIES (A.A.) . . . . .	78
PROGRAMMING - TECHNICAL (CERTIFICATE) . . . . .	58	<b>LIBERAL ARTS</b>	
<b>CRIMINAL JUSTICE</b>		LIBERAL ARTS (A.A.) . . . . .	79
CRIMINAL JUSTICE (A.S.) . . . . .	59	<b>McCANN/BCC OPTIONS</b>	
<b>EDUCATION</b>		DENTAL ASSISTING (A.S.) . . . . .	80
EARLY CHILDHOOD EDUCATION (A.A.) . . . . .	60	MEDICAL ASSISTING (A.S.) . . . . .	81
EARLY CHILDHOOD EDUCATION		SURGICAL TECHNOLOGY (A.S.) . . . . .	82
INTRODUCTORY (CERTIFICATE) . . . . .	61	<b>NURSING</b>	
INTERMEDIATE (CERTIFICATE) . . . . .	61	PRACTICAL NURSE (CERTIFICATE) . . . . .	83
ELEMENTARY EDUCATION (A.A.) . . . . .	62	NURSING (A.S.) . . . . .	84
<b>ENGINEERING &amp; ENGINEERING TECHNOLOGY</b>		NURSING (B.S.) . . . . .	86
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COMPUTER/ELECTRONIC TECHNOLOGY (A.S.) . . . . .	64		
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# ALLIED HEALTH

## MESSAGE THERAPY & BODYWORK CERTIFICATE

**Program Advisor:** Michele Darroch, 413-236-4525.

The Massage Therapy & Bodywork (MBW) certificate program prepares students to become Massachusetts State Licensed Massage Therapists with the skills and knowledge to provide effective relaxation and wellness massage. Graduates are prepared to enter the healthcare field in various settings, including private practice.

### ADMISSION REQUIREMENTS

Potential students who have met all admission requirements are accepted into the program on a space available basis at any time.

Applicants who do not initially meet the requirements may take courses to become eligible by enrolling in BCC's Liberal Arts Pre-Bodywork & Massage program.

The sequence of courses begins in the fall semester. Admission requirements include:

- documentation of high school graduation or GED;
- completion of ENG 020 and ENG 060, if applicable;
- completion of BIO 201, Anatomy and Physiology I, with a "C" or better within five years;
- documentation that the student has received one type of bodywork within the last two years.

### EXPECTED OUTCOMES

Graduates of this program should be able to:

- demonstrate current academic, clinical and holistic skills necessary for the professional practice of therapeutic relaxation massage;
- maintain professional, ethical, and client-centered communication with peers, faculty, clients, and other healthcare professionals;
- integrate college level knowledge of human anatomy, physiology, and pathology while organizing safe and effective therapeutic relaxation massages;
- identify various successful business practice strategies for massage therapists;
- recognize appropriate strategies for self-care and professional life-long learning;
- apply current research to organizing and implementing therapeutic relaxation massage.

### GRADUATION REQUIREMENTS

To earn a certificate in this program, a student must complete all program credits and the additional requirements shown below.

PROGRAM	29 CREDITS
AHS 101	INTRO TO COMPLEMENTARY CARE & ALTERNATE MED. . . . 2
AHS 131	ORIENTATION TO MUSCULOSKELETAL SYSTEM . . . . . 2
AHS 230	PATHOPHYSIOLOGY . . . . . 3

BIO 201	ANATOMY & PHYSIOLOGY I (SEE FOOTNOTE 1) . . . . . 4
BIO 202	ANATOMY & PHYSIOLOGY II . . . . . 4
COM 104	INTRO TO INTERPERSONAL COMMUNICATION OR
ENG 101	COMPOSITION I . . . . . 3
MBW 110	THERAPEUTIC MASSAGE I . . . . . 4
MBW 120	THERAPEUTIC MASSAGE II . . . . . 3
MBW 130	THERAPEUTIC MASSAGE PRACTICUM (SEE FOOTNOTE 2) . 2
MBW 131	THERAPEUTIC MASSAGE SEMINAR . . . . . 1
MBW 150	BUS. PRACTICE FOR MASSAGE THERAPY & BODYWORK. . 1

### ADDITIONAL AS SHOWN

DEMONSTRATED COLLEGE-LEVEL SKILLS IN READING AND WRITING	
MINIMUM CUMULATIVE AVERAGE OVERALL . . . . .	2.000
MINIMUM CUMULATIVE AVERAGE IN PROGRAM . . . . .	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in one year. The actual time to complete the program may vary according to each student's individual needs.

#### FIRST SEMESTER 12 CREDITS

AHS 101	INTRO TO COMPLEMENTARY CARE (ONLINE). . . . . 2
AHS 131	ORIENTATION TO MUSCULOSKELETAL SYSTEM . . . . . 2
BIO 202	ANATOMY & PHYSIOLOGY II (SEE FOOTNOTE 1) . . . . . 4
MBW 110	THERAPEUTIC MASSAGE I . . . . . 4

#### SECOND SEMESTER 13 CREDITS

AHS 230	PATHOPHYSIOLOGY . . . . . 3
COM 104	INTRO TO INTERPERSONAL COMMUNICATION OR
ENG 101	COMPOSITION I . . . . . 3
MBW 120	THERAPEUTIC MASSAGE II . . . . . 3
MBW 130	THERAPEUTIC MASSAGE PRACTICUM (SEE FOOTNOTE 2) . 2
MBW 131	THERAPEUTIC MASSAGE SEMINAR . . . . . 1
MBW 150	BUS. PRACTICE FOR MASSAGE THERAPY (ONLINE). . . . 1

### FOOTNOTES:

1. BIO 201 must be completed before admission to the program.
2. Students must complete CPR and First Aid certification prior to enrollment in MBW 130 and maintain certification throughout the program.

NOTE: MBW students must be immunized (or be in process) by October 1st of the academic year they are enrolled in the program (immunizations must remain current throughout MBW 130).

NOTE: Individual states vary in the number of course and clinical hours required for licensure. It is the students' responsibility to fully investigate the licensing requirements of any state in which they wish to practice. If further coursework is needed to meet those requirements, students should work with their advisor to plan specific additional coursework.

NOTE: Any prior criminal offense could hinder placement in clinical agencies and the ability to become licensed in this field. See Criminal Offender Record Information Checks on page 10 for details.

## MESSAGE THERAPY & BODYWORK OPTION HEALTH SCIENCE • A.S. DEGREE

**Program Advisor:** Michele Darroch, 413-236-4525

The Massage Therapy & Bodywork (MBW) option in the Health Science degree program provides students with an opportunity to expand upon the MBW certificate program. This option adds

coursework to strengthen the student's knowledge and skills in medical massage for specific clinical outcomes.

**ADMISSION REQUIREMENTS**

Potential students who have met all admission requirements are accepted into the program on a space available basis at any time.

Applicants who do not initially meet the requirements may take courses to become eligible by enrolling in BCC's Liberal Arts Pre-Massage Therapy & Bodywork program.

The sequence of courses begins in the fall semester. Admission requirements include:

- documentation of high school graduation or GED;
- completion of ENG 020 and ENG 060, if applicable;
- completion of BIO 201 with a "C" or better within five years OR completion of the MBW certificate program;
- documentation that the student has received one type of body work within the last two years.

**EXPECTED OUTCOMES**

Graduates of this program should be able to:

- apply college level knowledge of human anatomy, physiology, and pathology to organizing and implementing bodywork techniques for specific clinical outcomes.
- integrate the scope and practice of clinically outcome-based massage and bodywork with other healthcare professions.
- develop and implement an effective self-care strategy.
- demonstrate current academic, clinical and holistic skills necessary for medical massage and bodywork.

**GRADUATION REQUIREMENTS**

To earn a degree in this program, a student must complete the 64 program and general education credits, plus the additional requirements, shown below and in the next column.

<b>PROGRAM</b>	<b>46 CREDITS</b>
AHS 131	ORIENTATION TO MUSCULOSKELETAL SYSTEM . . . . .2
AHS 150	INTRODUCTION TO NUTRITION OR
AHS 155	STRESS & YOUR HEALTH . . . . .3
AHS 230	PATHOPHYSIOLOGY . . . . .3
AHS 238	MIND/BODY THEORY AND METHODS . . . . .3
BIO 201	ANATOMY & PHYSIOLOGY I (SEE FOOTNOTE 1) . . . . .4
BIO 202	ANATOMY & PHYSIOLOGY II . . . . .4
MBW 110	THERAPEUTIC MASSAGE I . . . . .4
MBW 120	THERAPEUTIC MASSAGE II . . . . .3
MBW 130	THERAPEUTIC MASSAGE PRACTICUM . . . . .2
MBW 131	THERAPEUTIC MASSAGE SEMINAR . . . . .1
MBW 150	BUS. PRACTICE FOR MASSAGE THERAPY & BODYWORK. . 1
MBW 215	SHIATSU I OR
MBW 221	GENTLE FOCUS BODYWORK I . . . . .4
MBW 216	SHIATSU II OR
MBW 222	GENTLE FOCUS BODYWORK II . . . . .4
MBW 238	NEUROMUSCULAR THERAPY I . . . . .4
MBW 239	NEUROMUSCULAR THERAPY II . . . . .4
<b>GENERAL EDUCATION</b>	<b>18 CREDITS</b>
COM 104	INTERPERSONAL COMMUNICATION . . . . .3
ENG	COMPOSITION/WRITING . . . . .6
MAT 136	MATHEMATICS FOR HEALTH SCIENCES . . . . .3
PSY 107	INTRODUCTORY PSYCHOLOGY . . . . .3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 2) . . . . 3

<b>ADDITIONAL</b>	<b>AS SHOWN</b>
CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS (SEE FOOTNOTE 3) . . . . .	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL . . . . .	2.000
• AREA OF SPECIALIZATION: ALL PROGRAM REQUIREMENTS . .	2.000

**SUGGESTED BLOCK FOR PROGRAM COMPLETION**

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

<b>FIRST SEMESTER</b>	<b>13 CREDITS</b>
AHS 131	ORIENTATION TO MUSCULOSKELETAL SYSTEM . . . . .2
BIO 202	ANATOMY & PHYSIOLOGY II (SEE FOOTNOTE 1) . . . . .4
MBW 110	THERAPEUTIC MASSAGE I . . . . .4
ENG 101	FRESHMAN COMPOSITION I . . . . .3
<b>SECOND SEMESTER</b>	<b>13 CREDITS</b>
AHS 230	PATHOPHYSIOLOGY . . . . .3
MBW 120	THERAPEUTIC MASSAGE II . . . . .3
MBW 130	THERAPEUTIC MASSAGE PRACTICUM . . . . .2
MBW 131	THERAPEUTIC MASSAGE SEMINAR . . . . .1
MBW 150	BUS. PRACTICE FOR MASSAGE THERAPY (ONLINE) . . . . 1
COM 104	INTERPERSONAL COMMUNICATION . . . . .3
<b>THIRD SEMESTER</b>	<b>17 CREDITS</b>
AHS 150	INTRODUCTION TO NUTRITION OR
AHS 155	STRESS AND YOUR HEALTH . . . . .3
AHS 238	MIND/BODY THEORY AND METHODS . . . . .3
MBW 215	SHIATSU I OR
MBW 221	GENTLE FOCUS BODYWORK I . . . . .4
MBW 238	NEUROMUSCULAR THERAPY I . . . . .4
ENG 102	ENGLISH COMPOSITION II . . . . .3
<b>FOURTH SEMESTER</b>	<b>17 CREDITS</b>
MBW 216	SHIATSU II OR
MBW 222	GENTLE FOCUS BODYWORK II . . . . .4
MBW 239	NEUROMUSCULAR THERAPY II . . . . .4
MAT 136	MATH FOR HEALTH SCIENCES . . . . .3
PSY 107	INTRODUCTORY PSYCHOLOGY . . . . .3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 2) . . . . 3

**FOOTNOTES:**

1. BIO 201 must be completed before admission to the program.
2. General Education elective chosen from History or Humanities and Fine Arts
3. Fulfilled by successful completion of MBW 110.

NOTE: MBW students must be immunized (or be in process) by October 1st of the academic year they are enrolled in the program (immunizations must remain current throughout MBW 130).

NOTE: Individual states vary in the number of course and clinical hours required for licensure. It is the students' responsibility to fully investigate the licensing requirements of any state in which they wish to practice. If further coursework is needed to meet those requirements, students should work with their advisor to plan specific additional coursework.

NOTE: Current CPR and First Aid certification is required prior to the start of any clinical situation.

NOTE: Any prior criminal offense could hinder placement in clinical agencies and the ability to become licensed in this field. See Criminal Offender Record Information Checks on page 10 for details.

## PHYSICAL FITNESS CERTIFICATE

**Program Advisor:** Sherry Scheer, 413-236-4511

The Physical Fitness certificate program offers instruction in nutrition, cardiovascular and strength training, personal training and instruction, and fitness facilities operations.

In addition, the program provides students an opportunity to achieve the ACE Personal Trainer Certification, a nationally recognized credential. Classroom training and on-site experiences are provided.

After completing the program requirements, students are qualified for employment as group exercise instructors, personal trainers or fitness instructors at health and fitness clubs, and community organizations or other fitness facilities.

### GRADUATION REQUIREMENTS

To earn a certificate in this program, a student must complete all program credits and the additional requirements shown below and in the next column.

PROGRAM	29 CREDITS
AHS 142 EXERCISE SCIENCE .....	3
AHS 148 FIRST AID .....	2
AHS 150 INTRODUCTION TO NUTRITION .....	3
AHS 155 STRESS AND YOUR HEALTH .....	3
COM 104 INTRO TO INTERPERSONAL COMM .....	3
PED 135 PHYS. FIT. EXERCISE PRESCRIPTIONS .....	2
PED 136 WEIGHT TRAINING .....	1
PED 137 AEROBICS .....	1
PED 144 STRETCHING AND FLEXIBILITY .....	1
PED 152 GROUP EXERCISE INSTRUCTION .....	2
PED 161 ADVANCED STRENGTH TRAINING .....	1
PED 170 PERSONAL TRAINER .....	3
PED 180 FITNESS FOR LIFE .....	2
PED 195 PHYSICAL FITNESS PRACTICUM .....	2

ADDITIONAL	AS SHOWN
DEMONSTRATED COLLEGE-LEVEL SKILLS IN READING AND WRITING	
MINIMUM CUMULATIVE AVERAGE OVERALL .....	2.000
MINIMUM CUMULATIVE AVERAGE IN PROGRAM .....	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in one year. The actual time to complete the program may vary according to each student's individual needs.

FIRST SEMESTER	15 CREDITS
AHS 142 EXERCISE SCIENCE .....	3
AHS 148 FIRST AID .....	2
AHS 150 INTRODUCTION TO NUTRITION .....	3
COM 104 INTRO TO INTERPERSONAL COMM .....	3
PED 136 WEIGHT TRAINING .....	1
PED 137 AEROBICS .....	1
PED 180 FITNESS FOR LIFE .....	2

### SECOND SEMESTER

14 CREDITS

AHS 155 STRESS AND YOUR HEALTH .....	3
PED 135 PHYS. FIT. EXERCISE PRESCRIPTIONS .....	2
PED 144 STRETCHING AND FLEXIBILITY .....	1
PED 152 GROUP EXERCISE INSTRUCTION .....	2
PED 161 ADVANCED STRENGTH TRAINING .....	1
PED 170 PERSONAL TRAINER .....	3
PED 195 PHYSICAL FITNESS PRACTICUM .....	2



# PHYSICAL FITNESS OPTION HEALTH SCIENCE • A.S. DEGREE

ENDORSED BY  
THE AMERICAN COLLEGE OF SPORTS MEDICINE

**Program Advisor:** Sherry Scheer, 413-236-4511

The Physical Fitness degree option offers students an opportunity to expand upon the Physical Fitness certificate program.

In addition to instruction in nutrition, cardiovascular and strength conditioning, personal training, and other topics that are covered in the certificate program, the degree program goes on to explore the human body and its relationship to exercise and fitness more intensely. Topics include the mind/body connection, injury prevention, and sports psychology. Deeper exploration of exercise physiology and human anatomy are also provided.

### EXPECTED OUTCOMES

Graduates of this program should be able to:

- demonstrate written and oral English competence;
- use modern technology to access, evaluate and apply information (state-of-the-art fitness equipment; cardio monitoring; knowledge of safe use of fitness equipment);
- demonstrate competence in career planning, health management, and lifelong learning;
- demonstrate skills beyond entry-level (health and fitness club manager, private personal trainer, specialized fitness instructor);
- identify good, basic exercise testing and program design;
- practice good nutrition and explain basic principles to clients relative to exercise physiology.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 64 program and general education credits, plus the additional requirements, shown below and in the next column.

PROGRAM	42 CREDITS
AHS 142	EXERCISE SCIENCE . . . . . 3
AHS 148	FIRST AID . . . . . 2
AHS 150	INTRODUCTION TO NUTRITION . . . . . 3
AHS 155	STRESS AND YOUR HEALTH . . . . . 3
AHS 220	PRINCIPLES OF FITNESS COMPONENTS . . . . . 3
AHS 235	FITNESS PROGRAM PLANNING . . . . . 3
AHS 238	MIND/BODY THEORY AND METHODS . . . . . 3
PED 135	EXERCISE PRESCRIPTIONS . . . . . 2
PED 136	WEIGHT TRAINING . . . . . 1
PED 137	AEROBICS . . . . . 1
PED 144	STRETCHING AND FLEXIBILITY . . . . . 1
PED 152	GROUP EXERCISE INSTRUCTION . . . . . 2
PED 161	ADVANCED STRENGTH TRAINING . . . . . 1
PED 170	PERSONAL TRAINER . . . . . 3
PED 180	FITNESS FOR LIFE . . . . . 2
PED 195	PHYSICAL FITNESS PRACTICUM . . . . . 2
PED 207	PREVENTION/CARE EXERCISE INJURIES . . . . . 2
PED 240	ADVANCED PRACTICUM . . . . . 2
PED 250	PSYCHOLOGY OF SPORT . . . . . 3

GENERAL EDUCATION	22 CREDITS
BIO 150	INTRO TO THE HUMAN BODY . . . . . 4
COM 104	INTRO TO INTERPERSONAL COMM. . . . . 3
ENG	ENGLISH COMPOSITION/Writing . . . . . 6
MAT 136	MATH FOR THE HEALTH SCIENCES . . . . . 3
PSY 107	INTRODUCTORY PSYCHOLOGY . . . . . 3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 1) . . . . 3

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS (SEE FOOTNOTE 2) . . . . .	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL . . . . .	2.000
• AREA OF SPECIALIZATION: ALL PROGRAM REQUIREMENTS . .	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

FIRST SEMESTER	15 CREDITS
AHS 142	EXERCISE SCIENCE . . . . . 3
AHS 148	FIRST AID . . . . . 2
AHS 150	INTRODUCTION TO NUTRITION . . . . . 3
PED 136	WEIGHT TRAINING . . . . . 1
PED 137	AEROBICS . . . . . 1
PED 180	FITNESS FOR LIFE . . . . . 2
COM 104	INTRO TO INTERPERSONAL COMM. . . . . 3

SECOND SEMESTER	14 CREDITS
AHS 155	STRESS AND YOUR HEALTH . . . . . 3
PED 135	EXERCISE PRESCRIPTIONS . . . . . 2
PED 144	STRETCHING AND FLEXIBILITY . . . . . 1
PED 152	GROUP EXERCISE INSTRUCTION . . . . . 2
PED 170	PERSONAL TRAINER . . . . . 3
PED 161	ADVANCED STRENGTH TRAINING . . . . . 1
PED 195	PHYSICAL FITNESS PRACTICUM . . . . . 2

THIRD SEMESTER	18 CREDITS
AHS 220	PRINCIPLES OF FITNESS COMPONENTS . . . . . 3
AHS 235	FITNESS PROGRAM PLANNING . . . . . 3
PED 207	PREVENTION/CARE OF EXERCISE INJURIES . . . . . 2
BIO 150	INTRO TO THE HUMAN BODY . . . . . 4
ENG	ENGLISH COMPOSITION/Writing . . . . . 3
PSY 107	INTRODUCTORY PSYCHOLOGY . . . . . 3

FOURTH SEMESTER	17 CREDITS
AHS 238	MIND/BODY THEORY AND METHODS . . . . . 3
PED 240	ADVANCED PRACTICUM . . . . . 2
PED 250	PSYCHOLOGY OF SPORT . . . . . 3
ENG	ENGLISH COMPOSITION/Writing . . . . . 3
MAT 136	MATH FOR THE HEALTH SCIENCES . . . . . 3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 1) . . . . 3

### FOOTNOTES:

1. General Education Elective chosen from History or Humanities and Fine Arts.
2. Fulfilled by successful completion of PED 135.

# PHYSICAL THERAPIST ASSISTANT A.S. DEGREE

**ACCREDITED BY THE COMMISSION ON  
ACCREDITATION IN PHYSICAL THERAPY EDUCATION**

**Program Advisor:** Michele Darroch, PT, MEd, DPT, 413-236-4525

Physical Therapy (PT) provides a unique form of medical treatment, where science and art become one, and patients are given individualized care. PT is deeply rooted in scientific knowledge and theory. But, it is the personal interactions with patients, family members, and other health care providers that require creativity and flexibility on the therapist's part.

PTAs work in diverse settings which include hospitals, private PT practices, community health agencies, schools, pediatric facilities, nursing homes, industrial or corporate health facilities and rehabilitation centers. It is the diversity that makes the field of physical therapy interesting and enticing for many students.

Program graduates are eligible to take the national examination to become licensed PTAs. Additional information regarding acceptance, graduation, employment, and licensing examination pass rates can be found in the Education/PTA Programs section at [www.apta.org](http://www.apta.org).

### TRANSFERRING TO PT SCHOOL

BCC has transfer agreements with American International College and Russell Sage College that provide an opportunity for BCC's PTA graduates to continue their education in physical therapy programs at either school. For more information, contact Michele Darroch, PT, MEd, DPT, director of BCC's PTA program.

### ADMISSION REQUIREMENTS

Students who meet all admission requirements are accepted into the PTA program on a space available basis at any time. Those who do not initially qualify for the program may become eligible through BCC's Liberal Arts program in Pre-PTA.

The sequence of PTA courses begins in the fall semester on a cyclical basis. **The next cycle begins in 2011.**

Interested students are urged to consult the program advisor and to work on prerequisites and required courses during semesters when PTA courses are not offered. Admission requirements include:

- completion of ENG 020 and ENG 060, if applicable;
- completion of MAT 029 or MAT 029C (Math 800 series) or MAT 136, if applicable;
- completion of college preparatory or college-level biology or anatomy and physiology with a grade of C (73) or better within five years;
- graduation from high school with an average of B (80%) or ranked in the upper third of the graduating class  
OR  
completion of a minimum of 10 credits of college-level PTA support courses with a grade of C or better;
- Completion of 20 hours of documented clinical observation in a physical therapy setting.

### EXPECTED OUTCOMES

Graduates of this program should be able to demonstrate:

- entry level knowledge in all aspects of the PTA curriculum, demonstrated by completion of all didactic course work with a "C" or better;
- competency skills that are entry level and comparable to that of other entry level PTAs, demonstrated through competency and practical testing, and clinical performance indicators;
- professional behaviors including being self-assured, adaptable, legal, ethical and service-oriented. These will be demonstrated through practical testing, service projects, the capstone project and final clinical education experience.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 66 program and general education credits, plus the additional requirements, shown below.

PROGRAM	48 CREDITS
AHS 129	MEDICAL TERMINOLOGY . . . . . 3
AHS 230	PATHOPHYSIOLOGY . . . . . 3
BIO 201	ANATOMY AND PHYSIOLOGY I . . . . . 4
BIO 202	ANATOMY AND PHYSIOLOGY II . . . . . 4
PTA 100	INTRODUCTION TO PHYSICAL THERAPY . . . . . 2
PTA 101	PHYSICAL THERAPIST ASSISTANT I . . . . . 4
PTA 102	STRUCTURAL ANATOMY . . . . . 3
PTA 115	FUNCTIONAL ANATOMY . . . . . 3
PTA 150	CLINICAL EDUCATION I (SEE FOOTNOTE 7) . . . . . 2
PTA 200	REHAB NEUROLOGY . . . . . 3
PTA 201	PHYSICAL THERAPIST ASSISTANT II . . . . . 2
PTA 202	THERAPEUTIC EXERCISE . . . . . 4
PTA 203	PTA SEMINAR . . . . . 3
PTA 250	CLINICAL EDUCATION II (SEE FOOTNOTE 7) . . . . . 4
PTA 260	CLINICAL EDUCATION III (SEE FOOTNOTE 7) . . . . . 4

GENERAL EDUCATION	18 CREDITS
COM	COMMUNICATION (SEE FOOTNOTE 1) . . . . . 3
ENG	ENGLISH COMPOSITION/Writing (SEE FOOTNOTE 2) . . 6
MAT	MATHEMATICS (SEE FOOTNOTE 3)
PHY	PHYSICS (SEE FOOTNOTE 4) . . . . . 3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 5) . . . 3

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS (SEE FOOTNOTE 6) . . . . .	30 HOURS
MINIMUM CUMULATIVE AVERAGE OVERALL . . . . .	2.000
AREA OF SPECIALIZATION (ALL PROGRAM REQUIREMENTS):	
MINIMUM GRADE REQUIRED IN EACH PROGRAM COURSE . . . .	2.000

## SUGGESTED BLOCK FOR PTA PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

FIRST SEMESTER		18 CREDITS
AHS 129	MEDICAL TERMINOLOGY . . . . .	3
BIO 201	ANATOMY AND PHYSIOLOGY I . . . . .	4
PTA 100	INTRODUCTION TO PHYSICAL THERAPY . . . . .	2
PTA 102	STRUCTURAL ANATOMY . . . . .	3
ENG	ENGLISH COMPOSITION/Writing (SEE FOOTNOTE 2) . . . . .	3
PHY	PHYSICS (SEE FOOTNOTE 4) . . . . .	3
SECOND SEMESTER		17 CREDITS
AHS 230	PATHOPHYSIOLOGY . . . . .	3
BIO 202	ANATOMY AND PHYSIOLOGY II . . . . .	4
PTA 101	PHYSICAL THERAPIST ASSISTANT I . . . . .	4
PTA 115	FUNCTIONAL ANATOMY . . . . .	3
COM	COMMUNICATION (SEE FOOTNOTE 1) . . . . .	3
SUMMER SESSION		2 CREDITS
PTA 150	CLINICAL EDUCATION I (SEE FOOTNOTE 7) . . . . .	2
THIRD SEMESTER		14 CREDITS
PTA 200	REHAB NEUROLOGY . . . . .	3
PTA 202	THERAPEUTIC EXERCISE . . . . .	4
PTA 250	CLINICAL EDUCATION II (SEE FOOTNOTE 7) . . . . .	4
ENG	ENGLISH COMPOSITION/Writing (SEE FOOTNOTE 2) . . . . .	3
FOURTH SEMESTER		15 CREDITS
PTA 201	PHYSICAL THERAPIST ASSISTANT II . . . . .	2
PTA 203	PTA SEMINAR . . . . .	3
PTA 260	CLINICAL EDUCATION III (SEE FOOTNOTE 7) . . . . .	4
	BEHAVIORAL AND SOCIAL SCIENCE . . . . .	3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 5) . . . . .	3

### FOOTNOTES:

1. Communication chosen from COM 105 or COM 107.
2. English Composition/Writing chosen from ENG 101, ENG 102, ENG 103, ENG 104.
3. Mathematics: Students must demonstrate competency at a level of MAT 029 or MAT 029C or MAT 136 or at a higher level prior to matriculation in the PTA program.
4. Physics chosen from PHY 111 or higher level.
5. General Education Elective chosen from History, Humanities and Fine Arts, Environmental Studies.
6. Fulfilled by successful completion of PTA 100.
7. Students must be immunized prior to the start of Clinical Education I, and must maintain currency through all other clinical courses.

NOTE: Any prior criminal offense could hinder placement in clinical agencies and the ability to take the national licensure examination. See Criminal Offender Record Information Checks on page 10 for details.

NOTE: There are specific sensory, motor and psychosocial skills needed to successfully complete the PTA Program. Any student who feels he/she will require accommodations with these skills should contact the coordinator of the Services for Students with Disabilities program.

## RESPIRATORY CARE A.S. DEGREE

ACCREDITED by the COMMITTEE ON  
ACCREDITATION FOR RESPIRATORY CARE (CoARC)

**Program Advisor:** Thomas Carey, RRT, MPH, 413-236-4526

Respiratory care practitioners help treat patients with a wide range of cardiopulmonary illnesses, including such problems as asthma or heart failure. Respiratory care includes diagnostic testing, and administering oxygen, various other gases, and aerosol drugs.

Under a physician's supervision, respiratory care practitioners plan and assist with patient care, and serve as a resource for professionals in other health care fields. They work in various settings, including hospital acute care and intensive care units, hospital neonatal units (for premature infants), outpatient rehabilitation facilities, nursing homes, home care, and diagnostic laboratories.

This program is a sequence of lecture, laboratory, and clinical courses. Comprehensive on-site training provides opportunities for students to become skilled and confident in respiratory care procedures.

Program graduates are eligible to take the National Board for Respiratory Care examination to become registered Respiratory Therapists.

Related major at the baccalaureate level: respiratory care.

### ADMISSION REQUIREMENTS

Students who meet all admission requirements are accepted in the Respiratory Care program on a space available basis at any time. Those who do not initially qualify for the program may become eligible through BCC's Liberal Arts program in Pre-RSP.

The sequence of courses for this program is offered on a cyclical basis. Call for additional information.

Interested students are urged to consult the program advisor and to work on prerequisites and required courses during semesters when RSP courses are not offered. Admission requirements are as follows:

- Skills Assessment Scores/Competency Requirements
  - a. completion of ENG 020 and ENG 060, if applicable
  - b. completion of MAT 136 or MAT 102C (Math 800 series) or MAT 102, if applicable
- completion of college chemistry (CHM 150) or one year of college preparatory chemistry with a grade of C (73) or better within five years.
- completion of college preparatory or college-level biology or anatomy and physiology with a grade of C (73) or better within five years.
- graduation from high school with an average of B (80%) or ranked in the upper third of the graduating class;

OR

completion of a minimum of 10 credits of college level respiratory care support courses (C or better).

*(continued on next page)*

- completion of 20 hours of documented clinical observation in a respiratory care setting.
- all students entering the Respiratory Care Program must be immunized (or be in process) by August 1 prior to the academic year for which they are seeking admission.

**EXPECTED OUTCOMES**

Graduates of the program should be able to:

- practice as advanced-level respiratory care practitioners.
- demonstrate professional behavior consistent with employer expectations.
- comprehend, apply, and evaluate clinical information relevant to their roles as advanced level respiratory care practitioners.
- critically think and problem solve.
- promote a team approach to patient care and interact with all health workers.
- communicate effectively both orally and in writing and practice therapeutic communication.

**GRADUATION REQUIREMENTS**

To earn a degree in this program, a student must complete the 65 program and general education credits, plus the additional requirements, shown below.

PROGRAM	44 CREDITS
AHS 121	THE ESSENTIALS OF PHARMACOLOGY . . . . . 3
AHS 129	MEDICAL TERMINOLOGY . . . . . 3
AHS 148	FIRST AID . . . . . 2
AHS 230	PATHOPHYSIOLOGY . . . . . 3
BIO 201	ANATOMY AND PHYSIOLOGY I . . . . . 4
BIO 202	ANATOMY AND PHYSIOLOGY II . . . . . 4
BIO 207	MICROBIOLOGY . . . . . 4
RSP 105	RESPIRATORY CARE PRACTICUM I . . . . . 2
RSP 106	THE BASICS OF RESPIRATORY CARE . . . . . 3
RSP 107	RESPIRATORY CARE PRACTICUM II . . . . . 2
RSP 205	RESPIRATORY CARE PRACTICUM III . . . . . 3
RSP 206	MECHANICAL VENTILATION . . . . . 3
RSP 207	RESPIRATORY CARE PRACTICUM IV . . . . . 3
RSP 241	CARDIOPULMONARY ANATOMY AND PHYSIOLOGY . . . . . 2
RSP 251	ADVANCED CARDIOPULMONARY MONITORING . . . . . 3
<b>GENERAL EDUCATION</b>	<b>21 CREDITS</b>
CHM	CHEMISTRY (SEE FOOTNOTE 4) . . . . . 3
COM	COMMUNICATION (SEE FOOTNOTE 1) . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING (SEE FOOTNOTE 2) . . 6
MAT	MATHEMATICS (SEE FOOTNOTE 3) . . . . . 3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 5) . . . . 3
<b>ADDITIONAL</b>	<b>AS SHOWN</b>
CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS (SEE FOOTNOTE 6) . . . . .	30 HOURS

MINIMUM CUMULATIVE AVERAGE OVERALL . . . . . 2.000  
 AREA OF SPECIALIZATION (ALL RSP COURSES):  
 MINIMUM GRADE REQUIRED IN EACH RSP COURSE . . . . . 2.000

**SUGGESTED BLOCK FOR PROGRAM COMPLETION**

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

**FIRST SEMESTER** **18 CREDITS**

AHS 129	MEDICAL TERMINOLOGY . . . . .	3
AHS 148	FIRST AID . . . . .	2
BIO 201	ANATOMY AND PHYSIOLOGY I . . . . .	4
CHM	CHEMISTRY (SEE FOOTNOTE 4) . . . . .	3
ENG	ENGLISH COMPOSITION/WRITING (SEE FOOTNOTE 2) . .	3
MAT	MATHEMATICS (SEE FOOTNOTE 3) . . . . .	3

**SECOND SEMESTER** **15 CREDITS**

AHS 121	THE ESSENTIALS OF PHARMACOLOGY . . . . .	3
BIO 202	ANATOMY AND PHYSIOLOGY II . . . . .	4
RSP 105	RESPIRATORY CARE PRACTICUM I . . . . .	2
RSP 106	THE BASICS OF RESPIRATORY CARE . . . . .	3
ENG	ENGLISH COMPOSITION/WRITING (SEE FOOTNOTE 2) . .	3

**SUMMER SESSION** **2 CREDITS**

RSP 107	RESPIRATORY CARE PRACTICUM II . . . . .	2
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**THIRD SEMESTER** **15 CREDITS**

AHS 230	PATHOPHYSIOLOGY . . . . .	3
BIO 207	MICROBIOLOGY . . . . .	4
RSP 205	RESPIRATORY CARE PRACTICUM III . . . . .	3
RSP 206	MECHANICAL VENTILATION . . . . .	3
RSP 241	CARDIOPULMONARY ANATOMY AND PHYSIOLOGY . . . .	2

**FOURTH SEMESTER** **15 CREDITS**

RSP 207	RESPIRATORY CARE PRACTICUM IV . . . . .	3
RSP 251	ADVANCED CARDIOPULMONARY MONITORING . . . . .	3
COM	COMMUNICATION (SEE FOOTNOTE 1) . . . . .	3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . .	3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 5) . . . .	3

**FOOTNOTES:**

1. Communication chosen from COM 105 or COM 107.
2. English Composition/Writing chosen from ENG 101, ENG 102, ENG 103, ENG 104.
3. Mathematics at a level of MAT 136 or MAT 102C (MAT 800 series) or MAT 102, or at a higher level prior to matriculation in the Respiratory Care program.
4. Chemistry chosen from CHM 150 or higher level.
5. General Education Elective chosen from History, Humanities and Fine Arts, Environmental Studies.
6. Fulfilled by successful completion of AHS 148.

NOTE: Any prior criminal offense could hinder placement in clinical agencies and the ability to become licensed in this field. See Criminal Offender Record Information Checks on page 10 for details

# BIOLOGY

## ANIMAL CARE CERTIFICATE

**Program Advisor:** Anne Fortune, 413-236-1622

The Animal Care certificate program prepares students for employment as animal care assistants working with veterinarians and other professionals involved in animal health care and management. Veterinary hospitals, equine training and management facilities, animal breeders, large farms, and breeding and grooming facilities are some employers of animal care assistants.

Students interested in this certificate are urged to consult the program advisor and to work on prerequisites and required courses in other areas during the years when the Animal Care courses are not offered. **The next program will be offered Fall 2008.**

BCC's Animal Care program requires 300 hours of hands-on experience at veterinary hospitals and animal care facilities. Students have the opportunity to work with many different types of animals including dogs, cats, birds, livestock, and horses.

### EXPECTED OUTCOMES

Upon completion of the program, graduates will:

- have a broad understanding of animal care theory including basic care and management, behavior, reproduction, nutrition, and preventative health care.
- understand the diversity of domestic animal groups, their related industries and their relationship with humans.
- be able to identify the care and management needs of domestic animals and understand how they differ from those of humans.
- have a working knowledge of domestic and/or exotic species through hands-on experience.

### GRADUATION REQUIREMENTS

To earn a certificate in this program, a student must complete all program credits and the additional requirements shown below.

PROGRAM	29 CREDITS
AHS 129	MEDICAL TERMINOLOGY . . . . . 3
BIO 103	INTRODUCTORY ANIMAL SCIENCE . . . . . 4
BIO 116	ANIMAL CARE PRACTICUM (SEE FOOTNOTE 1) . . . . . 2
BIO 117	ANIMAL CARE SEMINAR . . . . . 1
BIO 118	ANIMAL BEHAVIOR . . . . . 3
BIO 119	ANIMAL NUTRITION AND HEALTH . . . . . 4
BIO 201	ANATOMY AND PHYSIOLOGY I . . . . . 4
BIO 202	ANATOMY AND PHYSIOLOGY II . . . . . 4
CIS 102	FUNDAMENTAL COMPUTER LITERACY . . . . . 4
<b>ADDITIONAL</b>	<b>AS SHOWN</b>
DEMONSTRATED COLLEGE-LEVEL SKILLS IN READING AND WRITING	
MINIMUM CUMULATIVE AVERAGE OVERALL . . . . .	2.000
MINIMUM CUMULATIVE AVERAGE IN PROGRAM . . . . .	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in one year. The actual time to complete the program may vary according to each student's individual needs.

FIRST SEMESTER		14 CREDITS
AHS 129	MEDICAL TERMINOLOGY . . . . .	3
BIO 103	INTRODUCTORY ANIMAL SCIENCE . . . . .	4
BIO 118	ANIMAL BEHAVIOR . . . . .	3
BIO 201	ANATOMY AND PHYSIOLOGY I . . . . .	4
SECOND SEMESTER		15 CREDITS
BIO 116	ANIMAL CARE PRACTICUM (SEE FOOTNOTE 1) . . . . .	2
BIO 117	ANIMAL CARE SEMINAR . . . . .	1
BIO 119	ANIMAL NUTRITION AND HEALTH . . . . .	4
BIO 202	ANATOMY AND PHYSIOLOGY II . . . . .	4
CIS 102	FUNDAMENTAL COMPUTER LITERACY . . . . .	4

### FOOTNOTES:

1. Students must have permission of program advisor, and must have completed MAT 028B or have comparable skills before enrolling in BIO 116.



## BIOLOGICAL SCIENCE CONCENTRATION LIBERAL ARTS • A.A. DEGREE

Program Advisor: Fayette Reynolds, 413-236-4557

The Biological Science concentration in the Liberal Arts degree program provides a strong foundation in the sciences; as well as general education courses in mathematics, social sciences, and the humanities.

Students graduating from this program are prepared for transfer into baccalaureate programs in biology, chemistry, biochemistry, genetics, pharmacology, public health, pre-medical, pre-veterinary, pre-dental, and related programs.

This is a MassTransfer eligible program (see page 28).

### EXPECTED OUTCOMES

Graduates of this program should be able to:

- describe the major components and processes of molecular and cellular biology;
- demonstrate an understanding of the major structures and physiological processes of organismal biology;
- demonstrate an understanding of the principles and processes of evolution and systematics;
- demonstrate an understanding of major ecological principles;
- recognize the diversity and interrelatedness of modern biological disciplines and the connections between biology and the physical sciences;
- describe the societal place of biology, and appropriately communicate and apply the fundamental principles of biology to current social, medical, ethical and environmental issues;
- evaluate and present scientific arguments;
- demonstrate an understanding of the Scientific Method;
- demonstrate technical, equipment and measurement skills essential to basic scientific inquiry;
- adopt a collaborative approach to problem solving.

### GRADUATION REQUIREMENTS:

To earn a degree in this program, a student must complete the 62 program and general education credits, plus the additional requirements, shown below and in the next column.

PROGRAM	26 CREDITS
BIO 101	GENERAL BIOLOGY I . . . . . 4
CHM 201	ORGANIC CHEMISTRY I . . . . . 4
CHM 202	ORGANIC CHEMISTRY II . . . . . 4
ENG	LITERATURE . . . . . 3
MAT 123	ELEMENTARY STATISTICS . . . . . 3
	SCIENCE ELECTIVES (SEE FOOTNOTE 1) . . . . . 8
GENERAL EDUCATION	36 CREDITS
CHM 101	INTRODUCTORY CHEMISTRY I . . . . . 4
CHM 102	INTRODUCTORY CHEMISTRY II . . . . . 4
COM	COMMUNICATION . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 6
ENG	LITERATURE . . . . . 3
HIS 113	WESTERN CIVILIZATION TO 1500 . . . . . 3
HIS 114	WESTERN CIVILIZATION SINCE 1500 . . . . . 3

MAT 121	PRECALCULUS I (OR HIGHER) . . . . . 3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 6
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 1) . . . . . 1

### ADDITIONAL AS SHOWN

CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS . . . . .	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL . . . . .	2.000
• AREA OF SPECIALIZATION: ALL REQUIRED BIO & CHM COURSES & SCIENCE ELECTIVES . . . . .	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION:

The following is a suggestion for completing this program in two years. The actual time to complete the program may vary according to each student's individual needs.

#### FIRST SEMESTER 17 CREDITS

BIO 101	GENERAL BIOLOGY I . . . . . 4
CHM 101	INTRODUCTORY CHEMISTRY I . . . . . 4
ENG	ENGLISH COMPOSITION/WRITING . . . . . 3
MAT 121	PRECALCULUS I . . . . . 3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 3

#### SECOND SEMESTER 17 CREDITS

MAT 123	ELEMENTARY STATISTICS . . . . . 3
	SCIENCE ELECTIVE (SEE FOOTNOTE 1) . . . . . 4
CHM 102	INTRODUCTORY CHEMISTRY II . . . . . 4
COM	COMMUNICATION . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 3

#### THIRD SEMESTER 14 CREDITS

CHM 201	ORGANIC CHEMISTRY I . . . . . 4
	SCIENCE ELECTIVE (SEE FOOTNOTE 1) . . . . . 4
ENG	LITERATURE . . . . . 3
HIS 113	WESTERN CIVILIZATION TO 1500 . . . . . 3

#### FOURTH SEMESTER 14 CREDITS

CHM 202	ORGANIC CHEMISTRY II . . . . . 4
ENG	LITERATURE . . . . . 3
HIS 114	WESTERN CIVILIZATION SINCE 1500 . . . . . 3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 1) . . . . . 1

### FOOTNOTES:

1. Science Electives must be chosen from the following: BIO 102, General Biology II; BIO 109, Ecology I; BIO 110, Ecology II; BIO 201, Anatomy and Physiology I; BIO 202, Anatomy and Physiology II; BIO 207, Microbiology; ENV 251, Environmental Health; PHY 101, College Physics I; PHY 102, College Physics II. Completion of an environmentally focused laboratory science, such as BIO 109 or BIO 110, fulfills both the Natural or Physical Science and the Environmental Studies requirements.

# BIOTECHNOLOGY CONCENTRATION LIBERAL ARTS • A.A. DEGREE

Program Advisor: Frank Schickor, 413-236-4575

Biotechnology is an expanding field which blends life sciences and engineering. It is a well-established yet, at the same time, fast developing and diverse field. The biotechnology concentration offers skills and knowledge in medical, agricultural, environmental and chemical biotechnology, providing a strong foundation in subject matter, applications and methodology of the field. The curriculum prepares for employment as well as transfer into baccalaureate programs.

BCC's biotechnology program is closely linked to baccalaureate programs in the region and coordinated with academic institutions and biotechnological industry in the Commonwealth. BCC's variety of science courses provides a solid foundation and allows students to add special focus. Individually tailored internships help prepare students for their chosen career.

## EXPECTED OUTCOMES

Graduates of this program should be able to:

- understand relevant principles of cell biology, microbiology, and genetics as they relate to medical, agricultural, environmental, and chemical biotechnologies.
- perform laboratory work and analyses with cells, proteins, and genes as they relate to biotechnology fields.
- demonstrate understanding of concepts of experimental design, research and development.
- understand concepts of workplace functions, standard operating procedures and professional protocols as they relate to biotechnological operations.
- follow appropriate safety precautions, emergency response protocols and hazardous materials use and management typical of those found in biotechnology.
- possess the academic skills, behaviors and attitudes to successfully pursue further studies in a Biotechnology-related discipline.

## GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 62 program and general education credits, plus the additional requirements, shown below and in the next column.

PROGRAM	26 CREDITS
BIO 101	GENERAL BIOLOGY I .....4
BIO 102	GENERAL BIOLOGY II OR
BIO 111	BOTANY .....4
BIO 132	BIOLOGICAL LABORATORY TECHNIQUES .....1
BIO 230	BIOTECHNOLOGY .....4
BIO 275	INDEPENDENT STUDY OR
	PROFESSIONAL ELECTIVE (SEE FOOTNOTES 1 AND 2) ...3
CHM 201	ORGANIC CHEMISTRY .....4
ENG	LITERATURE .....3
MAT 123	ELEMENTARY STATISTICS .....3
GENERAL EDUCATION	36 CREDITS
CHM 101	INTRODUCTORY CHEMISTRY I .....4
CHM 102	INTRODUCTORY CHEMISTRY II .....4
COM	COMMUNICATION .....3

ENG	ENGLISH COMPOSITION/WRITING .....6
ENG	LITERATURE .....3
HIS 113	WESTERN CIVILIZATION TO 1500 .....3
HIS 114	WESTERN CIVILIZATION SINCE 1500 .....3
MAT 121	PRECALCULUS I (OR HIGHER) .....3
	BEHAVIORAL/SOCIAL SCIENCE .....6
	ENVIRONMENTAL STUDIES .....1

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO	6 ITEMS
FORUM	12 UNITS
HEALTH/FITNESS	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL	2.000
• AREA OF SPECIALIZATION: ALL REQUIRED BIO & CHM COURSES & PROFESSIONAL ELECTIVES	2.000

## SUGGESTED BLOCK FOR PROGRAM COMPLETION:

The following is a suggestion for completing this program in two years. The actual time to complete the program may vary according to each student's individual needs.

FIRST SEMESTER	17 CREDITS
BIO 101	GENERAL BIOLOGY I .....4
CHM 101	INTRODUCTORY CHEMISTRY I .....4
MAT 121	PRECALCULUS I (OR HIGHER) .....3
ENG	ENGLISH COMPOSITION/WRITING .....3
	BEHAVIORAL AND SOCIAL SCIENCE .....3
SECOND SEMESTER	18 CREDITS
BIO 102	GENERAL BIOLOGY II OR
BIO 111	BOTANY .....4
BIO 132	BIOLOGICAL LABORATORY TECHNIQUES .....1
CHM 102	INTRODUCTORY CHEMISTRY II .....4
MAT 123	ELEMENTARY STATISTICS .....3
COM	COMMUNICATION .....3
ENG	ENGLISH COMPOSITION/WRITING .....3
THIRD SEMESTER	15 CREDITS
BIO 230	BIOTECHNOLOGY .....4
CHM 201	ORGANIC CHEMISTRY I .....4
HIS 113	WESTERN CIVILIZATION TO 1500 .....3
ENG	LITERATURE .....3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 1) .....1
FOURTH SEMESTER	12 CREDITS
BIO 275	INDEPENDENT STUDY OR
	PROFESSIONAL ELECTIVE (SEE FOOTNOTE 1) .....3
HIS 114	WESTERN CIVILIZATION SINCE 1500 .....3
ENG	LITERATURE .....3
	BEHAVIORAL AND SOCIAL SCIENCE .....3

## FOOTNOTES:

1. Independent Studies will be assigned in accordance with students' goals and performance. This may include internship opportunities in a biotechnology-related field.
2. Professional Electives may be chosen from BIO, CHM, ENV or ENT designated courses. Completion of an environmentally focused laboratory science (such as BIO 109 or 110, or ENV 101 or 102) will also fulfill the Environmental Studies requirement.

# BUSINESS

## BUSINESS ADMINISTRATION A.A. DEGREE

**Program Advisor:** Eric Gauger, 413-236-4575

The Business Administration degree program parallels the freshman and sophomore years of business studies at a baccalaureate college or university.

In addition to providing a solid background in accounting, economics, and business electives, the program requires course work in liberal arts and sciences to help students understand themselves and their society.

After completing their baccalaureate work, BCC graduates have built successful careers in business throughout Massachusetts across the nation and globally. Business Administration students should check the academic requirements of the college or university where they plan to transfer and select their BCC courses to meet those requirements.

This is a MassTransfer eligible program (see page 28).

### EXPECTED OUTCOMES:

Graduates of these programs should be able to:

- use their academic skills, behaviors and attitudes to successfully pursue further studies in a business-related discipline.
- use the necessary math skills to handle complex economic, accounting and finance problems.
- recognize, analyze, and calculate sales, cost, revenue, profit, and other financial data to make informed business decisions.
- possess excellent communication skills to relate well to customers, management, and their peers in the workplace.
- demonstrate ethical and social responsibility as they go to work in the real world for business firms or government organizations.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 63 program and general education credits, plus the additional requirements, shown below.

PROGRAM	27 CREDITS
BUS 107	FUNDAMENTALS OF BUSINESS . . . . . 3
BUS 111	PRINCIPLES OF ACCOUNTING I . . . . . 3
BUS 112	PRINCIPLES OF ACCOUNTING II . . . . . 3
BUS 220	MANAGERIAL ACCOUNTING . . . . . 3
BUS	ELECTIVES (SEE FOOTNOTE 3) . . . . . 6
CIS 102	FUNDAMENTAL COMPUTER LITERACY . . . . . 4
ECO 212	PRINCIPLES OF MACROECONOMICS . . . . . 3
	FREE ELECTIVE . . . . . 2
<b>GENERAL EDUCATION 36 CREDITS</b>	
COM	COMMUNICATION . . . . . 3
ECO 211	PRINCIPLES OF MICROECONOMICS . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 6
HIS	HISTORY . . . . . 3
MAT 121	PRECALCULUS I (OR HIGHER) . . . . . 3

MAT	MATHEMATICS (SEE FOOTNOTE 1) . . . . . 3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 2) . . . . . 1
	HUMANITIES AND FINE ARTS . . . . . 6
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 2) . . . 8

### ADDITIONAL AS SHOWN

CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS . . . . .	30 HOURS
<b>MINIMUM CUMULATIVE AVERAGES</b>	
• OVERALL . . . . .	2.000
• AREA OF SPECIALIZATION: ALL REQUIRED BUS & ECO COURSES & CIS 102 . . . . .	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time to complete the program may vary according to each student's individual needs.

#### FIRST SEMESTER 16 CREDITS

BUS 107	FUNDAMENTALS OF BUSINESS . . . . . 3
BUS 111	PRINCIPLES OF ACCOUNTING I . . . . . 3
CIS 102	FUNDAMENTAL COMPUTER LITERACY . . . . . 4
ENG	ENGLISH COMPOSITION/WRITING . . . . . 3
MAT 121	PRECALCULUS I (OR HIGHER) . . . . . 3

#### SECOND SEMESTER 15 CREDITS

BUS 112	PRINCIPLES OF ACCOUNTING II . . . . . 3
BUS	ELECTIVE . . . . . 3
COM	COMMUNICATION . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 3
MAT	MATHEMATICS (SEE FOOTNOTE 1) . . . . . 3

#### THIRD SEMESTER 16 CREDITS

BUS 220	MANAGERIAL ACCOUNTING . . . . . 3
BUS	ELECTIVE (SEE FOOTNOTE 3) . . . . . 3
ECO 212	PRINCIPLES OF MACROECONOMICS . . . . . 3
	HUMANITIES AND FINE ARTS . . . . . 3
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 2) . . . 4

#### FOURTH SEMESTER 16 CREDITS

ECO 211	PRINCIPLES OF MICROECONOMICS . . . . . 3
HIS	HISTORY . . . . . 3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 2) . . . . . 1
	FREE ELECTIVE . . . . . 2
	HUMANITIES AND FINE ARTS . . . . . 3
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 2) . . . 4

### FOOTNOTES:

1. Mathematics to be chosen from MAT 122, Precalculus; MAT 123, Elementary Statistics; MAT 145, Applied Calculus I; MAT 146, Applied Calculus II.
2. The Natural or Physical Science requirement must be fulfilled with two 4-credit laboratory science courses. Students who complete an environmentally focused laboratory science, such as BIO 109, BIO 110, ENV 101, ENV 102, have fulfilled both the Natural or Physical Science and the Environmental Studies requirements.
3. Business Electives to be chosen from BUS 206, Principles of Management; BUS 208, Principles of Marketing; BUS 233, International Business; BUS 251, Business Law I; BUS 252, Business Law II; BUS 255, Principles of Finance; BUS 260, Business Ethics. Substitutions must be approved by the program advisor.

## BUSINESS CAREERS A.S. DEGREE

**Program Advisor:** Eric Gauger, 413-236-4575

The Business Careers degree program is for the student primarily interested in going to work in business after graduation from BCC. *This program is not designed for transfer to baccalaureate institutions.*

This flexible program can help students prepare for responsible positions in areas such as first-level management in an applied technology or service organization. Students study accounting, computer literacy, economics, and oral and written communications, along with business specialty courses in the areas of their choice.

Program graduates can expect to find employment in manufacturing operations, accounting, finance, customer service, sales, government, insurance, marketing, human resources management, and other career areas.

### EXPECTED OUTCOMES:

Graduates of this program should be able to:

- use the necessary math skills to handle complex economic, accounting and finance problems.
- recognize, analyze, and calculate sales, cost, revenue, profit, and other financial data to make informed business decisions.
- possess excellent communication skills to relate well to customers, management, and their peers in the workplace.
- demonstrate ethical and social responsibility as they go to work in the real world for business firms or government organizations.

### GRADUATION REQUIREMENTS:

To earn a degree in this program, a student must complete the 61 program and general education credits, plus the additional requirements, shown below.

PROGRAM	37 CREDITS
BSS 102	MICROSOFT WORD OR
BSS 201	MICROSOFT EXCEL ..... 3
BUS 107	FUNDAMENTALS OF BUSINESS ..... 3
BUS 111	PRINCIPLES OF ACCOUNTING I ..... 3
BUS 112	PRINCIPLES OF ACCOUNTING II ..... 3
BUS 247	BUSINESS COMMUNICATIONS ..... 3
BUS	ELECTIVES ..... 6
CIS 102	FUNDAMENTAL COMPUTER LITERACY (SEE FOOTNOTE 2) ..... 4
	FREE ELECTIVE ..... 3
	PROFESSIONAL ELECTIVES (SEE FOOTNOTE 3) ..... 9

GENERAL EDUCATION	24 CREDITS
BUS 105	BUSINESS MATHEMATICS OR
MAT	MATHEMATICS (SEE FOOTNOTE 1) ..... 3
COM	COMMUNICATION ..... 3
ECO 211	PRINCIPLES OF MICROECONOMICS ..... 3
ECO 212	PRINCIPLES OF MACROECONOMICS ..... 3
ENG	ENGLISH COMPOSITION/WRITING ..... 6
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 4) ..... 3
	HUMANITIES AND FINE ARTS ..... 3

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO .....	6 ITEMS
FORUM .....	12 UNITS
HEALTH/FITNESS .....	30 HOURS
<b>MINIMUM CUMULATIVE AVERAGES</b>	

- OVERALL ..... 2.000
- AREA OF SPECIALIZATION: ALL PROGRAM REQUIREMENTS,  
EXCEPT THE FREE ELECTIVE ..... 2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION:

The following is a suggestion for completing this program in two years. The actual time to complete the program may vary according to each student's individual needs.

FIRST SEMESTER		16 CREDITS
BUS 107	FUNDAMENTALS OF BUSINESS .....	3
BUS 111	PRINCIPLES OF ACCOUNTING I .....	3
CIS 102	FUNDAMENTAL COMPUTER LITERACY (SEE FOOTNOTE 2) .....	4
BUS 105	BUSINESS MATHEMATICS OR	
MAT	MATHEMATICS (SEE FOOTNOTE 1) .....	3
ENG	ENGLISH COMPOSITION/WRITING .....	3

SECOND SEMESTER		15 CREDITS
BSS 102	MICROSOFT WORD OR	
BSS 201	MICROSOFT EXCEL .....	3
BUS 112	PRINCIPLES OF ACCOUNTING II .....	3
COM	COMMUNICATION .....	3
ENG	ENGLISH COMPOSITION/WRITING .....	3
	HUMANITIES AND FINE ARTS .....	3

THIRD SEMESTER		15 CREDITS
BUS	ELECTIVE .....	3
	FREE ELECTIVE .....	3
	PROFESSIONAL ELECTIVE (SEE FOOTNOTE 3) .....	3
ECO 212	PRINCIPLES OF MACROECONOMICS .....	3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 4) ....	3

FOURTH SEMESTER		15 CREDITS
BUS 247	BUSINESS COMMUNICATIONS .....	3
BUS	ELECTIVE .....	3
	PROFESSIONAL ELECTIVES (SEE FOOTNOTE 3) .....	6
ECO 211	PRINCIPLES OF MICROECONOMICS .....	3

### FOOTNOTES:

1. Mathematics to be chosen from any MAT course with the "MA" General Education designation.
2. BSS 102, Introduction to Microsoft Word; BSS 201, Microsoft Excel; and BSS 120, Introductory Keyboarding, may be substituted for CIS 102.
3. Professional Elective chosen from AIB, BSS, BUS, CIS, CUL, ECO, and HSP courses.
4. General Education Elective chosen from History, Natural or Physical Science, Environmental Studies.

# BUSINESS SOFTWARE SYSTEMS A.S. DEGREE

**Program Advisor:** Kathleen Gowdey  
Microsoft Office Master Instructor, 413-236-4640

The Business Software Systems degree program prepares students to become software applications specialists. Graduates possess mastery of the Microsoft Office Suite. The program also emphasizes basic business fundamentals, and oral and written communications.

Training is conducted on state-of-the-art computers. Through this program, students are encouraged to become Microsoft Certified by taking the Microsoft Certified Application Specialist exams.

In addition, the BSS program has an articulation agreement with the Business Administration department at MCLA

**PROGRAMS OF STUDY**

## EXPECTED OUTCOMES

Graduates of this program should be able to:

- determine the most appropriate Microsoft Office software to use in creating business documents;
- demonstrate competency in using the Windows operating system for maximized productivity;
- demonstrate proficiency in formatting business correspondence;
- demonstrate effective communication skills;
- demonstrate their ability to work successfully in teams;
- find employment in their field or continue their education.

## GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 60 program and general education credits, plus the additional requirements, shown below.

PROGRAM	39 CREDITS
BSS 101	MICROSOFT WINDOWS ..... 3
BSS 102	MICROSOFT WORD ..... 3
BSS 103	DESKTOP PUBLISHING – WORD ..... 3
BSS 105	MICROSOFT POWERPOINT ..... 3
BSS 121	DOCUMENT PROCESSING ..... 3
BSS 201	MICROSOFT EXCEL ..... 3
BSS 202	MICROSOFT ACCESS ..... 3
BSS 204	SOFTWARE INTEGRATION ..... 3
BUS 107	FUNDAMENTALS OF BUSINESS ..... 3
BUS 206	PRINCIPLES OF MANAGEMENT ..... 3
BUS 247	BUSINESS COMMUNICATIONS ..... 3
	FREE ELECTIVE ..... 3
	PROFESSIONAL ELECTIVE (SEE FOOTNOTE 2) ..... 3
GENERAL EDUCATION	21 CREDITS
COM	COMMUNICATION ..... 3
ENG	ENGLISH COMPOSITION/WRITING ..... 6
MAT	MATHEMATICS (SEE FOOTNOTE 1) ..... 3
	HISTORY OR
	BEHAVIORAL AND SOCIAL SCIENCE ..... 3
	HUMANITIES AND FINE ARTS ..... 3
	NATURAL OR PHYSICAL SCIENCE OR
	ENVIRONMENTAL STUDIES ..... 3

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO .....	6 ITEMS
FORUM .....	12 UNITS
HEALTH/FITNESS .....	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL .....	2.000
• AREA OF SPECIALIZATION: ALL REQUIRED BSS AND BUS COURSES .....	2.000

## SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time to complete the program may vary according to each student's individual needs.

FIRST SEMESTER	15 CREDITS
BSS 101	MICROSOFT WINDOWS ..... 3
BSS 102	MICROSOFT WORD ..... 3
BSS 105	MICROSOFT POWERPOINT ..... 3
BUS 107	FUNDAMENTALS OF BUSINESS ..... 3
ENG	ENGLISH COMPOSITION/WRITING ..... 3

SECOND SEMESTER	15 CREDITS
BSS 103	DESKTOP PUBLISHING – WORD ..... 3
BSS 121	DOCUMENT PROCESSING ..... 3
BSS 201	MICROSOFT EXCEL ..... 3
BSS 202	MICROSOFT ACCESS ..... 3
ENG	ENGLISH COMPOSITION/WRITING ..... 3

THIRD SEMESTER	15 CREDITS
BSS 204	SOFTWARE INTEGRATION ..... 3
BUS 206	PRINCIPLES OF MANAGEMENT ..... 3
	PROFESSIONAL ELECTIVE (SEE FOOTNOTE 2) ..... 3
COM	COMMUNICATION ..... 3
MAT	MATHEMATICS (SEE FOOTNOTE 1) ..... 3

FOURTH SEMESTER	15 CREDITS
BUS 247	BUSINESS COMMUNICATIONS ..... 3
	FREE ELECTIVE ..... 3
	HISTORY OR
	BEHAVIORAL AND SOCIAL SCIENCE ..... 3
	HUMANITIES AND FINE ARTS ..... 3
	NATURAL OR PHYSICAL SCIENCE OR
	ENVIRONMENTAL STUDIES ..... 3

## FOOTNOTES:

1. MAT 101, Applied Contemporary Mathematics, or any course with the "MA" General Education designation; students wishing to transfer should take MAT 102 or higher.
2. Professional elective chosen from courses designated BUS or CIS. BUS 111, Principles of Accounting I, strongly recommended.

NOTE: All BSS courses must be taken in the four years prior to graduation.



## BUSINESS SOFTWARE CERTIFICATE

**Program Advisor:** Kathleen Gowdey  
Microsoft Office Master Instructor, 413-236-4640

The Business Software certificate program prepares students to become software applications specialists. Graduates possess mastery of the Microsoft Office Suite. This program also emphasizes basic business communications.

Training is conducted on state-of-the-art computers. Through this program, students are encouraged to become Microsoft Certified by taking the Microsoft Certified Application Specialist exams.

Graduates will have earned 27 credits toward the Business Software Systems A.S. degree (see previous page).

### EXPECTED OUTCOMES

Graduates of this program should be able to:

- effectively use most Microsoft Office applications to create business documents;
- demonstrate competency in using the Windows operating system for maximized productivity;
- demonstrate proficiency in formatting business correspondence;
- demonstrate effective communication skills;
- find employment in their field or continue their education.

### GRADUATION REQUIREMENTS

To earn a certificate in this program, a student must complete all program credits and the additional requirements shown below.

PROGRAM	27 CREDITS
BSS 101    MICROSOFT WINDOWS .....	3
BSS 102    MICROSOFT WORD .....	3

BSS 105	MICROSOFT POWERPOINT .....	3
BSS 121	DOCUMENT PROCESSING .....	3
BSS 201	MICROSOFT EXCEL .....	3
BSS 202	MICROSOFT ACCESS .....	3
BUS 247	BUSINESS COMMUNICATIONS .....	3
ENG	ENGLISH COMPOSITION/WRITING .....	3
	PROFESSIONAL ELECTIVE (SEE FOOTNOTE 1) .....	3

ADDITIONAL	AS SHOWN
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DEMONSTRATED COLLEGE-LEVEL SKILLS IN READING AND WRITING	
MINIMUM CUMULATIVE AVERAGE OVERALL .....	2.000
MINIMUM CUMULATIVE AVERAGE IN PROGRAM .....	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in one year. The actual time to complete the program may vary according to each student's individual needs.

FIRST SEMESTER	15 CREDITS
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BSS 101	MICROSOFT WINDOWS .....	3
BSS 102	MICROSOFT WORD .....	3
BSS 105	MICROSOFT POWERPOINT .....	3
ENG	ENGLISH COMPOSITION/WRITING .....	3
	PROFESSIONAL ELECTIVE (SEE FOOTNOTE 1) .....	3

SECOND SEMESTER	12 CREDITS
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BSS 121	DOCUMENT PROCESSING .....	3
BSS 201	MICROSOFT EXCEL .....	3
BSS 202	MICROSOFT ACCESS .....	3
BUS 247	BUSINESS COMMUNICATIONS .....	3

### FOOTNOTES:

1. Professional Elective chosen from courses designated BSS, BUS or CIS.

NOTE: All BSS courses must be taken in the four years prior to graduation.

# COMPUTER INFORMATION SYSTEMS

## COMPUTER INFORMATION SYSTEMS BUSINESS SYSTEMS OPTION A.S. DEGREE

**Program Advisor:** Gregory Panczner, 413-236-4574

The Business Systems option in the Computer Information Systems degree program provides students with the skills and knowledge to transfer to a baccalaureate institution for further study; or to pursue a career in a business environment, usually as an applications programmer.

A solid background in structured programming in two high-level computer languages, systems application, and analysis and design is emphasized, and course work in business is required.

To complete most computer assignments, students will need to use either BCC's computer lab or an off-campus computer.

Related majors at the baccalaureate level include computer information systems and management information.

This is a MassTransfer eligible program (see page 28).

### EXPECTED OUTCOMES

Graduates of these program should be able to:

- apply fundamental concepts of programming languages and software development to solve a diverse array of problems and recognize these concepts in different languages.
- apply fundamental concepts of business such as accounting and economics to real world situations.
- analyze business problems through data analysis and create viable solutions through the use of technology.
- apply business ethics and procedures.
- communicate clearly, accurately and succinctly through written and verbal means.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 66 program and general education credits, plus the additional requirements, shown below and in the next column.

PROGRAM	45 CREDITS
BSS 202	MICROSOFT ACCESS . . . . . 3
BUS 111	PRINCIPLES OF ACCOUNTING I . . . . . 3
BUS 112	PRINCIPLES OF ACCOUNTING II . . . . . 3
CIS 102	FUNDAMENTAL COMPUTER LITERACY . . . . . 4
CIS 124	C++ PROGRAMMING I . . . . . 4
CIS 125	C++ PROGRAMMING II . . . . . 4
CIS 155	WEB DEVELOPMENT . . . . . 3
CIS 203	SYSTEMS ANALYSIS & DESIGN . . . . . 3
CIS 231	COMPUTER SCIENCE I WITH JAVA . . . . . 4
CIS 232	COMPUTER SCIENCE II WITH JAVA . . . . . 4

ECO 211	PRINCIPLES OF MICROECONOMICS . . . . . 3
MAT	MATHEMATICS (SEE FOOTNOTE 1) . . . . . 3
	PROFESSIONAL ELECTIVE (SEE FOOTNOTE 2) . . . . . 4

### GENERAL EDUCATION 21 CREDITS

COM	COMMUNICATION . . . . . 3
ECO 212	PRINCIPLES OF MACROECONOMICS . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 6
MAT 123	ELEMENTARY STATISTICS . . . . . 3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 3
	HUMANITIES AND FINE ARTS . . . . . 3

### ADDITIONAL AS SHOWN

CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS . . . . .	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL . . . . .	2.000
• AREA OF SPECIALIZATION: ALL CIS COURSES . . . . .	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

#### FIRST SEMESTER 17 CREDITS

BUS 111	PRINCIPLES OF ACCOUNTING I . . . . . 3
CIS 102	FUNDAMENTAL COMPUTER LITERACY . . . . . 4
CIS 124	C++ PROGRAMMING I . . . . . 4
MAT	MATHEMATICS (SEE FOOTNOTE 1) . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 3

#### SECOND SEMESTER 16 CREDITS

BUS 112	PRINCIPLES OF ACCOUNTING II . . . . . 3
CIS 125	C++ PROGRAMMING II . . . . . 4
ENG	ENGLISH COMPOSITION/WRITING . . . . . 3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 3
	HUMANITIES AND FINE ARTS . . . . . 3

#### THIRD SEMESTER 17 CREDITS

BSS 202	MICROSOFT ACCESS . . . . . 3
CIS 231	COMPUTER SCIENCE I WITH JAVA . . . . . 4
ECO 212	PRINCIPLES OF MACROECONOMICS . . . . . 3
	PROFESSIONAL ELECTIVE (SEE FOOTNOTE 2) . . . . . 4
MAT 123	ELEMENTARY STATISTICS . . . . . 3

#### FOURTH SEMESTER 16 CREDITS

CIS 203	SYSTEMS ANALYSIS & DESIGN . . . . . 3
CIS 155	WEB DEVELOPMENT . . . . . 3
CIS 232	COMPUTER SCIENCE II WITH JAVA . . . . . 4
ECO 211	PRINCIPLES OF MICROECONOMICS . . . . . 3
COM	COMMUNICATION . . . . . 3

### FOOTNOTES:

1. MAT requires MAT 102 or higher to meet program requirements.
2. Professional Electives chosen from courses designated CIS, BSS 201, and BUS 220.

NOTE: A minimum of three CIS courses must be taken in the five year prior to graduation.

# COMPUTER INFORMATION SYSTEMS COMPUTER SCIENCE OPTION A.S. DEGREE

**Program Advisor:** Gregory Panczner, 413-236-4574

The Computer Science option in the Computer Information Systems degree program gives the student a technical understanding of computer systems. The curriculum provides students with extensive course work in computer science and mathematics.

This program is designed for students planning to transfer to a baccalaureate institution for further study. To complete most computer assignments, students will need to use either BCC's computer laboratory or an off-campus computer.

Related major at the baccalaureate level: computer science.

This is a MassTransfer eligible program (see page 28).

## EXPECTED OUTCOMES

Graduates of these program should be able to:

- apply fundamental concepts of programming languages and software development to solve a diverse array of problems and recognize these concepts in different languages.
- communicate clearly, accurately and succinctly through written and verbal means.
- work effectively with others to design, develop, evaluate and present solutions to business and software engineering problems.
- analyze a problem, gather appropriate data, and use logic to solve, predict and analyze results for relevance, accuracy and consistency.
- recognize solution patterns of common problems and apply them to new challenges.

## GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 66 program and general education credits, plus the additional requirements, shown below.

PROGRAM	44 CREDITS
CIS 102	FUNDAMENTAL COMPUTER LITERACY . . . . . 4
CIS 124	C++ PROGRAMMING I . . . . . 4
CIS 125	C++ PROGRAMMING II . . . . . 4
CIS 211	DATA STRUCTURES . . . . . 4
CIS 231	COMPUTER SCIENCE I WITH JAVA . . . . . 4
CIS 232	COMPUTER SCIENCE II WITH JAVA . . . . . 4
CIS	COMPUTER SCIENCE ELECTIVE (SEE FOOTNOTE 1) . . . . . 3
ENM 152	ENGINEERING CALCULUS II . . . . . 3
ENT 162	ENGINEERING PHYSICS II . . . . . 4
ENT 233	DIGITAL CIRCUITS . . . . . 4
ENT 234	MICROPROCESSORS . . . . . 3
MAT 123	ELEMENTARY STATISTICS . . . . . 3
<b>GENERAL EDUCATION</b> <span style="float: right;"><b>22 CREDITS</b></span>	
COM	COMMUNICATION . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 6
ENM 151	ENGINEERING CALCULUS I . . . . . 3

ENT 161	ENGINEERING PHYSICS I (SEE FOOTNOTE 2) . . . . . 4
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 3
	HUMANITIES AND FINE ARTS . . . . . 3

ADDITIONAL	AS SHOWN
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CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS . . . . .	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL . . . . .	2.000
• AREA OF SPECIALIZATION: ALL CIS AND ENT COURSES . . . . .	2.000

## SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

FIRST SEMESTER	18 CREDITS
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CIS 102	FUNDAMENTAL COMPUTER LITERACY . . . . . 4
CIS 124	C++ PROGRAMMING I . . . . . 4
ENG	ENGLISH COMPOSITION/WRITING . . . . . 3
ENM 151	ENGINEERING CALCULUS I . . . . . 3
ENT 161	ENGINEERING PHYSICS I (SEE FOOTNOTE 2) . . . . . 4

SECOND SEMESTER	17 CREDITS
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CIS 125	C++ PROGRAMMING II . . . . . 4
ENM 152	ENGINEERING CALCULUS II . . . . . 3
ENT 162	ENGINEERING PHYSICS II . . . . . 4
ENG	ENGLISH COMPOSITION/WRITING . . . . . 3
	HUMANITIES AND FINE ARTS . . . . . 3

THIRD SEMESTER	17 CREDITS
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CIS 231	COMPUTER SCIENCE I WITH JAVA . . . . . 4
CIS	COMPUTER SCIENCE ELECTIVE (SEE FOOTNOTE 1) . . . . . 3
ENT 233	DIGITAL CIRCUITS . . . . . 4
MAT 123	ELEMENTARY STATISTICS . . . . . 3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 3

FOURTH SEMESTER	14 CREDITS
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CIS 211	DATA STRUCTURES . . . . . 4
CIS 232	COMPUTER SCIENCE II WITH JAVA . . . . . 4
ENT 234	MICROPROCESSORS . . . . . 3
COM	COMMUNICATION . . . . . 3

## FOOTNOTES:

1. Computer Science Elective chosen from courses designated CIS.
2. Two semesters of another laboratory science sequence may be substituted.

NOTE: A minimum of three CIS courses must be taken in the five years prior to graduation.

# COMPUTER INFORMATION SYSTEMS NETWORKING OPTION A.S. DEGREE

**Program Advisor:** Gregory Panczner, 413-236-4574

The Networking option of the Computer Information Systems degree program gives the student a technical understanding of computer systems and computer networking using the CISCO standard. The curriculum provides students with extensive course work in computer science and networking.

This program is designed for students planning either to enter the workforce or to transfer to a baccalaureate institution for further study. To complete most computer assignments, students will need to use either BCC's computer laboratory or an off-campus computer.

After completion of the program, students may become CISCO Certified. Related major at the baccalaureate level: computer science.

This is a MassTransfer eligible program (see page 28).

### EXPECTED OUTCOMES

Graduates of this program should be able to:

- apply computer and networking methods, procedures and principles, and use equipment and software for the purpose of installing, troubleshooting and maintaining LAN's (local area networks) WANs (wide area networks) and Wireless Networks.
- apply fundamental concepts of programming languages and software development to solve a diverse array of problems and recognize these concepts in different languages.
- work effectively with others to design, develop, and troubleshoot enterprise networks.
- communicate clearly, accurately and succinctly through written and verbal means.
- apply technical concepts and principles to solve practical problems.
- analyze and develop a plan to diagnose and solve technical networking problems.
- act responsibly with integrity, self-confidence as well as professionalism.
- apply critical thinking to evaluate alternative solutions in order to solve technical problems.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 66 program and general education credits, plus the additional requirements, shown below.

PROGRAM	45 CREDITS
CIS 102	FUNDAMENTAL COMPUTER LITERACY . . . . . 4
CIS 124	C++ PROGRAMMING I . . . . . 4
CIS 125	C++ PROGRAMMING II . . . . . 4
CIS 153	SYSTEMS OPERATIONS . . . . . 4
CIS 155	WEB DEVELOPMENT . . . . . 3
CIS 180	NETWORK FUNDAMENTALS . . . . . 4

CIS 181	ROUTING PROTOCOLS AND CONCEPTS . . . . . 4
CIS 231	COMPUTER SCIENCE I WITH JAVA . . . . . 4
CIS 240	LOCAL AREA NETWORK SWITCHING . . . . . 4
CIS 241	ACCESSING WIDE AREA NETWORKS . . . . . 4
CIS 255	FUNDAMENTALS OF WIRELESS LANS . . . . . 3
	FREE ELECTIVES . . . . . 3

### GENERAL EDUCATION 21 CREDITS

COM	COMMUNICATION . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 6
MAT 123	ELEMENTARY STATISTICS . . . . . 3
MAT	MATHEMATICS (SEE FOOTNOTE 1) . . . . . 3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 3
	HUMANITIES AND FINE ARTS . . . . . 3

### ADDITIONAL AS SHOWN

CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS . . . . .	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL . . . . .	2.000
• AREA OF SPECIALIZATION: ALL REQUIRED CIS COURSES . . .	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

#### FIRST SEMESTER 18 CREDITS

CIS 102	FUNDAMENTAL COMPUTER LITERACY . . . . . 4
CIS 124	C++ PROGRAMMING I . . . . . 4
CIS 153	SYSTEM OPERATIONS . . . . . 4
ENG	ENGLISH COMPOSITION/WRITING . . . . . 3
MAT	MATHEMATICS (SEE FOOTNOTE 1) . . . . . 3

#### SECOND SEMESTER 18 CREDITS

CIS 125	C++ PROGRAMMING II . . . . . 4
CIS 180	NETWORK FUNDAMENTALS . . . . . 4
CIS 181	ROUTING PROTOCOLS AND CONCEPTS . . . . . 4
ENG	ENGLISH COMPOSITION/WRITING . . . . . 3
	HUMANITIES AND FINE ARTS . . . . . 3

#### THIRD SEMESTER 15 CREDITS

CIS 155	WEB DEVELOPMENT . . . . . 3
CIS 231	COMPUTER SCIENCE I WITH JAVA . . . . . 4
CIS 240	LOCAL AREA NETWORK SWITCHING . . . . . 4
CIS 241	ACCESSING WIDE AREA NETWORKS . . . . . 4

#### FOURTH SEMESTER 15 CREDITS

CIS 255	FUNDAMENTALS OF WIRELESS LANS . . . . . 3
	FREE ELECTIVE . . . . . 3
COM	COMMUNICATIONS . . . . . 3
MAT 123	STATISTICS . . . . . 3
	BEHAVIORAL & SOCIAL SCIENCE . . . . . 3

### FOOTNOTES:

1. MAT requires MAT 102 or higher to meet program requirements.

NOTE: A minimum of three CIS courses must be taken in the five years prior to graduation.

# COMPUTER INFORMATION SYSTEMS PROGRAMMING • CERTIFICATE BUSINESS OPTION

**Program Advisor:** Gregory Panczner, 413-236-4574

The Business option of the Computer Information Systems Programming certificate emphasizes Java and C++ programming languages, as well as some basic business or math and science courses.

Graduates of this program may be employed as programmers using one of the following computer languages: Java, C++, or HTML/XHTML (if selected as a professional elective). Graduates will also have 19-29 credits toward the Computer Information Systems – Business Systems Option A.S. Degree (see page 54).

## EXPECTED OUTCOMES

Graduates of this program should be able to:

- apply fundamental concepts of programming languages and software development to solve a diverse array of problems and recognize these concepts in different languages.
- analyze business problems through data analysis and create viable solutions through the use of technology.
- communicate clearly, accurately and succinctly through written and verbal means.
- transition into the Computer Information Systems A.S. degree program with either the networking or business option.

## GRADUATION REQUIREMENTS

To earn a certificate in this program, a student must complete all program credits and the additional requirements shown below.

PROGRAM	29 CREDITS
CIS 102	FUNDAMENTAL COMPUTER LITERACY ..... 4
CIS 124	C++ PROGRAMMING I ..... 4
CIS 125	C++ PROGRAMMING II ..... 4
CIS 155	WEB DEVELOPMENT ..... 3
COM	COMMUNICATION OR
ENG	ENGLISH COMPOSITION/WRITING ..... 3
	PROFESSIONAL ELECTIVES * ..... 11

ADDITIONAL	AS SHOWN
DEMONSTRATED COLLEGE-LEVEL SKILLS IN READING AND WRITING	
MINIMUM CUMULATIVE AVERAGE OVERALL	2.000
MINIMUM CUMULATIVE AVERAGE IN PROGRAM	2.000

## SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in one year. The actual time to complete the program may vary according to each student's individual needs.

FIRST SEMESTER		15 CREDITS
CIS 102	FUNDAMENTAL COMPUTER LITERACY .....	4
CIS 124	C++ PROGRAMMING I .....	4
COM	COMMUNICATION OR	
ENG	ENGLISH COMPOSITION/WRITING .....	3
	PROFESSIONAL ELECTIVES * .....	4
SECOND SEMESTER		14 CREDITS
CIS 125	C++ PROGRAMMING II .....	4
CIS 155	WEB DEVELOPMENT .....	3
	PROFESSIONAL ELECTIVE * .....	7

* OPTIONS FOR PROFESSIONAL ELECTIVES		CREDITS
BSS 201	MICROSOFT EXCEL .....	3
BSS 202	MICROSOFT ACCESS .....	3
BUS 111	PRINCIPLES OF ACCOUNTING I .....	3
BUS 112	PRINCIPLES OF ACCOUNTING II .....	3
CIS 153	SYSTEMS OPERATION .....	3
CIS 180	NETWORK FUNDAMENTALS .....	4
CIS 181	ROUTING PROTOCOLS AND CONCEPTS .....	4
CIS 203	SYSTEMS DESIGN .....	3
CIS 211	DATA STRUCTURES .....	4
CIS 231	COMPUTER SCIENCE I WITH JAVA .....	4
CIS 232	COMPUTER SCIENCE II WITH JAVA .....	4
MAT	MATHEMATICS (SEE FOOTNOTE 1) .....	3
	FREE ELECTIVE .....	4
	NATURAL OR PHYSICAL LAB SCIENCE .....	4

## FOOTNOTES:

1. Any MAT course with the "MA" General Education designation.

NOTE: A minimum of three CIS courses must be taken in the five years prior to receiving the certificate.



## COMPUTER INFORMATION SYSTEMS PROGRAMMING • CERTIFICATE TECHNICAL OPTION

**Program Advisor:** Gregory Panczner, 413-236-4574

The Technical option of the Computer Information Systems Programming certificate emphasizes C++ and WEB programming languages, as well as some general education courses.

Graduates of this program may be employed as programmers using one of the following computer languages: C++, HTML/XHTML, or JAVA if selected as a Professional Elective. Graduates will also have 25 to 28 credits toward the Computer Information Systems – Computer Science Option A.S. Degree (see page 55) or the Computer Information Systems – Networking Option A.S. Degree (see page 56).

### EXPECTED OUTCOMES

Graduates of this program should be able to:

- apply fundamental concepts of programming languages and software development to solve a diverse array of problems and recognize these concepts in different languages.
- apply computer and networking methods, procedures and principles, and use equipment and software for the purpose of installing, troubleshooting and maintaining LAN's (local area networks).
- communicate clearly, accurately and succinctly through written and verbal means.
- transition into the Computer Information Systems A.S. degree program with either the networking or business option.

### GRADUATION REQUIREMENTS

To earn a certificate in this program, a student must complete all program credits and the additional requirements shown below.

PROGRAM	29 CREDITS
CIS 124	C++ PROGRAMMING I ..... 4
CIS 125	C++ PROGRAMMING II ..... 4
CIS 155	WEB DEVELOPMENT ..... 3
CIS 180	NETWORK FUNDAMENTALS ..... 4
COM	COMMUNICATION OR
ENG	ENGLISH COMPOSITION/WRITING ..... 3
	PROFESSIONAL ELECTIVES * ..... 11

ADDITIONAL	AS SHOWN
DEMONSTRATED COLLEGE-LEVEL SKILLS IN READING AND WRITING	
MINIMUM CUMULATIVE AVERAGE OVERALL	2.000
MINIMUM CUMULATIVE AVERAGE IN PROGRAM	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in one year. The actual time to complete the program may vary according to each student's individual needs.

FIRST SEMESTER		15 CREDITS
CIS 124	C++ PROGRAMMING I	4
CIS 180	NETWORK FUNDAMENTALS	4
COM	COMMUNICATION OR	
ENG	ENGLISH COMPOSITION/WRITING	3
	PROFESSIONAL ELECTIVES *	4
SECOND SEMESTER		14 CREDITS
CIS 125	C++ PROGRAMMING II	4
CIS 155	WEB DEVELOPMENT	3
	PROFESSIONAL ELECTIVE *	7

* OPTIONS FOR PROFESSIONAL ELECTIVES		CREDITS
CIS 102	FUNDAMENTAL COMPUTER LITERACY	4
CIS 181	ROUTING PROTOCOLS AND CONCEPTS	4
CIS 211	DATA STRUCTURES	4
CIS 231	COMPUTER SCIENCE I WITH JAVA	4
CIS 232	COMPUTER SCIENCE II WITH JAVA	4
CIS 240	LOCAL AREA NETWORK SWITCHING	4
CIS 241	ACCESSING WIDE AREA NETWORKS	4
CIS 255	FUNDAMENTALS OF WIRELESS LANS	3
MAT	MATHEMATICS (SEE FOOTNOTE 1)	3
	FREE ELECTIVE	4
	NATURAL OR PHYSICAL LAB SCIENCE	4

### FOOTNOTES:

1. Any MAT course with the "MA" General Education designation.

NOTE: A minimum of three CIS courses must be taken in the five years prior to receiving the certificate.



# CRIMINAL JUSTICE

## CRIMINAL JUSTICE A.S. DEGREE

APPROVED through the MASSACHUSETTS  
DEPARTMENT OF HIGHER EDUCATION

Program Advisor: Reena Bucknell, 413-236-4551

The Criminal Justice program offers career preparation for law enforcement at the local, state, or federal level; corrections; private security; and other criminal justice work. Courses also provide upgrading of skills for those currently in the field.

A student planning on studies at the baccalaureate level should work closely with a Criminal Justice advisor to select courses that will be acceptable to the college and program to which the student plans to transfer. These majors include but are not limited to criminal justice, sociology, paralegal, political science, police science, criminology, and public administration.

This is a Mass Transfer (see page 28) and Quinn Bill eligible program.

### EXPECTED OUTCOMES

Graduates of this program should be able to:

- use effective verbal, nonverbal, and written communication;
- demonstrate an understanding of ethical standards in the criminal justice system and apply these standards to practical situations;
- describe the functions and interrelationships of the major components of the criminal justice system;
- explain the diversity of viewpoints and experiences within society;
- analyze how perceptions are affected by culture;
- identify a social problem, develop a problem-solving approach, and evaluate effective and appropriate responses.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 60 program and general education credits, plus the additional requirements, shown below and in the next page.

PROGRAM	36 CREDITS
CRJ 105	INTRODUCTION TO CRIMINAL JUSTICE . . . . . 3
CRJ 108	SUBSTANCE ABUSE EDUCATION . . . . . 3
CRJ 109	POLICE AND COMMUNITY RELATIONS . . . . . 3
CRJ 121	CRIMINAL LAW . . . . . 3
CRJ 123	CRIMINAL PROCEDURES . . . . . 3
CRJ 125	JUVENILE JUSTICE PROCESS . . . . . 3
CRJ 126	CRIMINAL INVESTIGATION . . . . . 3
CRJ 127	CORRECTIONAL PROCESS . . . . . 3
CRJ 200	INTRODUCTION TO CRIMINOLOGY OR
SOC 219	WOMEN AND THE LAW . . . . . 3
PSY 107	INTRODUCTORY PSYCHOLOGY . . . . . 3
SOC 105	INTRODUCTORY SOCIOLOGY . . . . . 3
	PROFESSIONAL ELECTIVE (SEE FOOTNOTE 4) . . . . . 3
GENERAL EDUCATION	24 CREDITS
COM	COMMUNICATION . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 6
MAT	MATHEMATICS (SEE FOOTNOTE 1) . . . . . 3

HISTORY OR GOVERNMENT (SEE FOOTNOTE 2) . . . . .	3
HUMANITIES AND FINE ARTS . . . . .	6
NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 3) OR ENVIRONMENTAL STUDIES . . . . .	3

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS (SEE FOOTNOTE 5) . . . . .	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL . . . . .	2.000
• AREA OF SPECIALIZATION: ALL REQUIRED CRJ COURSES . . . . .	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

FIRST SEMESTER	15 CREDITS
CRJ 105	INTRODUCTION TO CRIMINAL JUSTICE . . . . . 3
CRJ 108	SUBSTANCE ABUSE EDUCATION . . . . . 3
PSY 107	INTRODUCTORY PSYCHOLOGY . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 3
MAT	MATHEMATICS (SEE FOOTNOTE 1) . . . . . 3

SECOND SEMESTER	15 CREDITS
CRJ 121	CRIMINAL LAW . . . . . 3
CRJ 127	CORRECTIONAL PROCESS . . . . . 3
SOC 105	INTRODUCTORY SOCIOLOGY . . . . . 3
COM	COMMUNICATION . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 3

THIRD SEMESTER	15 CREDITS
CRJ 109	POLICE AND COMMUNITY RELATIONS . . . . . 3
CRJ 123	CRIMINAL PROCEDURES . . . . . 3
	HISTORY OR GOVERNMENT (SEE FOOTNOTE 2) . . . . . 3
	HUMANITIES AND FINE ARTS . . . . . 3
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 3) OR ENVIRONMENTAL STUDIES . . . . . 3

FOURTH SEMESTER	15 CREDITS
CRJ 125	JUVENILE JUSTICE PROCESS . . . . . 3
CRJ 126	CRIMINAL INVESTIGATION . . . . . 3
CRJ 200	INTRODUCTION TO CRIMINOLOGY OR
SOC 219	WOMEN AND THE LAW . . . . . 3
	PROFESSIONAL ELECTIVE (SEE FOOTNOTE 4) . . . . . 3
	HUMANITIES AND FINE ARTS . . . . . 3

### FOOTNOTES:

1. MAT 101, or any course with the "MA" General Education designation; students wishing to transfer should take MAT 102 or higher.
2. History or Government chosen from GOV 105, GOV 135, HIS 113, HIS 114, HIS 117, HIS 118, or HIS 225.
3. Students wishing to adhere to the Commonwealth Transfer Compact must complete 8 credits of laboratory science.
4. Professional Elective chosen from CIS 102, CRJ 200 or SOC 219, CRJ 201, HSV 135, SOC 136, SOC 208, SOC 212, SOC 216, SOC 228, SPA 101, SPA 131, or others with Program Advisor approval.
5. Fulfilled by successful completion of CRJ 108.

# EDUCATION

## EARLY CHILDHOOD EDUCATION LIBERAL ARTS • A.A. DEGREE

Program Advisor: Flavia Mastellone, 413-236-4626

The Early Childhood Education concentration meets the Massachusetts Transfer Compact and provides a sound liberal arts foundation for students continuing on to a bachelor's degree.

In addition to courses specific to the field, this degree aims to promote a broad vision of the world and human development from historical, scientific, artistic, environmental, and social science perspectives.

This is a MassTransfer eligible program (see page 28).

### EXPECTED OUTCOMES

Graduates of this program should be able to:

- understand current and historical philosophical and theoretical approaches to early childhood education;
- develop a philosophy of early childhood education;
- demonstrate an understanding of ethical issues in the field;
- possess knowledge of child development, birth through age 8;
- plan and implement developmentally appropriate activities and curriculum, reflecting children with special needs, and diverse backgrounds;
- describe the role of the early childhood teacher;
- observe, record and assess young children from diverse cultural backgrounds across different developmental areas;
- understand current issues and trends that affect young children and their families, including legal issues and public policies;
- value the importance of maintaining positive, collaborative relationships with families;
- be familiar with community resources that serve children;
- demonstrate knowledge of opportunities for professional growth;
- apply teaching techniques and demonstrate effectiveness as a teacher as evaluated by supervising teachers and through self-evaluation.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 62 program and general education credits, plus the additional requirements, shown below and in the next column.

PROGRAM	26 CREDITS
ECE 101	EARLY CHILDHOOD GROWTH/DEVELOPMENT . . . . . 3
ECE 104	INTRO TO EARLY CHILDHOOD ED. . . . . 3
ECE 122	SPECIAL NEEDS IN EARLY CHILDHOOD ED. . . . . 3
ECE 123	EARLY CHILDHOOD ED. PRACTICUM I . . . . . 3
ECE 124	EARLY CHILDHOOD ED. SEMINAR I . . . . . 1
ECE 223	EARLY CHILDHOOD ED. PRACTICUM II . . . . . 3
ECE 224	EARLY CHILDHOOD ED. SEMINAR II . . . . . 1
ECE 241	CREATIVITY – A CHILD’S PERSPECTIVE . . . . . 3
ENG	LITERATURE (SEE FOOTNOTE 1) . . . . . 3
	HUMANITIES AND FINE ARTS (SEE FOOTNOTE 2) . . . . . 3

GENERAL EDUCATION		36 CREDITS
COM	COMMUNICATION . . . . .	3
ENG	ENGLISH COMPOSITION/Writing . . . . .	6
ENG	LITERATURE . . . . .	3
HIS 113	WESTERN CIVILIZATION TO 1500 OR	
HIS 114	WESTERN CIVILIZATION SINCE 1500 . . . . .	3
HIS 117	UNITED STATES HISTORY TO 1877 . . . . .	3
MAT	MATHEMATICS . . . . .	3
PSY 107	INTRODUCTORY PSYCHOLOGY . . . . .	3
SOC	SOCIOLOGY (SEE FOOTNOTE 4) . . . . .	3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 3) . . . . .	1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 3) . . . . .	8

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS . . . . .	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL . . . . .	2.000
• AREA OF SPECIALIZATION: ALL REQUIRED ECE COURSES . . . . .	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in three years. The actual time needed to complete the program will vary according to each student's individual needs.

FIRST SEMESTER	6-14 CREDITS
	PRE-COLLEGE COURSES AS NEEDED . . . . . 0-8
ECE 104	INTRODUCTION TO EARLY CHILDHOOD ED. . . . . 3
HIS 113	WESTERN CIVILIZATION TO 1500 OR
HIS 114	WESTERN CIVILIZATION SINCE 1500 . . . . . 3

SECOND SEMESTER	12 CREDITS
ECE 101	EARLY CHILDHOOD GROWTH/DEVELOPMENT . . . . . 3
ECE 241	CREATIVITY – A CHILD’S PERSPECTIVE . . . . . 3
ENG	ENGLISH COMPOSITION/Writing . . . . . 3
PSY 107	INTRODUCTORY PSYCHOLOGY . . . . . 3

THIRD SEMESTER	10 CREDITS
ECE 123	EARLY CHILDHOOD ED. PRACTICUM I . . . . . 3
ECE 124	EARLY CHILDHOOD ED. SEMINAR I . . . . . 1
ENG	ENGLISH COMPOSITION/Writing . . . . . 3
HIS 117	UNITED STATES HISTORY TO 1877 . . . . . 3

FOURTH SEMESTER	12 CREDITS
ECE 122	SPECIAL NEEDS IN EARLY CHILDHOOD ED. . . . . 3
COM	COMMUNICATION . . . . . 3
ENG	LITERATURE (SEE FOOTNOTE 1) . . . . . 3
MAT	MATHEMATICS . . . . . 3
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 3) . . . . . 4

FIFTH SEMESTER	10 CREDITS
ENG	LITERATURE . . . . . 3
SOC	SOCIOLOGY (SEE FOOTNOTE 4) . . . . . 3

SIXTH SEMESTER	12 CREDITS
ECE 223	EARLY CHILDHOOD EDUCATION PRACTICUM II . . . . . 3
ECE 224	EARLY CHILDHOOD EDUCATION SEMINAR II . . . . . 1
	HUMANITIES AND FINE ARTS (SEE FOOTNOTE 2) . . . . . 3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 3) . . . . . 1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 3) . . . . . 4

**FOOTNOTES:**

1. ENG 205, Children’s Literature, recommended. Fulfills 3 credit hours of a Literature requirement ONLY for students in this concentration.
2. For students who need the course for their work setting, ECE 220, Infant and Toddler Care, may be substituted.
3. The Natural or Physical Science requirement must be fulfilled by two 4-credit laboratory sciences. Completion of an environmentally focused laboratory science, such as BIO 109, BIO 110, ENV 101, ENV 102, fulfills both the Life and Physical Science and Environmental Studies requirements.
4. Sociology course chosen from SOC 105 or SOC 136.

NOTE: Any prior criminal offense could hinder placement in clinical agencies. See Criminal Offender Record Checks on page 10 for details.

**EARLY CHILDHOOD EDUCATION  
CERTIFICATE • INTRODUCTORY**

**Program Advisor:** Flavia Mastellone, 413-236-4626

The Introductory Early Childhood Education certificate is the first step in a career ladder leading to greater qualifications for work with young children.

With the experience provided in the practicum (ECE 123), those completing this certificate will be ready to apply for teacher qualification through the Office for Child Care Services.

The required ECE courses are offered in the evening, in rotation.

**GRADUATION REQUIREMENTS**

To earn a certificate in this program, a student must complete all program credits and the additional requirements shown below.

PROGRAM	16 CREDITS
ECE 101	EARLY CHILDHOOD GROWTH AND DEVELOPMENT . . . . . 3
ECE 104	INTRO TO EARLY CHILDHOOD EDUCATION . . . . . 3
ECE 123	PRACTICUM IN EARLY CHILDHOOD EDUCATION . . . . . 3
ECE 124	SEMINAR IN EARLY CHILDHOOD EDUCATION . . . . . 1
ENG 101	COMPOSITION I . . . . . 3
PSY 107	INTRODUCTORY PSYCHOLOGY . . . . . 3

ADDITIONAL	AS SHOWN
DEMONSTRATED COLLEGE-LEVEL SKILLS IN READING AND WRITING	
MINIMUM CUMULATIVE AVERAGE OVERALL . . . . .	2.000
MINIMUM CUMULATIVE AVERAGE IN PROGRAM . . . . .	2.000

**SUGGESTED SEQUENCE OF COURSES**

The actual time to complete the program may vary according to each student’s individual needs.

ECE 101	EARLY CHILDHOOD GROWTH AND DEVELOPMENT
ECE 104	INTRO TO EARLY CHILDHOOD EDUCATION
ECE 123	PRACTICUM IN EARLY CHILDHOOD EDUCATION
ECE 124	SEMINAR IN EARLY CHILDHOOD EDUCATION
ENG 101	COMPOSITION I
PSY 107	INTRODUCTORY PSYCHOLOGY

**FOOTNOTES:**

NOTE: Any prior criminal offense could hinder placement in clinical agencies. See Criminal Offender Record Information Checks on page 10 for details.

**EARLY CHILDHOOD EDUCATION  
CERTIFICATE • INTERMEDIATE**

**Program Advisor:** Flavia Mastellone, 413-236-4626

After completion of the Introductory Early Childhood Education certificate or equivalent, students may begin work on this second rung in the Early Childhood Education career ladder.

This certificate, together with nine months additional experience in the field, prepares people to pursue lead teacher qualification through the Office for Child Care Services. The required ECE courses will be offered in the evening, in rotation.

**GRADUATION REQUIREMENTS**

To earn a certificate in this program, a student must complete all program credits and the additional requirements shown below.

PROGRAM	16 CREDITS
ECE 122	SPECIAL NEEDS IN EARLY CHILDHOOD EDUC. . . . . 3
ECE 223	PRACTICUM IN EARLY CHILDHOOD . . . . . 3
ECE 224	SEMINAR IN EARLY CHILDHOOD EDUCATION . . . . . 1
ECE	EARLY CHILDHOOD ELECTIVES (SEE FOOTNOTE 1) . . . . . 6
SOC 105	INTRODUCTORY SOCIOLOGY OR
SOC 136	SOCIOLOGY OF MARRIAGE AND THE FAMILY . . . . . 3

ADDITIONAL	AS SHOWN
DEMONSTRATED COLLEGE-LEVEL SKILLS IN READING AND WRITING	
MINIMUM CUMULATIVE AVERAGE OVERALL . . . . .	2.000
MINIMUM CUMULATIVE AVERAGE IN PROGRAM . . . . .	2.000

**SUGGESTED SEQUENCE OF COURSES**

The actual time to complete the program may vary according to each student’s individual needs.

ECE 122	SPECIAL NEEDS IN EARLY CHILDHOOD EDUCATION
ECE 223	PRACTICUM IN EARLY CHILDHOOD EDUCATION
ECE 224	SEMINAR IN EARLY CHILDHOOD EDUCATION
ECE	EARLY CHILDHOOD ELECTIVES (SEE FOOTNOTE 1)
SOC 105	INTRODUCTORY SOCIOLOGY OR
SOC 136	SOCIOLOGY OF MARRIAGE AND THE FAMILY

**FOOTNOTES:**

1. One of the early childhood electives must be either ECE 107, Understanding and Guiding Children’s Behavior; or ECE 241, Creativity, a Child’s Perspective. For those seeking to work with infants and toddlers, ECE 220, Infant and Toddler Care, should be taken, and the student should select this type of practicum.

NOTE: Should the student choose to continue toward an associate degree, the appropriate program would be the Liberal Arts concentration in Early Childhood Education (see page 60). Early childhood electives will not apply to the degree program.

NOTE: Any prior criminal offense could hinder placement in clinical agencies. See Criminal Offender Record Information Checks on page 10 for details.

# ELEMENTARY EDUCATION LIBERAL ARTS • A.A. DEGREE

**Program Advisor:** William Corby, 413-236-4552

The Elementary Education concentration in the Liberal Arts degree program meets the Massachusetts Transfer Compact and provides a strong liberal arts foundation for students continuing on to a bachelor's degree and the Elementary Education Teachers License.

The program offers a comprehensive sequence of lower-level arts and sciences courses with an English and Psychology emphasis, designed to provide aspiring school teachers with the knowledge required for effective teaching at the elementary school level.

This is a MassTransfer eligible program (see page 28).

## EXPECTED OUTCOMES

Graduates of the program should be able to:

- demonstrate a knowledge of major theories and approaches in education.
- demonstrate a personal philosophy of education based on their own beliefs and values.
- demonstrate a knowledge of the historical background of major educational theories and of the major historical events that have influenced American education.
- identify and evaluate the political and sociological forces present in major educational principles and developments.
- demonstrate a basic competency in general educational subjects, with special emphasis on English and Psychology.

## GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 62 program and general education credits, as well as the additional requirements, shown below.

PROGRAM	26 CREDITS
EDU 105 FOUNDATIONS OF EDUCATION .....	3
ENG 205 CHILDREN'S LITERATURE .....	3
ENG LITERATURE (SEE FOOTNOTE 1) .....	3
GEO 125 WORLD GEOGRAPHY .....	3
PSY 107 INTRODUCTORY PSYCHOLOGY .....	3
PSY 204 HUMAN GROWTH & DEVELOPMENT .....	3
FREE ELECTIVES .....	8
GENERAL EDUCATION	36 CREDITS
COM COMMUNICATION .....	3
ECO ECONOMICS .....	3
ENG ENGLISH COMPOSITION/WRITING .....	6
GOV 105 UNITED STATES GOVERNMENT .....	3
HIS 113 WESTERN CIVILIZATION TO 1500 OR	
HIS 114 WESTERN CIVILIZATION SINCE 1500 .....	3
HIS 117 UNITED STATES HISTORY TO 1877 .....	3
MAT MATHEMATICS (SEE FOOTNOTE 3) .....	3
ENVIRONMENTAL STUDIES (SEE FOOTNOTE 4) .....	1
HUMANITIES AND FINE ARTS (SEE FOOTNOTE 2) .....	3

NATURAL SCIENCE (SEE FOOTNOTE 4) .....	4
PHYSICAL SCIENCE (SEE FOOTNOTE 4) .....	4

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO .....	6 ITEMS
FORUM .....	12 UNITS
HEALTH/FITNESS .....	30 HOURS
MINIMUM CUMULATIVE AVERAGE .....	2.000

## SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following presents a suggested route for completing this program in two years. The actual time needed to complete the program will depend on a particular student's circumstances..

FIRST SEMESTER	16 CREDITS
EDU 105 FOUNDATIONS OF EDUCATION .....	3
ENG ENGLISH COMPOSITION/WRITING .....	3
NATURAL SCIENCE (SEE FOOTNOTE 4) .....	4
PSY 107 INTRODUCTORY PSYCHOLOGY .....	3
HIS 113 WESTERN CIVILIZATION TO 1500 OR	
HIS 114 WESTERN CIVILIZATION SINCE 1500 .....	3

SECOND SEMESTER	16 CREDITS
PSY 204 HUMAN GROWTH & DEVELOPMENT .....	3
COM COMMUNICATION .....	3
ENG ENGLISH COMPOSITION/WRITING .....	3
MAT MATHEMATICS (SEE FOOTNOTE 3) .....	3
PHYSICAL SCIENCE (SEE FOOTNOTE 4) .....	4

THIRD SEMESTER	15 CREDITS
ENG 205 CHILDREN'S LITERATURE. ....	3
GEO 125 WORLD GEOGRAPHY .....	3
FREE ELECTIVE .....	2
GOV 105 UNITED STATES GOVERNMENT .....	3
HIS 117 UNITED STATES HISTORY TO 1877 .....	3
ENVIRONMENTAL STUDIES (SEE FOOTNOTE 4) .....	1

FOURTH SEMESTER	15 CREDITS
FREE ELECTIVES .....	6
ECO ECONOMICS .....	3
ENG LITERATURE (SEE FOOTNOTE 1) .....	3
HUMANITIES AND FINE ARTS (SEE FOOTNOTE 2) .....	3

## FOOTNOTES:

1. ENG 215, Introduction to Literature, is recommended
2. Must have prefix FAS, MUS, THR
3. Any MA designated course
4. Natural Science selected from BIO 101, 102, 111, or 112; or ENV 101 or 102. Physical Science selected from BIO 109 or 110, CHM 101, GEY 121, or PHY 101. Students who complete an environmentally focused laboratory science, such as BIO 109 or 110, or ENV 101 or 102, have fulfilled the Environmental Studies requirement.

# ENGINEERING & ENGINEERING TECHNOLOGY

## APPLIED MANUFACTURING TECHNOLOGY • CERTIFICATE

**Program Advisor:** Gary Bradway, 413-236-4624

The course sequence and content will provide the quantitative, written and technical skills required for entry-level positions in manufacturing while being an option for individuals currently working in the field and wishing to update their skills to current technologies.

Though most of the curriculum will be taught on campus, the hands-on technical courses will be offered at state-of-the-art industrial laboratories at regional vocational schools and, possibly local manufacturing facilities.

In addition to serving as a valuable career-building credential, the program will also allow continuation of studies in the A.S. Engineering Technology Manufacturing program.

### GRADUATION REQUIREMENTS

To earn a certificate in this program, a student must complete all program credits and the additional requirements shown below.

PROGRAM	28 CREDITS
ENM 125	TECHNICAL MATHEMATICS I ..... 3
ENM 126	TECHNICAL MATHEMATICS II (OR HIGHER) ..... 3
ENG 101	COMPOSITION I ..... 3
COM 107	ORAL COMMUNICATION IN BUSINESS ..... 3
ENT 135	INTERPRETING ENGINEERING DRAWINGS I ..... 4
ENT 136	INTERPRETING ENGINEERING DRAWINGS II ..... 4
ENT 151	INTRODUCTION TO MANUFACTURING ..... 4
ENT 152	ADVANCED MANUFACTURING ..... 4

ADDITIONAL	AS SHOWN
DEMONSTRATED COLLEGE-LEVEL SKILLS IN READING AND WRITING	
MINIMUM CUMULATIVE AVERAGE OVERALL	2.000
MINIMUM CUMULATIVE AVERAGE IN PROGRAM	2.000



## ENGINEERING A.S. DEGREE

**Program Advisor:** Gary Bradway, 413-236-4624

Engineers are typically thought of as problem-solving, technically skilled people. However, they also need to be creative, imaginative, and aware of social needs and problems. The well-rounded education provided by this program cultivates self-knowledge and leads to the specialized fields of professional engineering.

This Engineering degree program follows the first two years at most institutions offering a baccalaureate degree in engineering, so that students who complete the program can successfully transfer to colleges like R.P.I., UMass., Clarkson, and Worcester Polytech.

This is a Mass Transfer eligible program (see page 28).

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 66 program and general education credits, plus the additional requirements, shown below.

PROGRAM	44 CREDITS
CHM 101	INTRODUCTORY CHEMISTRY I ..... 4
CHM 102	INTRODUCTORY CHEMISTRY II ..... 4
ENM 152	ENGINEERING CALCULUS II ..... 3
ENM 251	ENGINEERING CALCULUS III ..... 3
ENM 252	ENGINEERING CALCULUS IV ..... 3
ENT 162	ENGINEERING PHYSICS II ..... 4
ENT 261	ENGINEERING PHYSICS III ..... 4
ENT 262	ENGINEERING PHYSICS IV ..... 3
MAT 253	LINEAR ALGEBRA ..... 3
MAT 254	DIFFERENTIAL EQUATIONS ..... 3
	SCIENTIFIC COMPUTER PROGRAMMING (SEE FOOTNOTE 1) ..... 4
	TECHNICAL ELECTIVES (SEE FOOTNOTE 3) ..... 6

GENERAL EDUCATION	22 CREDITS
COM	COMMUNICATION ..... 3
ENG	ENGLISH COMPOSITION/WRITING ..... 6
ENM 151	ENGINEERING CALCULUS I ..... 3
ENT 161	ENGINEERING PHYSICS I ..... 4
	GENERAL EDUCATION ELECTIVES (SEE FOOTNOTE 2) ... 6

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO	6 ITEMS
FORUM	12 UNITS
HEALTH/FITNESS	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL	2.000
• AREA OF SPECIALIZATION: ALL PROGRAM REQUIREMENTS AND ENM 151	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

*(continued on next page)*

**FIRST SEMESTER** **18 CREDITS**

CHM 101	INTRODUCTORY CHEMISTRY I	4
	SCIENTIFIC COMPUTER PROGRAMMING (SEE FOOTNOTE 1)	4
ENG	ENGLISH COMPOSITION/WRITING	3
ENM 151	ENGINEERING CALCULUS I	3
ENT 161	ENGINEERING PHYSICS I	4

**SECOND SEMESTER** **14 CREDITS**

ENG	ENGLISH COMPOSITION/WRITING	3
CHM 102	INTRODUCTORY CHEMISTRY II	4
ENM 152	ENGINEERING CALCULUS II	3
ENT 162	ENGINEERING PHYSICS II	4

**THIRD SEMESTER** **16 CREDITS**

ENM 251	ENGINEERING CALCULUS III	3
ENT 261	ENGINEERING PHYSICS III	4
MAT 253	LINEAR ALGEBRA	3
	TECHNICAL ELECTIVE (SEE FOOTNOTE 3)	3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 2)	3

**FOURTH SEMESTER** **18 CREDITS**

ENM 252	ENGINEERING CALCULUS IV	3
ENT 262	ENGINEERING PHYSICS IV	3
MAT 254	DIFFERENTIAL EQUATIONS	3
	TECHNICAL ELECTIVE (SEE FOOTNOTE 3)	3
COM	COMMUNICATION	3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 2)	3

**FOOTNOTES:**

- Four or more credits from the ENT Scientific Computer Programming courses, ENT 185, or CIS 124.
- General Education Electives chosen from two of the following: History, Humanities and Fine Arts, Behavioral and Social Science, Environmental Studies.
- Technical Electives for Chemical Engineering: CHM 201/202 or equivalent; for Electrical Engineering: ENT 203/204, ENT 233/234, or equivalent; for Mechanical Engineering: ENT 212/213, ENT 214, or equivalent.

## COMPUTER/ELECTRONIC TECHNOLOGY ENGINEERING TECHNOLOGY A.S. DEGREE

**Program Advisor:** Gary Bradway, 413-236-4624

The Computer/Electronic Technology option in the Engineering Technology degree program provides the student with a unique blend of courses in electronics and computer hardware, software, and programming.

It is intended to provide a broad range of career opportunities including designing, installing, maintaining, and operating computer systems as well as training as an industrial electronics technician. Students may become CISCO Certified in this program. Those students should contact the Program Advisor.

With proper preparation in mathematics and physics, the student can transfer to a college or university offering a baccalaureate degree in engineering technology.

**GRADUATION REQUIREMENTS**

To earn a degree in this program, a student must complete the 69 program and general education credits, plus the additional requirements, shown below.

**PROGRAM** **47 CREDITS**

CIS 124	C++ PROGRAMMING I	4
CIS 153	SYSTEMS OPERATIONS	4
CIS 180	NETWORK FUNDAMENTALS	3
ENM 127	TECHNICAL MATHEMATICS III (OR HIGHER)	3
ENT 129	INTRO TO ELECTRICITY/ELECTRONICS	4
ENT 135	INTERPRETING ENGINEERING DRAWINGS I	4
ENT 185	ENGINEERING COMPUTER APPLICATIONS (SEE FOOTNOTE 1)	4
ENT 233	DIGITAL CIRCUITS	4
ENT 234	MICROPROCESSORS	3
ENT 260	INDUSTRIAL CONTROL SYSTEMS	4
PHY 111	IDEAS OF PHYSICS (SEE FOOTNOTE 2)	3
	TECHNICAL ELECTIVES (SEE FOOTNOTE 3)	7

**GENERAL EDUCATION** **22 CREDITS**

COM 107	INTRO TO ORAL COMMUNICATION IN BUSINESS	3
ENG	ENGLISH COMPOSITION/WRITING	6
ENM 126	TECHNICAL MATHEMATICS II (OR HIGHER)	3
PHY 101	COLLEGE PHYSICS I (SEE FOOTNOTE 2)	4
	GENERAL EDUCATION ELECTIVES (SEE FOOTNOTE 4)	6

**ADDITIONAL** **AS SHOWN**

CORE COMPETENCIES PORTFOLIO	6 ITEMS
FORUM	12 UNITS
HEALTH/FITNESS	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL	2.00
• AREA OF SPECIALIZATION: ALL REQUIRED ENM COURSES AND ALL PROGRAM REQUIREMENTS	2.00

**SUGGESTED BLOCK FOR PROGRAM COMPLETION**

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

**FIRST SEMESTER** **17 CREDITS**

PHY 111	IDEAS OF PHYSICS (SEE FOOTNOTE 2)	3
ENT 135	INTERPRETING ENGINEERING DRAWINGS I	4
ENT 185	ENGINEERING COMPUTER APPLICATIONS (SEE FOOTNOTE 1)	4
ENG	ENGLISH COMPOSITION/WRITING	3
ENM 126	TECHNICAL MATHEMATICS II	3

**SECOND SEMESTER** **17 CREDITS**

CIS 124	C++ PROGRAMMING I	4
ENM 127	TECHNICAL MATHEMATICS III	3
ENT 129	INTRO TO ELECTRICITY/ELECTRONICS	4
	TECHNICAL ELECTIVE (SEE FOOTNOTE 3)	3
ENG	COMPOSITION/WRITING	3

**THIRD SEMESTER** **18 CREDITS**

CIS 180	NETWORK FUNDAMENTALS	3
ENT 233	DIGITAL CIRCUITS	4
ENT 260	INDUSTRIAL CONTROL SYSTEMS	4

PHY 101	COLLEGE PHYSICS I	4
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 4)	3

**FOURTH SEMESTER** **17 CREDITS**

ENT 234	MICROPROCESSORS	3
CIS 153	SYSTEMS OPERATIONS	4
	TECHNICAL ELECTIVE (SEE FOOTNOTE 3)	4
COM 107	INTRO TO ORAL COMMUNICATION IN BUSINESS	3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 4)	3

**FOOTNOTES:**

1. CIS 102 may be substituted.
2. Students planning to transfer should take PHY 101, PHY 102, and a technical elective in the first, second and third semesters.
3. Technical electives selected from CIS 125, C++ Programming II; CIS 155, Web Development; ENM 255, Statistical Quality Control; ENT 285, Technical Internship; and PHY 102, College Physics II.
4. General Education Electives are chosen from two of the following: History, Humanities and Fine Arts, or Behavioral and Social Science, or Environmental Studies.

## MANUFACTURING TECHNOLOGY ENGINEERING TECHNOLOGY A.S. DEGREE

**Program Advisor:** Gary Bradway, 413-236-4624

The Manufacturing Technology option of the Engineering Technology degree program is designed to provide students with the basic skills they need for a career in the manufacturing field. Courses in the program take place in campus classrooms and laboratories as well as off-campus locations with state-of-the-art equipment, software and training facilities. The program is designed to offer flexibility while also providing students for elective options and technical internship opportunities that allow them to focus their efforts in an area of specialization.

With proper preparation in physics and mathematics, students interested in transferring to a baccalaureate institution to continue their education can do so by working closely with the program advisor to insure all prerequisites and requirements for transfer will be met.

**GRADUATION REQUIREMENTS**

To earn a degree in this program, a student must complete the 69 program and general education credits, plus the additional requirements, shown below.

**PROGRAM** **47 CREDITS**

ENM 127	TECHNICAL MATHEMATICS III (OR HIGHER)	3
ENT 129	INTRODUCTION TO ELECTRICITY/ELECTRONICS	4
ENT 135	INTERPRETING ENGINEERING DRAWINGS I	4
ENT 151	INTRODUCTION TO MANUFACTURING	4
ENT 152	ADVANCED MANUFACTURING	4
ENT 225	INTRO TO COMPUTER AIDED MANUFACTURING I	4
ENT 226	INTRO TO COMPUTER AIDED MANUFACTURING II	4
ENT 238	ELEMENTS OF MACHINES	4
ENT 244	HYDRAULICS AND PNEUMATICS	3
ENT 260	INDUSTRIAL CONTROL SYSTEMS	4
PHY 111	IDEAS OF PHYSICS (SEE FOOTNOTE 1)	3
	TECHNICAL ELECTIVES (SEE FOOTNOTE 2)	6

**GENERAL EDUCATION** **22 CREDITS**

COM 107	INTRO TO ORAL COMMUNICATION IN BUSINESS	3
ENG	ENGLISH COMPOSITION/WRITING	6
ENM 126	TECHNICAL MATHEMATICS II (OR HIGHER)	3
PHY 101	COLLEGE PHYSICS I (SEE FOOTNOTE 1)	4
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 3)	6

**ADDITIONAL** **AS SHOWN**

CORE COMPETENCIES PORTFOLIO	6 UNITS
FORUM	12 UNITS
HEALTH/FITNESS	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL	2.000
• AREA OF SPECIALIZATION: ALL REQUIRED ENM COURSES AND ALL PROGRAM REQUIREMENTS	2.000

**SUGGESTED BLOCK FOR PROGRAM COMPLETION**

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

**FIRST SEMESTER** **17 CREDITS**

PHY 111	IDEAS OF PHYSICS (SEE FOOTNOTE 1)	3
ENT 135	INTERPRETING ENGINEERING DRAWINGS I	4
ENT 151	INTRODUCTION TO MANUFACTURING	4
ENG	ENGLISH COMPOSITION/WRITING	3
ENM 126	TECHNICAL MATHEMATICS II	3

**SECOND SEMESTER** **17 CREDITS**

ENM 127	TECHNICAL MATHEMATICS III	3
ENT 129	INTRODUCTION TO ELECTRICITY/ELECTRONICS	4
ENT 152	ADVANCED MANUFACTURING	4
	TECHNICAL ELECTIVE (SEE FOOTNOTE 2)	3
ENG	ENGLISH COMPOSITION/WRITING	3

**THIRD SEMESTER** **18 CREDITS**

ENT 225	INTRO TO COMPUTER AIDED MANUFACTURING I	4
ENT 244	HYDRAULICS AND PNEUMATICS	3
ENT 260	INDUSTRIAL CONTROL SYSTEMS	4
PHY 101	COLLEGE PHYSICS I (SEE FOOTNOTE 1)	4
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 3)	3

**FOURTH SEMESTER** **17 CREDITS**

ENT 226	INTRO TO COMPUTER AIDED MANUFACTURING II	4
ENT 238	ELEMENTS OF MACHINES	4
	TECHNICAL ELECTIVE (SEE FOOTNOTE 2)	3
COM 107	INTRO TO ORAL COMMUNICATION IN BUSINESS	3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 3)	3

**FOOTNOTES:**

1. Students planning to transfer should take PHY 101, PHY 102 and Interpreting Engineering Drawings I in the 1st, 2nd and 3rd semesters respectively.
2. Technical Electives are chosen from ENM 255, Statistical Quality Control; ENT 136, Interpreting Engineering Drawings II; ENT 143, Plastics Material Sciences; ENT 218, Pulp and Paper Technology/ Chemistry; ENT 285, Technical Internship; and PHY 102, College Physics II.
3. General Education Electives are chosen from two of the following: History, Humanities and Fine Arts, or Behavioral and Social Science, or Environmental Studies.

# ENVIRONMENTAL SCIENCE

## ENVIRONMENTAL SCIENCE A.S. DEGREE

**Program Advisor:** Timothy Flanagan, 413-236-4503

Environmental Science provides a sound foundation in science and such supportive disciplines as mathematics, social sciences, computer programming, and the humanities. Directed study opportunities exist for those prepared to do independent research.

Courses take place in classrooms and well-equipped laboratories. Nearby woodlands, fields, lakes, streams, and marshes serve as field laboratories. Students should consult with an Environmental faculty member before selecting program electives to meet career goals.

Those who intend to continue college after BCC should also consult an advisor about specific transfer agreements and requirements of different schools.

This is a Mass Transfer eligible program (see page 28).

### EXPECTED OUTCOMES

Graduates of the program should be able to:

- describe the major components and process of molecular and cellular biology.
- demonstrate an understanding of the major structures and physiological processes of organismal biology.
- demonstrate an understanding of principles and processes of evolution and systematics.
- demonstrate an understanding of major ecological principles.
- describe the societal place of biology, and appropriately communicate and apply the fundamental principles of biology to current social, medical, ethical, and environmental issues
- evaluate and present scientific arguments
- demonstrate an understanding of the Scientific Method.
- demonstrate technical, equipment and measurement skills essential to basic scientific inquiry.
- adapt a collaborative approach to problem solving.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 65 program and general education credits, plus the additional requirements, shown below.

PROGRAM	39 CREDITS
BIO 101	GENERAL BIOLOGY I OR
BIO 111	INTRODUCTORY BOTANY . . . . . 4
BIO 102	GENERAL BIOLOGY II OR
BIO 112	ZOOLOGY . . . . . 4
BIO 109	INTRODUCTORY ECOLOGY I . . . . . 4
CIS 102	FUNDAMENTAL COMPUTER LITERACY . . . . . 4
ENV 101	CONSERVATION OF NATURAL RESOURCES I OR

ENV 102	CONSERVATION OF NATURAL RESOURCES II . . . . . 4
ENV 121	INTRO TO ENVIRONMENTAL SCIENCE I . . . . . 3
	FREE ELECTIVE . . . . . 4
	SCIENCE ELECTIVES (SEE FOOTNOTE 3) . . . . . 12

### GENERAL EDUCATION 26 CREDITS

CHM 101	INTRODUCTORY CHEMISTRY I (SEE FOOTNOTE 2) . . . . . 4
CHM 102	INTRODUCTORY CHEMISTRY II (SEE FOOTNOTE 2) . . . . . 4
COM	COMMUNICATION . . . . . 3
ENG	ENGLISH COMPOSITION/Writing . . . . . 6
MAT	MATHEMATICS (SEE FOOTNOTE 1) . . . . . 3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 3
	HUMANITIES AND FINE ARTS . . . . . 3

### ADDITIONAL AS SHOWN

CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS . . . . .	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL . . . . .	2.000
• AREA OF SPECIALIZATION: ALL REQUIRED BIO, CHM AND ENV COURSES; AND SCIENCE ELECTIVES . . . . .	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

#### FIRST SEMESTER 15 CREDITS

BIO 101	GENERAL BIOLOGY I OR
BIO 111	INTRODUCTORY BOTANY . . . . . 4
ENV 101	CONSERVATION OF NAT RESOURCES I OR
CHM 101	INTRODUCTORY CHEMISTRY I (SEE FOOTNOTE 2) . . . . . 4
MAT	MATHEMATICS (SEE FOOTNOTE 1) . . . . . 3

#### SECOND SEMESTER 15 CREDITS

BIO 102	GENERAL BIOLOGY II OR
BIO 111	ZOOLOGY . . . . . 4
	SCIENCE ELECTIVE (SEE FOOTNOTE 3) . . . . . 4
ENG	ENGLISH COMPOSITION/Writing . . . . . 3
CHM 102	INTRODUCTORY CHEMISTRY II (SEE FOOTNOTE 2) . . . . . 4

#### THIRD SEMESTER 18 CREDITS

BIO 109	INTRODUCTORY ECOLOGY I . . . . . 4
CIS 102	FUNDAMENTAL COMPUTER LITERACY . . . . . 4
ENV 121	INTRO TO ENVIRONMENTAL SCIENCE I . . . . . 3
	SCIENCE ELECTIVE (SEE FOOTNOTE 3) . . . . . 4
ENG	ENGLISH COMPOSITION/Writing . . . . . 3

#### FOURTH SEMESTER 17 CREDITS

	FREE ELECTIVE . . . . . 4
	SCIENCE ELECTIVE (SEE FOOTNOTE 3) . . . . . 4
COM	COMMUNICATION . . . . . 3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 3
	HUMANITIES AND FINE ARTS . . . . . 3

### FOOTNOTES:

1. MAT 102, Intermediate Algebra, or any course with the "MA" General Education designation.
2. CHM 150, Essentials of Chemistry, and a lab science may be substituted for this requirement; one more credit must be taken in Free Electives.

3. Science electives chosen from BIO, CHM, ENV, GEY, or PHY courses selected in consultation with the student's advisor and consistent with transfer or career plans.

# FINE AND PERFORMING ARTS

## MUSIC CONCENTRATION FINE ARTS • A.A. DEGREE

**Program Advisor:** Ellen Shanahan, 413-236-4703

The Music concentration of the Fine Arts degree program offers courses comparable to those taken during the first two years at a typical music conservatory and in a college or university music department. Emphasis is placed on foundation courses and on gaining skills in Western and non-Western as well as classical and popular musics.

Related majors at the baccalaureate level: arts management, composition, conducting, ethnomusicology, film scoring, jazz studies, music education, music history, music performance, music technology, music therapy, musical theater, opera, sound recording.

This is a MassTransfer eligible program (see page 28).

### EXPECTED OUTCOMES

Graduates of this program should be able to:

- hear, identify and work conceptually with the elements of music,
- know about a wide selection of music literature and styles,
- perform in solo and ensemble performances.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 66 program and general education credits, plus the additional requirements, shown below and on the next page.

PROGRAM		30 CREDITS
MUS 105	MUSIC HISTORY I	3
MUS 106	FUNDAMENTALS OF MUSIC	3
MUS 108	MUSIC THEORY I	3
MUS 110	AMERICAN POPULAR MUSIC	3
MUS 116	FUNDAMENTAL MUSICIANSHIP	2
MUS 156	MUSICIANSHIP I	2
MUS 175	MUSIC HISTORY II	3
MUS 187	MUSIC THEORY II	3
MUS 216	MUSICIANSHIP II	2
MUS	ENSEMBLES (SEE FOOTNOTE 1)	3
	SPECIALIZED ELECTIVE (SEE FOOTNOTE 2)	3
GENERAL EDUCATION		36 CREDITS
COM	COMMUNICATION	3
ENG	ENGLISH COMPOSITION/WRITING	6
ENG	LITERATURE	3
FAS	ART HISTORY (SEE FOOTNOTE 3)	3
HIS 113	WESTERN CIVILIZATION TO 1500	3
HIS 114	WESTERN CIVILIZATION SINCE 1500	3
MAT	MATHEMATICS	3

PSY 107	INTRODUCTORY PSYCHOLOGY	3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 4)	1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 4)	8

### ADDITIONAL AS SHOWN

CORE COMPETENCIES PORTFOLIO	6 ITEMS
FORUM	12 UNITS
HEALTH/FITNESS	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL	2.000
• AREA OF SPECIALIZATION: ALL REQUIRED MUS COURSES	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

#### FIRST SEMESTER 15 CREDITS

MUS 106	FUNDAMENTALS OF MUSIC	3
MUS 116	FUNDAMENTAL MUSICIANSHIP	2
MUS	ENSEMBLE (SEE FOOTNOTE 1)	1
ENG	ENGLISH COMPOSITION/WRITING	3
FAS	ART HISTORY(SEE FOOTNOTE 3)	3
HIS 113	WESTERN CIVILIZATION TO 1500	3

#### SECOND SEMESTER 18 CREDITS

MUS 108	MUSIC THEORY I	3
MUS 110	AMERICAN POPULAR MUSIC	3
MUS 156	MUSICIANSHIP I	2
MUS	ENSEMBLE (SEE FOOTNOTE 1)	1
COM	COMMUNICATION	3
ENG	ENGLISH COMPOSITION/WRITING	3
HIS 114	WESTERN CIVILIZATION SINCE 1500	3

#### THIRD SEMESTER 16 CREDITS

MUS 105	MUSIC HISTORY I	3
MUS 187	MUSIC THEORY II	3
MUS 216	MUSICIANSHIP II	2
MUS	ENSEMBLE (SEE FOOTNOTE 1)	1
MAT	MATHEMATICS	3
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 4)	4

#### FOURTH SEMESTER 17 CREDITS

MUS 175	MUSIC HISTORY II	3
	SPECIALIZED ELECTIVE (SEE FOOTNOTE 2)	3
ENG	LITERATURE	3
PSY 107	INTRODUCTORY PSYCHOLOGY	3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 4)	1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 4)	4

### FOOTNOTES:

1. Ensembles may be chosen from Choral Ensemble (MUS 120, MUS 130, MUS 220, and MUS 230); Jazz Ensemble (MUS 163 and MUS 164); and/or Instrumental Ensemble I (MUS 151).
2. Specialized Elective chosen from courses designated FAS, MUS or THR.
3. Art History chosen from FAS 156, FAS 171, FAS 172, FAS 173.
4. Natural or Physical Science requirement must be fulfilled by two 4-credit laboratory science courses. Completion of an environmentally focused laboratory science, such as BIO 109, BIO 110, ENV 101, ENV 102, fulfills both the Natural or Physical Science and the Environmental Studies requirements.

## THEATRE CONCENTRATION FINE ARTS • A.A. DEGREE

**Program Advisor:** Ed Wierzbicki, 413-236-4701

The Theatre Arts concentration in the Fine Arts degree program involves students in the study of acting, directing, design, lighting, and stagecraft in the beautiful and modern Boland Theatre in the Koussevitzky Arts Center. Theatre at BCC is “doing.” In addition to a comprehensive academic program, students are involved in every aspect of theatrical production from lighting and costuming to acting and design, and they receive college credit for their work. Three main-stage, full-scale productions are mounted each year, augmented by student-directed plays, giving freshmen and sophomores unparalleled opportunities. Experience is the key: what students learn in the classroom is immediately applied on stage.

Program graduates usually transfer to baccalaureate institutions where the experience, training, and academic discipline received at BCC are an excellent foundation for future work and study in the theatre. Related majors at the baccalaureate level: communications, dance, mass communications, musical theatre, theatre-acting/technical, TV/film program production.

This is a MassTransfer eligible program (see page 28).

### EXPECTED OUTCOMES

Graduates of the program should be able to:

- demonstrate knowledge of historical events in theater.
- demonstrate the art of stage technology: costuming; set construction; and lighting.
- demonstrate specific performance skills in acting including character analysis, blocking, interpretation, voice and diction.
- master the art of theatrical auditioning.
- develop a repertory of theatrical roles through participation in plays and theater events.
- develop an appreciation of world culture through the beauty and discipline of the art of theater.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 66 program and general education credits, plus the additional requirements, shown below.

PROGRAM	30 CREDITS
THR 101	INTRODUCTION TO THEATRE . . . . . 3
THR 102	STAGECRAFT I OR
THR 103	STAGECRAFT II . . . . . 3
THR 104	ACTING I . . . . . 3
THR 106	FUNDAMENTALS OF THEATRE DESIGN . . . . . 3
THR 111	HISTORY OF THEATRE I OR
THR 112	HISTORY OF THEATRE II . . . . . 3
THR 205	DIRECTING OR
THR 105	ACTING II . . . . . 3
THR 233	MOVEMENT FOR ACTORS . . . . . 3
THR	DRAMATIC LITERATURE (SEE FOOTNOTE 5) . . . . . 3
THR	THEATRE PRACTICUM (SEE FOOTNOTE 1) . . . . . 3
	SPECIALIZED ELECTIVE (SEE FOOTNOTE 4) . . . . . 3

GENERAL EDUCATION		36 CREDITS
COM	COMMUNICATION . . . . .	3
ENG	ENGLISH COMPOSITION/WRITING . . . . .	6
ENG	LITERATURE . . . . .	3
FAS	ART HISTORY (SEE FOOTNOTE 3) . . . . .	3
HIS 113	WESTERN CIVILIZATION TO 1500 . . . . .	3
HIS 114	WESTERN CIVILIZATION SINCE 1500 . . . . .	3
MAT	MATHEMATICS . . . . .	3
PSY 107	INTRODUCTORY PSYCHOLOGY . . . . .	3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 2) . . . . .	1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 2) . . . . .	8

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS . . . . .	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL . . . . .	2.000
• AREA OF SPECIALIZATION: ALL REQUIRED THR COURSES . . . . .	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

FIRST SEMESTER		16 CREDITS
THR 101	INTRODUCTION TO THEATRE . . . . .	3
THR 104	ACTING I . . . . .	3
THR	THEATRE PRACTICUM (SEE FOOTNOTE 1) . . . . .	1
COM	COMMUNICATION . . . . .	3
ENG	ENGLISH COMPOSITION/WRITING . . . . .	3
HIS 113	WESTERN CIVILIZATION TO 1500 . . . . .	3
SECOND SEMESTER		18 CREDITS
THR 106	FUNDAMENTALS OF THEATRE DESIGN . . . . .	3
THR 233	MOVEMENT FOR ACTORS . . . . .	3
THR	STAGECRAFT . . . . .	3
ENG	ENGLISH COMPOSITION/WRITING . . . . .	3
FAS	ART HISTORY (SEE FOOTNOTE 3) . . . . .	3
HIS 114	WESTERN CIVILIZATION SINCE 1500 . . . . .	3
THIRD SEMESTER		17 CREDITS
THR 205	DIRECTING OR	
THR 105	ACTING II . . . . .	3
THR	HISTORY OF THEATRE . . . . .	3
THR	THEATRE PRACTICUM (SEE FOOTNOTE 1) . . . . .	1
ENG	LITERATURE . . . . .	3
MAT	MATHEMATICS . . . . .	3
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 2) . . . . .	4
FOURTH SEMESTER		15 CREDITS
THR	DRAMATIC LITERATURE (SEE FOOTNOTE 5) . . . . .	3
THR	THEATRE PRACTICUM (SEE FOOTNOTE 1) . . . . .	1
	SPECIALIZED ELECTIVE (SEE FOOTNOTE 4) . . . . .	3
PSY 107	INTRODUCTORY PSYCHOLOGY . . . . .	3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 2) . . . . .	1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 2) . . . . .	4

**FOOTNOTES:**

1. THR 198, THR 199, THR 298, THR 299.
2. Natural or Physical Science requirement must be fulfilled by two 4-credit laboratory science courses. Completion of an environmentally focused laboratory science, such as BIO 109, BIO 110, ENV 101, and ENV 102, fulfills both the Natural or Physical Science and the Environmental Studies requirements.
3. Art History chosen from FAS 156, FAS 171, FAS 172, FAS 173.
4. Specialized elective chosen from THR, FAS or MUS courses.
5. Dramatic Literature chosen from THR 209, THR 210, or THR



# VISUAL ARTS CONCENTRATION FINE ARTS • A.A. DEGREE

**Program Advisor:** Lisa Yetz, 413-236-4712

The Visual Arts concentration in the Fine Arts degree program offers courses comparable to those taken during the first two years at typical professional art schools and in college or university art departments. The program's flexible design permits students to transfer to both kinds of institutions. There is a strong emphasis on foundation courses, and each student is encouraged in the development of a portfolio.

Related majors at the baccalaureate level: art education, art history, art therapy, arts management, commercial art, fashion design, film making, graphic arts, industrial design, interior design, painting, photography, sculpture, textile design.

This is a Mass Transfer eligible program (see page 28).

## EXPECTED OUTCOMES

Graduates of the program should be able to:

- demonstrate an understanding of the visual vocabulary of art forms and techniques.
- demonstrate with confidence an ability to solve artistic problems during the process of creating art.
- develop an artistic style that demonstrates creativity and the personality of the artist.
- demonstrate an ability to articulate and write about art projects that they are executing.
- demonstrate a general knowledge of contemporary art history, both at a conceptual level and in the context of creating one's own art work.

## GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 66 program and general education credits, plus the additional requirements, shown below.

PROGRAM	30 CREDITS
FAS 111	DRAWING I . . . . . 3
FAS 120	DRAWING II . . . . . 3
FAS 123	TWO-DIMENSIONAL DESIGN I . . . . . 3
FAS 124	THREE-DIMENSIONAL DESIGN I . . . . . 3
FAS 125	THREE-DIMENSIONAL DESIGN II . . . . . 3
FAS 163	TWO-DIMENSIONAL DESIGN II . . . . . 3
FAS 210	FUNDAMENTALS OF PAINTING . . . . . 3
FAS 225	FIGURE DRAWING OR
FAS 227	FIGURE PAINTING . . . . . 3
FAS 240	INTERMEDIATE PAINTING . . . . . 3
	SPECIALIZED ELECTIVE (SEE FOOTNOTE 3) . . . . . 3
GENERAL EDUCATION	36 CREDITS
COM	COMMUNICATION . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 6
ENG	LITERATURE . . . . . 3
FAS	ART HISTORY (SEE FOOTNOTE 1) . . . . . 3
HIS 113	WESTERN CIVILIZATION TO 1500 . . . . . 3
HIS 114	WESTERN CIVILIZATION SINCE 1500 . . . . . 3

MAT	MATHEMATICS . . . . . 3
PSY 107	INTRODUCTORY PSYCHOLOGY . . . . . 3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 2) . . . . . 1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 2) . . . 8

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS . . . . .	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL . . . . .	2.000
• AREA OF SPECIALIZATION: ALL REQUIRED FAS COURSES . . . . .	2.000

## SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

FIRST SEMESTER	15 CREDITS
FAS 111	DRAWING I . . . . . 3
FAS 123	TWO-DIMENSIONAL DESIGN I . . . . . 3
FAS 124	THREE-DIMENSIONAL DESIGN I . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 3
FAS	ART HISTORY (SEE FOOTNOTE 1) . . . . . 3

SECOND SEMESTER	18 CREDITS
FAS 120	DRAWING II . . . . . 3
FAS 125	THREE-DIMENSIONAL DESIGN II . . . . . 3
FAS 163	TWO-DIMENSIONAL DESIGN II . . . . . 3
COM	COMMUNICATION . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 3
PSY 107	INTRODUCTORY PSYCHOLOGY . . . . . 3

THIRD SEMESTER	17 CREDITS
FAS 210	FUNDAMENTALS OF PAINTING . . . . . 3
	SPECIALIZED ELECTIVE (SEE FOOTNOTE 3) . . . . . 3
ENG	LITERATURE . . . . . 3
HIS 113	WESTERN CIVILIZATION TO 1500 . . . . . 3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 2) . . . . . 1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 2) . . . 4

FOURTH SEMESTER	16 CREDITS
FAS 225	FIGURE DRAWING OR
FAS 227	FIGURE PAINTING . . . . . 3
FAS 240	INTERMEDIATE PAINTING . . . . . 3
HIS 114	WESTERN CIVILIZATION SINCE 1500 . . . . . 3
MAT	MATHEMATICS . . . . . 3
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 2) . . . 4

## FOOTNOTES:

1. Art History chosen from FAS 156, FAS 171, FAS 172, FAS 173.
2. Natural or Physical Science requirement must be fulfilled by two 4-credit laboratory science courses. Completion of an environmentally focused laboratory science, such as BIO 109, BIO 110, ENV 101, and ENV 102, fulfills both the Natural or Physical Science and the Environmental Studies requirements.
3. Specialized elective chosen from courses designated FAS, MUS, or THR. Students planning to major in art at a baccalaureate institution should choose an art history course.

# FIRE SCIENCE

## FIRE SCIENCE A.S. DEGREE

*FIS courses are offered only in the evening.*

**Program Advisor:** Cliff Myers, 413-236-4601

The Fire Science program focuses on fire prevention and fire protection principles and techniques. Students also take general education courses including human behavior and written and oral communication. Completely redesigned and improved, the program covers material on the most recent developments in the field and provides excellent preparation for those who work in occupations such as fire protection or insurance underwriting.

### EXPECTED OUTCOMES

Graduates of the program should be able to:

- explain the history and basic principles of the fire service including the supervision and management necessary for leadership and administration in the fire service.
- provide an in-depth analysis of the principles of fire control through the utilization of personnel, equipment, and extinguishing agents on the fireground.
- demonstrate an understanding of the principles of fire development, prevention, investigation, and cause.
- apply theoretical knowledge of hydraulic principles to solving water supply problems for fire protection.
- demonstrate effective communication and interpersonal skills with supervisors, peers and the public.
- use knowledge of building construction principles, fire protection systems, and fire prevention codes to affect safer occupancies.
- identify hazardous materials, hazardous properties, and successful emergency scene operations.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 62 program and general education credits, plus the additional requirements, shown below.

PROGRAM	41 CREDITS
CIS 102	FUNDAMENTALS OF COMPUTER LITERACY . . . . . 4
FIS 101	INTRODUCTION TO FIRE PROTECTION . . . . . 3
FIS 123	BUILDING CONSTRUCTION . . . . . 3
FIS 127	WATER SUPPLY AND HYDRAULICS . . . . . 3
FIS 128	PROTECTION SYSTEMS I . . . . . 3
FIS 145	FIRE PREVENTION, CODES & ORDINANCES . . . . . 4
FIS 201	HAZARDOUS MATERIALS I . . . . . 3
FIS	PROFESSIONAL ELECTIVES (SEE FOOTNOTE 1) . . . . . 12
PHY 111	IDEAS OF PHYSICS (SEE FOOTNOTE 2) . . . . . 3
SOC 105	INTRODUCTORY SOCIOLOGY . . . . . 3

GENERAL EDUCATION	21 CREDITS
CHM 150	ESSENTIALS OF CHEMISTRY (SEE FOOTNOTE 2) . . . . . 3
COM	COMMUNICATION . . . . . 3
ENG	ENGLISH COMPOSITION/Writing . . . . . 6
MAT	MATHEMATICS (SEE FOOTNOTE 3) . . . . . 3
PSY 107	INTRODUCTORY PSYCHOLOGY . . . . . 3
	HUMANITIES AND FINE ARTS . . . . . 3

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS . . . . .	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL . . . . .	2.000
• AREA OF SPECIALIZATION: ALL FIS COURSES. . . . .	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The actual time needed to complete the program will vary according to each student's individual needs.

	PRE-COLLEGE ENGLISH COURSES
FIS 101	INTRODUCTION TO FIRE PROTECTION
MAT 101	APPLIED CONTEMPORARY MATHEMATICS (PREREQUISITE MAT 014)
PHY 111	IDEAS OF PHYSICS
FIS 123	BUILDING CONSTRUCTION (PREREQUISITE PHY 111)
FIS 127	WATER SUPPLY AND HYDRAULICS (PREREQUISITE MAT 101)
FIS 128	PROTECTION SYSTEMS I
FIS 129	EMERGENCY INCIDENT MANAGEMENT
FIS 145	FIRE PREVENTION, CODES & ORDINANCES
CHM 150	ESSENTIALS OF CHEMISTRY
FIS 201	HAZARDOUS MATERIALS I (PREREQUISITE CHM 150)
FIS 202	HAZARDOUS MATERIALS II (PREREQUISITE FIS 201)
FIS 205	LEGAL ASPECTS OF FIRE PROTECTION
FIS 206	FIRE CAUSES AND DETECTION
FIS 210	ORGANIZATION AND MANAGEMENT OF FIRE DEPTS.

### FOOTNOTES:

1. Professional Electives: any FIS elective or SPA 131, Spanish For the Workplace. Electives may be taken either on-site or via distance learning technology from Greenfield Community College.
2. CHM 101, Introductory Chemistry I, may be substituted for CHM 150; PHY 101, College Physics I, may be substituted for PHY 111.
3. MAT 101, Applied Contemporary Mathematics, or any course with the "MA" General Education designation.

# FOREIGN LANGUAGE

## FOREIGN LANGUAGE CONCENTRATION LIBERAL ARTS • A.A. DEGREE

**Program Advisor:** Lois Cooper, 413-236-4615

The Foreign Language concentration of the Liberal Arts degree program is for students who wish to meet the intermediate foreign language proficiency required in many baccalaureate programs. The emphasis is on the humanities, and the curriculum closely parallels the studies of freshmen and sophomores at colleges offering liberal arts baccalaureate degrees.

Graduates of this program regularly transfer with junior status and have gone to some of the most prestigious colleges in the country.

Related majors at the baccalaureate level: anthropology, area studies, communications, economics, education, English, foreign languages, general studies, geography, geology, gerontology, government, history, international relations, journalism, liberal arts, library science, linguistics, mathematics, media, music, nursing, peace studies, philosophy, physics, political science, psychology, radio and television, sciences, sociology, speech, telecommunications, theatre arts, visual arts, and women's studies.

This is a MassTransfer eligible program (see page 28).

### EXPECTED OUTCOMES

Graduates of this program should be able to:

- know how, when, and why to say what to whom;
- understand the main points in interactions with native speakers well enough to respond appropriately;
- speak or write about experiences, events, hopes and aspirations, and briefly give reasons and explanations for opinions and plans;
- read texts related to personal and social needs, and comprehend the main ideas in descriptive or narrative texts on less familiar topics;
- use insights they have developed about the nature of language and culture to function with sensitivity within their own and others' cultures;
- participate in multilingual communities within and beyond the classroom;
- pursue more advanced, college-level study of literature, culture, grammar, in the target language.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 62 program and general education credits, plus the additional requirements, shown below.

PROGRAM		26 CREDITS
ENG	LITERATURE .....	3
	FOREIGN LANGUAGE (SEE FOOTNOTE 1) .....	16
	FREE ELECTIVES (SEE FOOTNOTE 3) .....	7
GENERAL EDUCATION		36 CREDITS
COM	COMMUNICATION .....	3
ENG	ENGLISH COMPOSITION/WRITING .....	6
ENG	LITERATURE .....	3
HIS 113	WESTERN CIVILIZATION TO 1500 .....	3

HIS 114	WESTERN CIVILIZATION SINCE 1500 .....	3
MAT	MATHEMATICS .....	3
	BEHAVIORAL AND SOCIAL SCIENCE .....	6
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 2) .....	1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 2) ...	8

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO .....	6 ITEMS
FORUM .....	12 UNITS
HEALTH/FITNESS .....	30 HOURS
MINIMUM CUMULATIVE AVERAGE .....	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

#### FIRST SEMESTER 16 CREDITS

	FOREIGN LANGUAGE(SEE FOOTNOTE 1) .....	4
COM	COMMUNICATION .....	3
ENG	ENGLISH COMPOSITION/WRITING .....	3
HIS 113	WESTERN CIVILIZATION TO 1500 .....	3
	BEHAVIORAL AND SOCIAL SCIENCE .....	3

#### SECOND SEMESTER 16 CREDITS

	FOREIGN LANGUAGE (SEE FOOTNOTE 1) .....	4
ENG	ENGLISH COMPOSITION/WRITING .....	3
HIS 114	WESTERN CIVILIZATION SINCE 1500 .....	3
MAT	MATHEMATICS .....	3
	BEHAVIORAL AND SOCIAL SCIENCE .....	3

#### THIRD SEMESTER 15 CREDITS

ENG	LITERATURE .....	3
	FOREIGN LANGUAGE (SEE FOOTNOTE 1) .....	4
	FREE ELECTIVE (SEE FOOTNOTE 3) .....	4
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 2) ...	4

#### FOURTH SEMESTER 15 CREDITS

	FOREIGN LANGUAGE (SEE FOOTNOTE 1) .....	4
	FREE ELECTIVE (SEE FOOTNOTE 3) .....	3
ENG	LITERATURE .....	3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 2) .....	1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 2) ...	4

### FOOTNOTES:

1. Foreign Language: Candidates for the Liberal Arts degree must attain the second-year college proficiency needed for many baccalaureate degrees. Most students achieve this with two years of study at BCC earning 16 credits. With the permission of the foreign language coordinator, students with sufficient background may meet all or part of the requirement through the CLEP examination. They will then complete more elective credits to meet the required 62-credit total for this degree.
2. The Natural or Physical Science requirement must be fulfilled by two 4-credit laboratory science courses. Completion of an environmentally focused laboratory science, such as BIO 109, BIO 110, ENV 101, or ENV 102, fulfill both the Natural or Physical Science and the Environmental Studies requirements.
3. Recommended Free Electives: PHL 102, Introduction to Philosophy; HIS 117, U. S. History to 1877; or GOV 105, United States Government.

# HOSPITALITY

## CULINARY ARTS CERTIFICATE

**Program Advisor:** Carlton Maaia, 413-236-4606

The Culinary Arts one-year, 28-credit certificate program prepares students for responsible positions in food production. In the college's cooking laboratory, students learn food preparation, plate presentation, buffet and banquet techniques for small and large groups. Sanitation, nutrition, baking principles, food service and controls used in managing a professional kitchen are studied.

Students also apply their skills with a supervised work experience; this normally takes place during the summer after the course work is completed. Career paths and a study of the hospitality industry are also covered.

### GRADUATION REQUIREMENTS

To earn a certificate in this program, a student must complete all program credits and the additional requirements shown below.

PROGRAM	28 CREDITS
BUS 105	BUSINESS MATHEMATICS ..... 3
CUL 101	FOOD PREPARATION I ..... 2
CUL 102	FOOD PREPARATION II ..... 2
CUL 103	KITCHEN MANAGEMENT ..... 3
CUL 104	BAKING ..... 3
CUL 105	GARDE MANGER AND PANTRY ..... 3
HSP 108	WINE APPRECIATION ..... 1
HSP 112	APPLIED FOOD SERVICE SANITATION ..... 2
HSP 115	FOOD SERVICE MANAGEMENT ..... 3
HSP 118	DINING ROOM MANAGEMENT ..... 3
HSP 285	COOPERATIVE EDUCATION I ..... 3

ADDITIONAL	AS SHOWN
DEMONSTRATED COLLEGE-LEVEL SKILLS IN READING AND WRITING	
MINIMUM CUMULATIVE AVERAGE OVERALL	..... 2.000
MINIMUM CUMULATIVE AVERAGE IN PROGRAM	..... 2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in one year. The actual time to complete the program may vary according to each student's individual needs.

FIRST SEMESTER	14 CREDITS
BUS 105	BUSINESS MATHEMATICS ..... 3
CUL 101	FOOD PREPARATION I ..... 2
CUL 104	BAKING ..... 3
HSP 108	WINE APPRECIATION ..... 1
HSP 112	APPLIED FOOD SERVICE SANITATION ..... 2
HSP 118	DINING ROOM MANAGEMENT ..... 3
SECOND SEMESTER	14 CREDITS
CUL 102	FOOD PREPARATION II ..... 2
CUL 103	KITCHEN MANAGEMENT ..... 3
CUL 105	GARDE MANGER AND PANTRY ..... 3
HSP 115	FOOD SERVICE MANAGEMENT ..... 3
HSP 285	COOPERATIVE EDUCATION I ..... 3

## HOSPITALITY ADMINISTRATION CAREER OPTION • A.S. DEGREE

**Program Advisor:** Carlton Maaia, 413-236-4606

The Hospitality Administration program is a field of study with the purpose of preparing people with the expertise, commitment, and skills for management and operations positions in the expanding industry that provides food, accommodations, and travel and tourism services.

Students majoring in Hospitality Administration may elect a concentration in Culinary Arts Management or Food & Beverage Management, or choose from a blend of professional electives. To draw the links between theory taught in the classroom with practice observed in the field, a cooperative education experience in the hospitality industry is required.

A wide variety of jobs and career opportunities exist within the field. Such opportunities exist in restaurants, lodging establishments, contract food services, hospital and school food service, clubs, fast food franchises, airlines, and travel agencies. *This option is not designed to transfer to baccalaureate institutions.*

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 61 program and general education credits, plus the additional requirements, shown below.

PROGRAM	40 CREDITS
BUS 111	PRINCIPLES OF ACCOUNTING I ..... 3
BUS 208	PRINCIPLES OF MARKETING ..... 3
CIS 102	FUNDAMENTAL COMPUTER LITERACY ..... 4
HSP 101	INTRODUCTION TO HOSPITALITY ..... 3
HSP 105	HOSPITALITY LAW ..... 3
HSP 125	HOSPITALITY MANAGEMENT ..... 3
HSP 237	HOSPITALITY SEMINAR ..... 3
HSP 285	COOPERATIVE EDUCATION I ..... 3
	PROFESSIONAL CONCENTRATION/ELECTIVES * ..... 15

GENERAL EDUCATION	21 CREDITS
BUS 105	BUSINESS MATHEMATICS OR
COM	COMMUNICATIONS ..... 3
ECO 211	PRINCIPLES OF MICROECONOMICS ..... 3
ENG	ENGLISH COMPOSITION/WRITING ..... 6
MAT	MATHEMATICS (SEE FOOTNOTE 1) ..... 3
	GENERAL EDUCATION ELECTIVES (SEE FOOTNOTE 2) ... 6

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO	..... 6 ITEMS
FORUM	..... 12 UNITS
HEALTH/FITNESS	..... 30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL	..... 2.000
• AREA OF SPECIALIZATION: ALL PROGRAM REQUIREMENTS	.. 2.000

### PROFESSIONAL CONCENTRATION/ELECTIVES \*

The professional concentration/electives, shown on the next page, should be chosen in consultation with the student's advisor and should be consistent with career goals.

*(continued on next page)*

**CULINARY ARTS  
MANAGEMENT CONCENTRATION** **15 CREDITS**

CUL 101	FOOD PREPARATION I	2
CUL 102	FOOD PREPARATION II	2
CUL 103	KITCHEN MANAGEMENT	3
CUL 104	BAKING I	3
CUL 105	GARDE MANAGER AND PANTRY	3
HSP 112	APPLIED FOOD SERVICE SANITATION	2

**FOOD & BEVERAGE  
MANAGEMENT CONCENTRATION** **15 CREDITS**

CUL 101	FOOD PREPARATION I	2
CUL 102	FOOD PREPARATION II	2
HSP 108	WINE APPRECIATION	1
HSP 109	BEVERAGE MANAGEMENT	2
HSP 112	APPLIED FOOD SERVICE SANITATION	2
HSP 115	FOOD SERVICE MANAGEMENT	3
HSP 118	DINING ROOM MANAGEMENT	3

Students may also choose 15 credits of professional electives of their choice and are not restricted to a program concentration. Up to six credits may be awarded for students fulfilling program requirements of Tech Prep.

**SUGGESTED BLOCK FOR PROGRAM COMPLETION**

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

**FIRST SEMESTER** **15 CREDITS**

HSP 101	INTRODUCTION TO HOSPITALITY	3
HSP 105	HOSPITALITY LAW	3
	PROFESSIONAL ELECTIVE *	3
BUS 105	BUSINESS MATHEMATICS OR	
ENG	ENGLISH COMPOSITION/WRITING	3
MAT	MATHEMATICS (SEE FOOTNOTE 1)	3

**SECOND SEMESTER** **15 CREDITS**

HSP 125	HOSPITALITY MANAGEMENT	3
	PROFESSIONAL ELECTIVES *	6
COM	COMMUNICATIONS	3
ENG	ENGLISH COMPOSITION/WRITING	3

**THIRD SEMESTER** **16 CREDITS**

HSP 285	COOPERATIVE EDUCATION I	3
	PROFESSIONAL ELECTIVE *	3
BUS 111	PRINCIPLES OF ACCOUNTING I	3
BUS 208	PRINCIPLES OF MARKETING	3
CIS 102	FUNDAMENTAL COMPUTER LITERACY	4

**FOURTH SEMESTER** **15 CREDITS**

HSP 237	HOSPITALITY SEMINAR	3
	PROFESSIONAL ELECTIVE *	3
ECO 211	PRINCIPLES OF MICROECONOMICS	3
	GENERAL EDUCATION ELECTIVES (SEE FOOTNOTE 2)	6

**FOOTNOTES:**

1. Any MAT course with the "MA" General Education designation.
2. General Education Electives to be chosen from two of the following: History, Humanities and Fine Arts; Natural or Physical Science; or Environmental Studies.

**HOSPITALITY ADMINISTRATION  
TRANSFER OPTION • A.S. DEGREE**

**Program Advisor:** Carlton Maaia, 413-236-4606

The Hospitality Administration program provides students with a strong course foundation in hospitality management, business, sciences, and liberal arts. These courses prepare students for transfer to a baccalaureate institution.

In addition, the program provides a wide educational background in many disciplines that are required to fulfill management positions in the challenging field of hospitality administration.

This is a Mass Transfer eligible program (see page 28).

**GRADUATION REQUIREMENTS**

To earn a degree in this program, a student must complete the 61 program and general education credits, plus the additional requirements, shown below.

**PROGRAM** **29 CREDITS**

BUS 111	PRINCIPLES OF ACCOUNTING I	3
BUS 112	PRINCIPLES OF ACCOUNTING II	3
BUS 208	PRINCIPLES OF MARKETING	3
BUS 220	MANAGERIAL ACCOUNTING	3
ECO 211	PRINCIPLES OF MICROECONOMICS	3
HSP 101	INTRODUCTION TO HOSPITALITY	3
HSP 105	HOSPITALITY LAW	3
HSP 115	FOOD SERVICE MANAGEMENT	3
	COMPUTER LITERACY (SEE FOOTNOTE 1)	3
	HOSPITALITY ELECTIVE (SEE FOOTNOTE 3)	2

**GENERAL EDUCATION** **32 CREDITS**

COM	COMMUNICATIONS	3
ECO 212	PRINCIPLES OF MACROECONOMICS	3
ENG	ENGLISH COMPOSITION/WRITING	6
HIS	HISTORY	3
MAT 123	ELEMENTARY STATISTICS	3
	HUMANITIES (SEE FOOTNOTE 2)	6
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 4)	8

**ADDITIONAL** **AS SHOWN**

CORE COMPETENCIES PORTFOLIO	6 ITEMS
FORUM	12 UNITS
HEALTH/FITNESS	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL	2.000
• AREA OF SPECIALIZATION: ALL PROGRAM REQUIREMENTS	2.000

**SUGGESTED BLOCK FOR PROGRAM COMPLETION**

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

**FIRST SEMESTER** **15 CREDITS**

BUS 111	PRINCIPLES OF ACCOUNTING I	3
HSP 101	INTRODUCTION TO HOSPITALITY	3
	COMPUTER LITERACY (SEE FOOTNOTE 1)	3
ENG	ENGLISH COMPOSITION/WRITING	3
MAT 123	ELEMENTARY STATISTICS	3

SECOND SEMESTER		15 CREDITS
BUS 112	PRINCIPLES OF ACCOUNTING II	3
COM	COMMUNICATIONS	3
ENG	ENGLISH COMPOSITION/WRITING	3
HIS	HISTORY	3
	HUMANITIES (SEE FOOTNOTE 2)	3

THIRD SEMESTER		15 CREDITS
BUS 220	MANAGERIAL ACCOUNTING	3
ECO 211	PRINCIPLES OF MICROECONOMICS	3
HSP 105	HOSPITALITY LAW	3
	HOSPITALITY ELECTIVE (SEE FOOTNOTE 3)	2
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 4)	4

FOURTH SEMESTER		16 CREDITS
BUS 208	PRINCIPLES OF MARKETING	3
HSP 115	FOOD SERVICE MANAGEMENT	3
ECO 212	PRINCIPLES OF MACROECONOMICS	3
	HUMANITIES	3
	NATURAL OR PHYSICAL SCIENCE	4

**FOOTNOTES:**

1. Chosen from BSS 102, Microsoft Word; BSS 201, Microsoft Excel; or CIS 102, Fundamental Computer Literacy.
2. Spanish is recommended for one course to fulfill one Humanities requirement.
3. HSP 117 Hotel Management is recommended.
4. Natural or Physical Science requirement must be fulfilled with two 4-credit laboratory science courses.

# HUMAN SERVICES

## HUMAN SERVICES CERTIFICATE

**Program Advisor:** Audrey Ringer, LICSW, 413-236-4571

The Human Services certificate program teaches basic generalist human services skills and ethics, and also provides a foundation in the social services. This certificate will increase a student's opportunities for employment and advancement in human services work.

All courses required for the Certificate also meet requirements for the Human Services A.S. degree. A student who earns the Certificate will also have completed approximately half the credits required for the Human Services A.S. degree.

**GRADUATION REQUIREMENTS**

To earn a certificate in this program, a student must complete all program credits and the additional requirements shown in the next column.

PROGRAM		29 CREDITS
ENG 101	COMPOSITION I	3
HSV 111	HUMAN SERVICE METHODS	3
HSV 135	INTRO TO COMMUNITY RESOURCES (SEE FOOTNOTE 1)	3

HSV 151	FIELD WORK SEMINAR I	1
HSV 161	FIELD WORK PRACTICUM I	2
PSY 107	INTRODUCTORY PSYCHOLOGY	3
PSY 204	HUMAN GROWTH AND DEVELOPMENT	3
PSY 226	ABNORMAL PSYCHOLOGY OR	
SOC 105	INTRODUCTORY SOCIOLOGY	3
SOC 208	CONTEMPORARY SOCIAL PROBLEMS	3
	SPECIALIZED ELECTIVES (SEE FOOTNOTE 2)	5

**ADDITIONAL AS SHOWN**

DEMONSTRATED COLLEGE-LEVEL SKILLS IN READING AND WRITING		
MINIMUM CUMULATIVE AVERAGE OVERALL		2.000
MINIMUM CUMULATIVE AVERAGE IN PROGRAM		2.000

**SUGGESTED BLOCK FOR PROGRAM COMPLETION**

The following is a suggestion for completing this program in one year. The actual time to complete the program may vary according to each student's individual needs.

**FIRST SEMESTER 14 CREDITS**

ENG 101	COMPOSITION I	3
HSV 135	INTRO TO COMMUNITY RESOURCES (SEE FOOTNOTE 1)	3
PSY 107	INTRODUCTORY PSYCHOLOGY	3
SOC 105	INTRODUCTORY SOCIOLOGY	3
	SPECIALIZED ELECTIVE (SEE FOOTNOTE 2)	2

**SECOND SEMESTER 15 CREDITS**

HSV 111	HUMAN SERVICE METHODS	3
HSV 151	FIELD WORK SEMINAR I	1
HSV 161	FIELD WORK PRACTICUM I	2
PSY 204	HUMAN GROWTH AND DEVELOPMENT	3
PSY 226	ABNORMAL PSYCHOLOGY OR	
SOC 208	CONTEMPORARY SOCIAL PROBLEMS	3
	SPECIALIZED ELECTIVE (SEE FOOTNOTE 2)	3

**FOOTNOTES:**

1. A student with one year of appropriate experience may request a waiver of this course from the Human Services Program Advisor. A student who receives a waiver of this course will be able to select an additional Specialized Elective.
2. Specialized Electives should be chosen with consultation from the Human Services Program Advisor. The Advisor will help the student select the Specialized Electives most appropriate for the student's educational and career goals. Possible Specialized Electives include: AHS 148, First Aid; AHS 150, Introduction to Nutrition; COM 105, Introduction to Oral Communication; ENG 102, Composition II; PSY 208, Interviewing and Counseling; and SOC 136, Marriage and the Family.

NOTE: Any prior criminal offense could hinder placement in clinical agencies. See Criminal Offender Record Information Checks on page 10 for details.

## HUMAN SERVICES A.S. DEGREE

**Program Advisor:** Audrey Ringer, LICSW, 413-236-4571

Students acquire the skills, values, ethics, and internship experiences necessary to become effective human services workers.

Students who plan to transfer to a Bachelor of Social Work program should select the Social Work Transfer Concentration on the next page.

### EXPECTED OUTCOMES

Graduates of this program should be able to:

- work as beginning level professionals.
- demonstrate a commitment to the well being and quality of life of the clients being served:
- know and follow the Human Services Code of Ethics;
- know and use beginning level professional skills, including conducting a strengths based assessment, making effective referrals, developing helping relationships with individuals and families, providing relationship based counseling, facilitating a group, documenting in agency records, and understanding and appreciating diversity.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 62 program and general education credits, plus the additional requirements, shown below.

PROGRAM	34 CREDITS
HSV 111	HUMAN SERVICES METHODS ..... 3
HSV 135	INTRODUCTION TO COMMUNITY RESOURCES ..... 3
HSV 280	GROUP AND PROFESSIONAL DEVELOPMENT ..... 3
HSV	FIELD WORK SEMINARS AND PRACTICUMS ..... 11
PSY 107	INTRODUCTORY PSYCHOLOGY ..... 3
PSY 204	HUMAN GROWTH AND DEVELOPMENT ..... 3
PSY 208	INTERVIEWING AND COUNSELING ..... 3
SOC 105	INTRODUCTORY SOCIOLOGY ..... 3
SOC 208	CONTEMPORARY SOCIAL PROBLEMS ..... 3
SOC 212	SOCIAL WELFARE AND SOCIAL POLICY ..... 3
	SPECIALIZED ELECTIVE (SEE FOOTNOTE 3) ..... 3
GENERAL EDUCATION	28 CREDITS
COM	COMMUNICATION ..... 3
ENG	ENGLISH COMPOSITION/WRITING ..... 6
	GENERAL EDUCATION ELECTIVES (SEE FOOTNOTE 2) ... 9
	MATHEMATICS (SEE FOOTNOTE 1) ..... 3
ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO ..... 6 ITEMS	
FORUM ..... 12 UNITS	
HEALTH/FITNESS ..... 30 HOURS	
MINIMUM CUMULATIVE AVERAGES	
• OVERALL ..... 2.000	
• AREA OF SPECIALIZATION: ALL REQUIRED HSV COURSES, PSY 107 AND SOC 105 ..... 2.000	

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

FIRST SEMESTER	15 CREDITS
HSV 135	INTRODUCTION TO COMMUNITY RESOURCES ..... 3
PSY 107	INTRODUCTORY PSYCHOLOGY ..... 3
SOC 105	INTRODUCTORY SOCIOLOGY ..... 3
COM	COMMUNICATION ..... 3
ENG	ENGLISH COMPOSITION/WRITING ..... 3

SECOND SEMESTER	15 CREDITS
HSV 111	HUMAN SERVICES METHODS ..... 3
HSV 151	FIELD WORK SEMINAR I ..... 1
HSV 161	FIELD PRACTICUM I ..... 2
PSY 204	HUMAN GROWTH AND DEVELOPMENT ..... 3
	SPECIALIZED ELECTIVE (SEE FOOTNOTE 3) ..... 3
ENG	ENGLISH COMPOSITION/WRITING ..... 3

THIRD SEMESTER	16 CREDITS
HSV 252	FIELD WORK SEMINAR II ..... 1
HSV 262	FIELD PRACTICUM II ..... 3
PSY 208	INTERVIEWING AND COUNSELING ..... 3
SOC 208	CONTEMPORARY SOCIAL PROBLEMS ..... 3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 2) ... 3
	MATHEMATICS (SEE FOOTNOTE 1) ..... 3

FOURTH SEMESTER	16 CREDITS
HSV 253	FIELD WORK SEMINAR III ..... 1
HSV 263	FIELD PRACTICUM III ..... 3
HSV 280	GROUP AND PROFESSIONAL DEVELOPMENT ..... 3
SOC 212	SOCIAL WELFARE AND SOCIAL POLICY ..... 3
	GENERAL EDUCATION ELECTIVES (SEE FOOTNOTE 2) ... 6

### FOOTNOTES:

1. BUS 105, Business Mathematics; MAT 101, Applied Contemporary Mathematics; or any course with the "MA" General Education designation.
2. General Education Electives chosen from two or more of the following: History, Humanities and Fine Arts, Natural or Physical Science, Environmental Studies.
3. Specialized Elective chosen from courses designated ECE, HSV, PSY, or SOC; or CRJ 108. SOC 216 is recommended for students who may transfer after graduation.

NOTE: Any prior criminal offense could hinder placement in clinical agencies. See Criminal Offender Record Information Checks on page 10 for details.

# HUMAN SERVICES • A.S. DEGREE SOCIAL WORK TRANSFER CONCENTRATION

**Program Advisor:** Audrey Ringer, LICSW, 413-236-4571

Students acquire the skills, values, ethics, and internship experiences necessary to transfer successfully into a Bachelor of Social Work program. BCC Human Services graduates regularly gain admission to excellent Bachelor of Social Work programs and perform outstanding work in these programs.

Students who attend college full time are usually able to earn a BCC associate degree in two years and a Bachelor of Social Work degree in two additional years. A Masters in Social Work (MSW) degree, providing access to the Licensed Independent Clinical Social Worker (LICSW) level of social work practice, can be attained in one to one and one half years after earning the Bachelor of Social Work degree.

Students who plan to transfer to a Bachelor of Social Work program should consult with the Human Services Program Advisor.

Students who plan to transfer to a program other than a Bachelor of Social Work program should select the Human Services A.S. program on the previous page.

### EXPECTED OUTCOMES

Graduates of this program should be able to:

- succeed as transfer students in an accredited Bachelor of Social Work program;
- demonstrate a commitment to the well being and quality of life of the clients being served;
- know and follow the Human Services Code of Ethics;
- know and use beginning level skills, including conducting a strengths based assessment, making effective referrals, developing helping relationships with individuals and families, providing relationship based counseling, facilitating a group, documenting in agency records, and understanding and appreciating diversity.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 62 program and general education credits, plus the additional requirements, shown below.

<b>PROGRAM</b>		<b>34 CREDITS</b>
HSV 111	HUMAN SERVICES METHODS .....	3
HSV 135	INTRODUCTION TO COMMUNITY RESOURCES .....	3
HSV 280	GROUP AND PROFESSIONAL DEVELOPMENT .....	3
HSV	FIELD WORK SEMINARS AND PRACTICUMS .....	7
PSY 107	INTRODUCTORY PSYCHOLOGY .....	3
PSY 204	HUMAN GROWTH AND DEVELOPMENT .....	3
PSY 208	INTERVIEWING AND COUNSELING .....	3
SOC 105	INTRODUCTORY SOCIOLOGY .....	3
SOC 216	RACIAL AND ETHNIC MINORITIES .....	3
	SPECIALIZED ELECTIVE (SEE FOOTNOTE 2) .....	3
<b>GENERAL EDUCATION</b>		<b>28 CREDITS</b>
BIO 105	FUNDAMENTALS OF BIOLOGY .....	4
COM	COMMUNICATION .....	3
ENG	ENGLISH COMPOSITION/WRITING .....	6
	GENERAL ELECTIVES (SEE FOOTNOTE 3) .....	12
	MATHEMATICS (SEE FOOTNOTE 1) .....	3

<b>ADDITIONAL</b>	<b>AS SHOWN</b>
CORE COMPETENCIES PORTFOLIO .....	6 ITEMS
FORUM .....	12 UNITS
HEALTH/FITNESS .....	30 HOURS
MINIMUM CUMULATIVE AVERAGES	
• OVERALL .....	2.000
• AREA OF SPECIALIZATION: ALL REQUIRED HSV COURSES, PSY 107 AND SOC 105 .....	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

<b>FIRST SEMESTER</b>		<b>15 CREDITS</b>
HSV 135	INTRODUCTION TO COMMUNITY RESOURCES .....	3
PSY 107	INTRODUCTORY PSYCHOLOGY .....	3
SOC 105	INTRODUCTORY SOCIOLOGY .....	3
COM	COMMUNICATION .....	3
ENG	ENGLISH COMPOSITION/WRITING .....	3
<b>SECOND SEMESTER</b>		<b>15 CREDITS</b>
HSV 111	HUMAN SERVICES METHODS .....	3
HSV 151	FIELD WORK SEMINAR I .....	1
HSV 161	FIELD PRACTICUM I .....	2
PSY 204	HUMAN GROWTH & DEVELOPMENT .....	3
SOC 216	RACIAL AND ETHNIC MINORITIES .....	3
ENG	ENGLISH COMPOSITION/WRITING .....	3
<b>THIRD SEMESTER</b>		<b>16 CREDITS</b>
HSV 252	FIELD WORK SEMINAR II .....	1
HSV 261	FIELD PRACTICUM II .....	3
PSY 208	INTERVIEWING AND COUNSELING .....	3
	GENERAL EDUCATION ELECTIVES (SEE FOOTNOTE 3) ...	6
	MATHEMATICS (SEE FOOTNOTE 1) .....	3
<b>FOURTH SEMESTER</b>		<b>16 CREDITS</b>
HSV 280	GROUP AND PROFESSIONAL DEVELOPMENT .....	3
	SPECIALIZED ELECTIVE (SEE FOOTNOTE 2) .....	3
BIO 105	FUNDAMENTALS OF BIOLOGY .....	4
	GENERAL EDUCATION ELECTIVES (SEE FOOTNOTE 3) ...	6

### FOOTNOTES:

1. Usually MAT 101, Applied Contemporary Mathematics, or any course with the "MA" General Education designation. Consult with the Human Services program advisor before selecting a math course.
2. To ensure the transferability of the Specialized Elective, a student must consult with the Human Services program advisor before selecting a Specialized Elective. The Specialized Elective chosen should be approved by the Human Services program advisor.
3. General Education Electives chosen from two or more of the following: History, Humanities and Fine Arts, Natural or Physical Science, Environmental Studies. In order to meet both BCC graduation requirements and the graduation requirements of the BSW transfer program, a student should consult with the Human Services program advisor before selecting specific courses to fulfill this requirement.

NOTE: Any prior criminal offense could hinder placement in clinical agencies. See Criminal Offender Record Information Checks on page 10 for details.

# INTERNATIONAL STUDIES

## LIBERAL ARTS • A.A. DEGREE INTERNATIONAL STUDIES CONCENTRATION

**Program Advisor:** Lois Cooper, 413-236-4615.

The International Studies concentration is designed for students wishing to have increased global awareness, including those intending to transfer to a baccalaureate institution to pursue a major in a field with an international component. Related majors at the baccalaureate level: anthropology, area studies, business, communications, economics, fine arts, history, journalism, law, politics.

This is a MassTransfer eligible program (see page 28).

### EXPECTED OUTCOMES

Graduates of this program should be able to:

- understand the cultures, histories and/or politics of the countries they have studied;
- make connections in the study of international affairs in a multi-disciplinary fashion;
- make informed comparisons between their own country and countries of the international community;
- continue their studies in upper division courses in a bachelor's degree program;
- use a foreign language with a proficiency equivalent to at least the first year of college language study.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 62 program and general education credits, plus the additional requirements, shown below.

PROGRAM	26 CREDITS
ECO 150	WORLD ECONOMY OR
ECO 212	PRINCIPLES OF MACROECONOMICS ..... 3
ENG	LITERATURE (SEE FOOTNOTE 5) ..... 3
	FOREIGN LANGUAGE (SEE FOOTNOTE 2) ..... 8
	FREE ELECTIVES ..... 6
	INTERNATIONAL ELECTIVES * ..... 6

GENERAL EDUCATION	36 CREDITS
ANT 101	CULTURAL ANTHROPOLOGY ..... 3
COM	COMMUNICATION (SEE FOOTNOTE 1) ..... 3
ENG	ENGLISH COMPOSITION/WRITING ..... 6
ENG	LITERATURE (SEE FOOTNOTE 5) ..... 3
GEO	GEOGRAPHY ..... 3
HIS 113	WESTERN CIVILIZATION TO 1500 ..... 3
HIS 114	WESTERN CIVILIZATION SINCE 1500 ..... 3
MAT	MATHEMATICS (SEE FOOTNOTE 3) ..... 3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 4) ..... 1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 4) ... 8

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO	..... 6 ITEMS
FORUM	..... 12 UNITS

HEALTH/FITNESS	..... 30 HOURS
MINIMUM CUMULATIVE AVERAGE	..... 2.000

### \* OPTIONS FOR INTERNATIONAL ELECTIVES

ANT 197	SPECIAL TOPICS WITH AN INTERNATIONAL FOCUS
BUS 233	INTERNATIONAL BUSINESS
ENG 204	LITERATURE OF PEACE AND WAR
ENG 221	LITERATURE OF WESTERN CIVILIZATION I
ENG 222	LITERATURE OF WESTERN CIVILIZATION SINCE 1500
ENG 297	SPECIAL TOPICS WITH AN INTERNATIONAL FOCUS
FAS 156	ART AND CULTURE OF ASIA
FAS 171	PRE-RENAISSANCE ART HISTORY
FAS 172	RENAISSANCE TO MODERN ART HISTORY
FAS 173	TWENTIETH CENTURY ART HISTORY
GEO 125	WORLD GEOGRAPHY
HIS 225	COMPARATIVE RELIGIONS
HIS 238	HISTORY OF THE HOLOCAUST
HON 298C	17TH CENTURY: EMERGENCE OF MODERN WORLD
MUS 105	MUSIC HISTORY I
MUS 175	MUSIC HISTORY II
PHL 105	WORLD SECURITY AND SUSTAINABILITY
SPA	SPANISH
THR 111	HISTORY OF THEATRE I
THR 112	HISTORY OF THEATRE II

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

#### FIRST SEMESTER 16 CREDITS

	FOREIGN LANGUAGE (SEE FOOTNOTE 2) ..... 4
ANT 101	CULTURAL ANTHROPOLOGY ..... 3
COM	COMMUNICATION (SEE FOOTNOTE 1) ..... 3
ENG	ENGLISH COMPOSITION/WRITING ..... 3
HIS 113	WESTERN CIVILIZATION TO 1500 ..... 3

#### SECOND SEMESTER 16 CREDITS

	FOREIGN LANGUAGE (SEE FOOTNOTE 2) ..... 4
ENG	ENGLISH COMPOSITION/WRITING ..... 3
GEO	GEOGRAPHY ..... 3
HIS 114	WESTERN CIVILIZATION SINCE 1500 ..... 3
MAT	MATHEMATICS (SEE FOOTNOTE 3) ..... 3

#### THIRD SEMESTER 16 CREDITS

ECO 150	WORLD ECONOMY OR
ECO 212	PRINCIPLES OF MACROECONOMICS ..... 3
ENG	LITERATURE (SEE FOOTNOTE 5) ..... 3
	FREE ELECTIVE ..... 3
	INTERNATIONAL ELECTIVE * ..... 3
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 4) ... 4

#### FOURTH SEMESTER 14 CREDITS

	FREE ELECTIVES ..... 3
	INTERNATIONAL ELECTIVE * ..... 3
ENG	LITERATURE (SEE FOOTNOTE 5) ..... 3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 4) ..... 1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 4) ... 4

### FOOTNOTES:

1. COM 104, Intro to Interpersonal Communications, recommended.
2. Candidates for the International Studies Concentration must

attain first-year college proficiency in a foreign language. Most students achieve this with one year of study at BCC earning eight credits. However, students with sufficient background may meet all or part of the requirement through the CLEP examination and then complete more elective credits to meet the required 62-credit total for this degree.

3. MAT 123, Elementary Statistics, recommended.
4. The Natural or Physical Science requirement must be fulfilled by two 4-credit laboratory science courses. Completion of an environmentally focused laboratory science, such as BIO 109, BIO 110, ENV 101, ENV 102, fulfills both the Natural or Physical Science and the Environmental Studies requirements. BIO 109, BIO 110, ENV 101, ENV 102, and GEY 101 are recommended.
5. One ENG literature course must be chosen from ENG 204, ENG 221, ENG 222, or ENG 297 with an international focus.

# LIBERAL ARTS

## LIBERAL ARTS A.A. DEGREE

**Program Advisor:** William Corby, 413-236-4552

The Liberal Arts program closely parallels freshmen and sophomores studies at colleges offering liberal arts baccalaureate degrees. Graduates of this program regularly transfer with junior status and have gone to some of the most prestigious colleges in the country.

This program is suited to students who are not yet certain of their future majors, as it allows them to make academic and career decisions after taking a wide sampling of courses. The program's flexibility also permits students who have already chosen a transfer college to select courses which fit the transfer requirements of their future institutions.

Through BCC's system of academic advising, "pre-majors," such as education, history and psychology, may be pursued by careful course selection.

Related majors at the baccalaureate level: anthropology, area studies, behavioral and social sciences, communications, economics, education, English, foreign languages, general studies, liberal arts, geography, geology, history, linguistics, mathematics, media, music, nursing, peace studies, philosophy, physical education, physics, psychology, radio and television, science, and theatre arts.

This is a MassTransfer eligible program (see page 28).

### EXPECTED OUTCOMES

Graduates of the program should be able to:

- demonstrate competency as measured by the BCC general education core competencies.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 62 program and general education credits, plus the additional requirements, shown in the next column:

PROGRAM		26 CREDITS
ENG	LITERATURE .....	6
	FREE ELECTIVES .....	20
GENERAL EDUCATION		36 CREDITS
COM	COMMUNICATION .....	3
ENG	ENGLISH COMPOSITION/Writing .....	6
HIS 113	WESTERN CIVILIZATION TO 1500 .....	3
HIS 114	WESTERN CIVILIZATION SINCE 1500 .....	3
MAT	MATHEMATICS .....	3
	BEHAVIORAL AND SOCIAL SCIENCE .....	6
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 1) .....	1
	HUMANITIES AND FINE ARTS .....	3
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 1) ...	8

ADDITIONAL	AS SHOWN
CORE COMPETENCIES PORTFOLIO .....	6 ITEMS
FORUM .....	12 UNITS
HEALTH/FITNESS .....	30 HOURS
MINIMUM CUMULATIVE AVERAGE .....	2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

FIRST SEMESTER		16 CREDITS
	FREE ELECTIVE .....	3
ENG	ENGLISH COMPOSITION/Writing .....	3
HIS 113	WESTERN CIVILIZATION TO 1500 .....	3
MAT	MATHEMATICS .....	3
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 1) ...	4

SECOND SEMESTER		16 CREDITS
	FREE ELECTIVES .....	5
ENG	ENGLISH COMPOSITION/Writing .....	3
HIS 114	WESTERN CIVILIZATION SINCE 1500 .....	3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 1) .....	1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 1) ...	4

THIRD SEMESTER		15 CREDITS
ENG	LITERATURE .....	3
	FREE ELECTIVE .....	3
COM	COMMUNICATION .....	3
	BEHAVIORAL AND SOCIAL SCIENCE .....	3
	HUMANITIES AND FINE ARTS .....	3

FOURTH SEMESTER		15 CREDITS
ENG	LITERATURE .....	3
	FREE ELECTIVES .....	9
	BEHAVIORAL AND SOCIAL SCIENCE .....	3

### FOOTNOTES:

1. The Natural or Physical Science requirement must be fulfilled by two 4-credit laboratory science courses. Students who complete an environmentally focused laboratory science, such as BIO 109, BIO 110, ENV 101, ENV 102, have fulfilled both the Natural or Physical Science and the Environmental Studies requirements.

# MCCANN/BCC OPTIONS

## HEALTH SCIENCE • A.S. DEGREE DENTAL ASSISTING OPTION

*Dental Assisting Studies (AHS 172) Offered Only  
at McCann Technical School*

**Program Advisor:** Anne Fortune, 413-236-4555

Dental assistants perform a wide variety of tasks requiring both interpersonal and technical skills. Under the supervision of a dentist, the dental assistant prepares all instruments, materials and equipment used in dental procedures, takes dental radiographs (x-rays), assists the dentist in all procedures, provides oral care instruction to patients, and performs office administration tasks. Most dental assistants work in private general dental practices or dental specialty offices. Employment opportunities also exist in insurance companies and public health or hospital-based clinics.

The McCann dental assistant program, in existence since 1962, has been fully accredited by the Commission on Dental Accreditation since 1972. Graduates are eligible to take the Dental Assisting National Board (DANB) certification examination. Those who pass this examination may use the designation of Certified Dental Assistant (CDA).

Students already enrolled in the McCann program may begin taking BCC courses concurrent with their dental assisting coursework and then continue as full- or part-time students to complete required BCC courses for the associate degree. Other students may wish to pursue some or all of the associate degree requirements at BCC before applying to McCann for the dental assistant program. Previous graduates of the McCann program are encouraged to contact BCC for specific advising regarding the courses necessary to qualify for the associate degree.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 64 program and general education credits, plus the additional requirements, shown in the next column.

PROGRAM	43 CREDITS
AHS 172	DENTAL ASSISTING STUDIES (SEE FOOTNOTE 1) . . . . . 32
AHS 150	INTRODUCTION TO NUTRITION . . . . . 3
BIO 150	INTRODUCTION TO THE HUMAN BODY . . . . . 4
CIS 102	FUNDAMENTAL COMPUTER LITERACY . . . . . 4
<b>GENERAL EDUCATION</b> <span style="float: right;"><b>21 CREDITS</b></span>	
CHM 150	ESSENTIALS OF CHEMISTRY . . . . . 3
COM	COMMUNICATION . . . . . 3
ENG	ENGLISH COMPOSITION/WRITING . . . . . 6
MAT 136	MATHEMATICS FOR THE HEALTH SCIENCES . . . . . 3
PSY 107	INTRODUCTION TO PSYCHOLOGY . . . . . 3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 2) . . . . . 3

### ADDITIONAL

### AS SHOWN

CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
FORUM . . . . .	12 UNITS
HEALTH/FITNESS (SEE FOOTNOTE 3) . . . . .	30 HOURS
MINIMUM CUMULATIVE AVERAGE . . . . .	2.000
CURRENT DANB CERTIFICATION OR CERTIFICATION ELIGIBILITY	

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The actual time needed to complete the program will vary according to each student's individual needs.

AHS 172	DENTAL ASSISTING STUDIES (SEE FOOTNOTE 1)
BIO 150	INTRODUCTION TO THE HUMAN BODY
AHS 150	INTRODUCTION TO NUTRITION
ENG 101	COMPOSITION I
ENG 102	COMPOSITION II
CHM 150	ESSENTIALS OF CHEMISTRY
CIS 102	FUNDAMENTAL COMPUTER LITERACY
MAT 136	MATHEMATICS FOR HEALTH SCIENCE
PSY 107	INTRODUCTION TO PSYCHOLOGY
COM	COMMUNICATION
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 2)

### FOOTNOTES:

1. Dental Assisting Studies are only offered at McCann Technical School in North Adams.
2. General Education Elective chosen from History or Humanities and Fine Arts.
3. Fulfilled by successful completion of AHS 172.



## HEALTH SCIENCE • A.S. DEGREE MEDICAL ASSISTING OPTION

*Medical Assisting Studies (AHS 170) Offered Only  
at McCann Technical School*

**Program Advisor:** Anne Fortune, 413-236-4555

Medical assistants work in a physician's office or healthcare facility performing both business administrative and clinical medical office skills. Business aspects include correspondence, medical records management, insurance billing, appointment scheduling, and medical transcription. Clinical aspects include preparing the patient for, and assisting with, physical examinations and treatment, assessment of vital signs, patient education, preparation and administration of medications, and routine laboratory procedures including drawing blood, and performing electrocardiography.

The McCann medical assisting program, established in 1962, is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates are eligible to take the national certification examination given by the American Association of Medical Assistants (AAMA). Those who pass the examination may use the designation of Certified Medical Assistant (CMA).

Students already enrolled in the McCann program may begin taking BCC courses concurrent with their medical assisting coursework and then continue either as full- or part-time students to complete required BCC courses for the associate degree. Other students may wish to pursue some or all of the associate degree requirements at BCC before applying to McCann for the medical assisting program. Previous graduates of the McCann program are encouraged to contact BCC for specific advising regarding the courses necessary to qualify for the associate degree.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 64 program and general education credits, plus the additional requirements, shown below and in the next column.

<b>PROGRAM</b>		<b>43 CREDITS</b>
AHS 170	MEDICAL ASSISTING STUDIES (SEE FOOTNOTE 1) . . . .	32
BIO 150	INTRODUCTION TO THE HUMAN BODY . . . . .	4
BIO 207	MICROBIOLOGY . . . . .	4
PSY 204	HUMAN GROWTH AND DEVELOPMENT . . . . .	3
<b>GENERAL EDUCATION</b>		<b>21 CREDITS</b>
CHM 150	ESSENTIALS OF CHEMISTRY . . . . .	3
COM	COMMUNICATION . . . . .	3
ENG	ENGLISH COMPOSITION/WRITING . . . . .	6
MAT 136	MATHEMATICS FOR THE HEALTH SCIENCES . . . . .	3
PSY 107	INTRODUCTION TO PSYCHOLOGY . . . . .	3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 2) . . . .	3
<b>ADDITIONAL</b>		<b>AS SHOWN</b>
	CORE COMPETENCIES PORTFOLIO . . . . .	6 ITEMS
	FORUM . . . . .	12 UNITS
	HEALTH/FITNESS (SEE FOOTNOTE 3) . . . . .	30 HOURS
	MINIMUM CUMULATIVE AVERAGE . . . . .	2.000
	CURRENT AAMA CERTIFICATION OR CERTIFICATION ELIGIBILITY	

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The actual time needed to complete the program will vary according to each student's individual needs.

AHS 170	MEDICAL ASSISTING STUDIES (SEE FOOTNOTE 1)
BIO 150	INTRODUCTION TO THE HUMAN BODY
PSY 204	HUMAN GROWTH AND DEVELOPMENT
ENG 101	COMPOSITION I
ENG 102	COMPOSITION II
CHM 150	ESSENTIALS OF CHEMISTRY
MAT 136	MATHEMATICS FOR HEALTH SCIENCE
PSY 107	INTRODUCTION TO PSYCHOLOGY
BIO 207	MICROBIOLOGY
COM	COMMUNICATION
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 2)

### FOOTNOTES:

1. Medical Assisting Studies are only offered at McCann Technical School in North Adams.
2. General Education Elective chosen from History or Humanities and Fine Arts.
3. Fulfilled by successful completion of AHS 170.



## HEALTH SCIENCE • A.S. DEGREE SURGICAL TECHNOLOGY OPTION

*Surgical Technology Studies (AHS 171) Offered Only  
at McCann Technical School*

**Program Advisor:** Anne Fortune, 413-236-4555

Surgical technologists work in the sterile environment with surgeons, anesthesia personnel, and nurses in delivering surgical patient care. Scrub surgical technologists prepare the surgical environment by selecting and assembling sterile supplies and equipment, preparing and maintaining the sterile field throughout surgery, and anticipating the needs of the surgical team by passing instruments and sterile items in an efficient manner. Surgical technologists are employed in hospital-based operating room settings, outpatient surgical centers, maternity units, emergency rooms, central sterile reprocessing units, and in the medical sales field.

The McCann surgical technology program, established in 1963, is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates are eligible to take the national certification in surgical technology. In 1990 the Association of Surgical Technologists, Inc., declared the associate degree to be the preferred educational model for entry level practice.

Students enrolled in the McCann program may begin to take BCC courses concurrent with their surgical technology coursework and then continue as full- or part-time students to complete required BCC courses for the associate degree. Other students may wish to pursue some or all of the associate degree requirements at BCC before applying to McCann for the surgical technology program. Previous graduates of the McCann program are encouraged to contact BCC for specific advising regarding the courses necessary to qualify for the associate degree.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 64 program and general education credits, plus the additional requirements, shown below and in the next column.

PROGRAM	43 CREDITS
AHS 171	SURGICAL TECHNOLOGY STUDIES (SEE FOOTNOTE 1) .. 32
AHS 121	ESSENTIALS OF PHARMACOLOGY ..... 3
BIO 150	INTRODUCTION TO THE HUMAN BODY ..... 4
BIO 207	MICROBIOLOGY ..... 4
<b>GENERAL EDUCATION</b> <span style="float: right;"><b>21 CREDITS</b></span>	
CHM 150	ESSENTIALS OF CHEMISTRY ..... 3
COM	COMMUNICATION ..... 3
ENG	ENGLISH COMPOSITION/WRITING ..... 6
MAT 136	MATHEMATICS FOR THE HEALTH SCIENCES ..... 3
PSY 107	INTRODUCTION TO PSYCHOLOGY ..... 3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 2) ... 3
<b>ADDITIONAL</b> <span style="float: right;"><b>AS SHOWN</b></span>	
CORE COMPETENCIES PORTFOLIO .....	6 ITEMS
FORUM .....	12 UNITS
HEALTH/FITNESS (SEE FOOTNOTE 3) .....	30 HOURS
MINIMUM CUMULATIVE AVERAGE .....	2.000
CURRENT LCC-ST CERTIFICATION OR CERTIFICATION ELIGIBILITY	

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The actual time needed to complete the program will vary according to each student's individual needs.

AHS 171	SURGICAL TECHNOLOGY STUDIES (SEE FOOTNOTE 1)
BIO 150	INTRODUCTION TO THE HUMAN BODY
ENG 101	COMPOSITION I
ENG 102	COMPOSITION II
CHM 150	ESSENTIALS OF CHEMISTRY
MAT 136	MATHEMATICS FOR HEALTH SCIENCE
AHS 121	ESSENTIALS OF PHARMACOLOGY
PSY 107	INTRODUCTION TO PSYCHOLOGY
BIO 207	MICROBIOLOGY
COM	COMMUNICATION
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 2)

### FOOTNOTES:

1. Surgical Technology Studies are only offered at McCann Technical School in North Adams.
2. General Education Elective chosen from History or Humanities and Fine Arts.
3. Fulfilled by successful completion of AHS 170.



# NURSING

## PRACTICAL NURSE CERTIFICATE

APPROVED by the MASSACHUSETTS BOARD OF  
REGISTRATION IN NURSING

Program Advisor: Ann Tierney, RN, 413-236-4716

Social, technological, and economic changes in today's society make nursing one of the most dynamic areas of health care. There are job opportunities for practical nurses in Berkshire County and throughout the country. The primary employment setting for graduates of the Practical Nurse Certificate Program is in nursing homes. Upon graduation, students are eligible to take the National Council Licensing Examination (NCLEX-PN) to become a licensed practical nurse (LPN).

### ADMISSION REQUIREMENTS

Potential students who have met all admission requirements are accepted into the program on a space available basis. Applicants who do not initially meet the admission requirements may take courses to become eligible by enrolling in BCC's Liberal Arts program in Pre-LPN.

The sequence of nursing courses begins in the fall semester and continues through the end of June. Specific admission requirements include:

- documentation of high school graduation or GED;
- completion of MAT 028B, if applicable;
- completion of BIO 150, or BIO 201 and BIO 202, with a C or better within the last seven years. BIO 201 and 202 may be taken in lieu of BIO 150 to facilitate mobility into the Associate Degree in Nursing (ADN) program;
- completion of ENG 101 with a C or better;
- completion of PSY 107 with a C or better (SEE FOOTNOTE 1).

All students entering the Practical Nurse program must be immunized (or be in process) by March 1 prior to the academic year for which they are seeking admission.

### GRADUATION REQUIREMENTS

To earn a certificate in this program, a student must complete all program credits shown below and the additional requirements shown in the next column.

PROGRAM	48 CREDITS
• PREREQUISITE COURSES (SEE FOOTNOTE 1)	
BIO 150 INTRO TO HUMAN BODY .....	.4
PSY 107 INTRO TO PSYCHOLOGY .....	.3
ENG 101 COMPOSITION 1 .....	.3
• PRACTICAL NURSE COURSES	
LPN 142 HEALTH MAINTENANCE OF THE ADULT AND AGING (SEE FOOTNOTE 2) .....	15
LPN 145 GERONTOLOGY PRACTICUM .....	2
LPN 152 HEALTH ALTERATIONS OF THE ADULT AND AGING (SEE FOOTNOTE 2) .....	15
LPN 162 HEALTH CARE OF THE FAMILY .....	6

ADDITIONAL AS SHOWN

DEMONSTRATED COLLEGE-LEVEL SKILLS IN READING AND  
WRITING (SEE FOOTNOTE 1)  
MINIMUM CUMULATIVE AVERAGE OVERALL ..... 2.000  
MINIMUM CUMULATIVE AVERAGE IN PROGRAM ..... 2.000

### BLOCK FOR PRACTICAL NURSE COURSE COMPLETION

<b>FIRST SEMESTER</b>		<b>15 CREDITS</b>
LPN 142	HEALTH MAINTENANCE OF THE ADULT AND AGING (SEE FOOTNOTE 2) .....	15
<b>WINTER SESSION</b>		<b>2 CREDITS</b>
LPN 145	GERONTOLOGY PRACTICUM .....	2
<b>SECOND SEMESTER</b>		<b>15 CREDITS</b>
LPN 152	HEALTH ALTERATIONS OF THE ADULT AND AGING (SEE FOOTNOTE 2) .....	15
<b>SUMMER SESSION</b>		<b>6 CREDITS</b>
LPN 162	HEALTH CARE OF THE FAMILY .....	6

### FOOTNOTES:

1. BIO 150 or BIO 201 and BIO 202; PSY 107; and ENG 101 must be completed before admission to the program.
2. LPN 142 and LPN 152 incorporate a required Service Learning component each semester.

NOTE: All nursing faculty hold, as a minimum, professional Registered Nurse licensure in Massachusetts.

NOTE: Students must achieve a numerical grade of 75 or better in LPN designated courses and a grade of C or better in BIO, ENG and PSY courses.

NOTE: If an applicant has ever been convicted by a court of law, or is convicted during his or her tenure in the program, s/he should be aware that s/he may be denied the right by the Massachusetts Board of Registration in Nursing to sit for the National Council Licensing Examination (NCLEX-PN).

NOTE: Any prior criminal offense could hinder placement in clinical agencies. See Criminal Offender Record Information Checks on page 10 for details.

NOTE: Lecture and laboratory sessions are held on both the main campus in Pittsfield and the South County Center in Great Barrington. Clinical experiences may be held at any facility in Berkshire County and may be a day, evening or weekend clinical.

NOTE: Students who previously failed more than one nursing course, LPN or RN, from any school/program, will not be admitted to the BCC Practical Nursing Program.

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## NURSING A.S. DEGREE

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ACCREDITED by the NATIONAL LEAGUE  
FOR NURSING ACCREDITING COMMISSION  
and APPROVED by the MASSACHUSETTS BOARD  
OF REGISTRATION IN NURSING

**Program Advisor:** Elizabeth A. Kassel, RN, MSN, 413-236-4638

Nursing combines science and the art of working with people. Nurses are integrally involved in the lives of their clients' helping them to maximize their health and cope with illness. Nurses perform multiple roles in the care of their clients. Not only do they provide hands-on care, they also act as educators, counselors, coordinators and conciliators.

Using scientific knowledge and technical skills, nurses continually assess the physical, emotional, and social status of their clients. Nurses work with clients and their families to devise plans of care for each situation. As they continually monitor clients' progress, they make important decisions about appropriate methods to deal with problems.

Nursing offers diversity in roles and settings, a wide range of career paths and employment opportunities, and competitive salaries. People are attracted to nursing by the focus on caring, flexibility of working schedules, and challenges to excel within the profession. RNs are employed in hospitals, nursing homes, home care, clinics, health centers, physicians' offices, and the military.

BCC's nursing program is a sequence of lecture, laboratory, and clinical courses. Graduates are eligible to take the licensing examination to become registered nurses (RNs).

The program is approved by the Massachusetts Board of Registration in Nursing and accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, New York. Telephone: 1-212-363-5555, ext. 153.

### ADMISSION REQUIREMENTS

Students who have met all admission requirements are accepted after review of all applicants received by the admission committee prior to March 1st. Applicants after March 1st will be considered for the following academic year. Decisions are determined in April for the fall semester and students are notified of acceptance by mail.

The student's overall GPA, success in science courses, number of repeats or failures in required courses on transcript, evidence of community service, and the completion of additional college degrees are considered in the admission decision.

Specific admission requirements include:

- reading and writing competency at a college level as shown by completion of a college English composition class (ENG 101) or through the Learning Skills Assessment;
- completion of MAT 102 or MAT 136 or MAT 102C (Math 800 series) with a grade of C (73) or better;
- completion of college chemistry (CHM 150) with a grade of C (73) or better; or one year of college prep chemistry with a grade of C (73) or better within the past seven years;

d. graduation from a high school college preparatory program within the last two years with a B (80%) average, or ranked in the upper third of the graduating class; and complete with a C or better in high school biology or anatomy and physiology.

OR

completion, with a C (73) or better, of a minimum of 10 credits of college-level ADN support courses including Anatomy and Physiology (BIO 201) completed within the past seven years.

e. Students with two nursing course failures (elsewhere, at BCC, or in combination) will not be admitted into the program.

Students entering the Associate Degree Nursing program must be immunized for Hepatitis B (or be in the process) by March 1st prior to the academic year for which they are seeking admission.

Students must have a grade of C (73) or better in all required science and co-requisites for the associate degree in nursing (ENG 101, ENG 102, PSY 107, PSY 204, BIO 201, BIO 202, BIO 207, SOC 105, COM course, and a general education course). All sciences must be completed within seven years of entry into the program (BIO 201, 202 and 207).

### CAREER MOBILITY: LPN TO ADN

Licensed Practical Nurses (LPN's) who apply to BCC's Associate Degree in Nursing program may challenge the first two nursing courses (NUR 101 and NUR 102) through a standardized theoretical test and a clinical laboratory stimulation. Applicants who pass the challenge examinations will receive 17 credits for NUR 101 and NUR 102 upon admission.

In addition to meeting all other nursing admission standards, applicants must have licensure as a practical nurse in the state of Massachusetts through successful completion of the National Certification Licensing Exam (NCLEX) prior to admission.

Students must enroll in NUR 201 within three years of taking the challenge exam. Enrollment into NUR 201 is on a space available basis and requires the completion of a "bridge" course during the summer prior to admission.

### EXPECTED OUTCOMES

Graduates of this program should be able to:

- integrate knowledge of human adaptation from the humanities and the bio-psycho-social sciences in the provision of safe, culturally-sensitive nursing care;
- apply critical thinking skills, utilizing the nursing process to provide therapeutic nursing interventions to clients with unique human needs, throughout the life span focusing on health promotion, wellness, and maintenance;
- communicate effectively and/or therapeutically with clients, families, and/or significant other(s) and colleagues incorporating state of the art technologies;
- independently manage small groups of clients in a variety of health care settings through prioritizing, collaborating, and delegating;
- demonstrate proficiency in the performance of entry level psychomotor skills based on scientific rationale and accepted nursing standards;

- independently practice within an ethical/legal framework;
- practice a philosophy of nursing which reflects accountability, advocacy, and commitment to life-long learning.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 69 program and general education credits, plus the additional requirements, shown below.

#### PROGRAM 50 CREDITS

BIO 201	ANATOMY AND PHYSIOLOGY I	4
BIO 202	ANATOMY AND PHYSIOLOGY II	4
NUR 101	PHYSICAL AND MENTAL HEALTH I (SEE FOOTNOTE 1)	9
NUR 102	PHYSICAL AND MENTAL HEALTH II	8
NUR 201	PHYSICAL AND MENTAL HEALTH III (SEE FOOTNOTE 7)	9
NUR 202	PHYSICAL AND MENTAL HEALTH IV	9
NUR 206	NURSING IN TRANSITION	1
PSY 107	INTRODUCTORY PSYCHOLOGY	3
PSY 204	HUMAN GROWTH AND DEVELOPMENT	3

#### GENERAL EDUCATION 19 CREDITS

BIO 207	MICROBIOLOGY	4
COM	COMMUNICATION (SEE FOOTNOTE 2)	3
ENG	ENGLISH COMPOSITION/WRITING (SEE FOOTNOTE 3)	6
MAT	MATHEMATICS (SEE FOOTNOTE 4)	
SOC 105	INTRODUCTORY SOCIOLOGY	3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 5)	3

#### ADDITIONAL AS SHOWN\*

CORE COMPETENCIES PORTFOLIO	6 ITEMS
FORUM	12 UNITS
HEALTH/FITNESS (SEE FOOTNOTE 6)	30 HOURS
MINIMUM CUMULATIVE AVERAGE	2.000
MINIMUM NUMERIC GRADE IN EACH NUR COURSE	75
MINIMUM NUMERIC GRADE IN ALL OTHER COURSES	73
SERVICE LEARNING	CONCURRENT WITH EACH NUR COURSE

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

#### FIRST SEMESTER 19 CREDITS

BIO 201	ANATOMY AND PHYSIOLOGY I	4
NUR 101	PHYSICAL AND MENTAL HEALTH I (SEE FOOTNOTE 1)	9
PSY 107	INTRODUCTORY PSYCHOLOGY	3
ENG	ENGLISH COMPOSITION/WRITING (SEE FOOTNOTE 3)	3

#### SECOND SEMESTER 19 CREDITS

BIO 202	ANATOMY AND PHYSIOLOGY II	4
BIO 207	MICROBIOLOGY	4
NUR 102	PHYSICAL AND MENTAL HEALTH II	8
PSY 204	HUMAN GROWTH AND DEVELOPMENT	3

#### SUMMER SESSION

EXL 225	PRECEPTOR PROGRAM (OPTIONAL)	1-3
NUR 106	BRIDGE COURSE - LPN TO RN (FOR LPNS ONLY) (SEE FOOTNOTE 7)	2

#### THIRD SEMESTER 15-16 CREDITS

NUR 201	PHYSICAL AND MENTAL HEALTH III	9
COM	COMMUNICATION (SEE FOOTNOTE 2)	3
SOC 105	INTRODUCTORY SOCIOLOGY	3

#### FOURTH SEMESTER 16 CREDITS

NUR 202	PHYSICAL AND MENTAL HEALTH IV	9
NUR 206	NURSING IN TRANSITION	1
ENG	ENGLISH COMPOSITION/WRITING (SEE FOOTNOTE 3)	3
	GENERAL EDUCATION ELECTIVE (SEE FOOTNOTE 5)	3

#### FOOTNOTES:

1. All incoming students are required to have completed CPR certification for Health Care providers through the American Heart Association prior to their first clinical experience and maintain certification through their Nursing program enrollment.
2. COM chosen from COM 104, COM 105, COM 106, or COM 107.
3. English Composition/Writing chosen from ENG 101, ENG 102, ENG 103, or ENG 104.
4. Mathematics: Students must demonstrate competency at a level of MAT 102 or MAT 102C or MAT 136 or higher level prior to matriculation in the Nursing Program.
5. General Education Elective chosen from History or Humanities and Fine Arts. If a student wishes to take a course that is not listed, s/he must first consult with the nursing program advisor.
6. Fulfilled by successful completion of NUR 101.
7. NUR 106, Bridge Course - LPN to RN, is a prerequisite for NUR 201 for all LPN Mobility students.

NOTE: All nursing faculty hold, as a minimum, professional Registered Nurse licensure in Massachusetts.

NOTE: All students are required to have an e-mail address to access course materials from the nursing department Web site. If necessary, students will be assisted in obtaining an e-mail address in the computer lab. On-campus computers are available for student use.

NOTE: In the event that an applicant has ever been convicted by a court of law, or is convicted during his or her tenure in the Nursing program, s/he should be aware that s/he may be denied the right by the Massachusetts Board of Registration in Nursing to sit for the National Council Licensing Examination (NCLEX-RN) which leads to RN licensure upon graduation.

NOTE: Any prior criminal offense could hinder placement in clinical agencies. See Criminal Offender Record Information Checks on page 10 for details.

# NURSING B.S. DEGREE

ACCREDITED BY  
THE NATIONAL LEAGUE FOR NURSING

**Program Advisor:** Ann Tierney, RN, 413-236-4716

A Bachelor of Science degree with a major in nursing, *awarded by the University of Massachusetts*, designed for working registered nurses with a diploma or an associate degree, is offered in collaboration with Berkshire Community College. This program is in response to the demand for more nurses with advanced levels of education to meet the needs of today's health care delivery system.

Prerequisite course work for the program may be scheduled over a number of semesters depending on individual student needs. General education and nursing foundation courses must be completed before admission to the nursing major. Many courses taken at BCC will transfer to UMass/Amherst. CLEP and other challenge examinations may be accepted for credit in some areas. Course work completed at colleges or universities other than Berkshire Community College will be reviewed for transfer to the University.

The UMass/Amherst program of study, taught by University faculty, is a learner-centered program combining Internet/Web-based instruction and clinical practice to meet the needs of registered nurses with other life responsibilities.

## GRADUATION REQUIREMENTS

A minimum of 120 credits are required to complete the program.

### BCC GENERAL EDUCATION AND NURSING FOUNDATION COURSES 63 CREDITS

AHS	NUTRITION	3
BIO	ANATOMY AND PHYSIOLOGY	8
BIO	MICROBIOLOGY	4
ENG	ENGLISH COMPOSITION	3
ENG	LITERATURE	3
HIS	HISTORY	3
MAT	STATISTICS	3
PSY	INTRODUCTORY PSYCHOLOGY	3
PSY	GROWTH AND DEVELOPMENT/LIFE SPAN	3
PSY	ABNORMAL PSYCHOLOGY	3
SOC	INTRODUCTORY SOCIOLOGY (SEE FOOTNOTE 1)	3
	ARTS OR HUMANITIES	3
	SOCIAL SCIENCES	3
	PHYSICAL SCIENCE	3
	ELECTIVES	15

### UMASS/AMHERST COURSES 57 CREDITS

	TRANSFERRED CLINICAL NURSING COURSES	12
NLN	ACE II EXAMINATION	18
N312	CULTURAL DIVERSITY IN HEALTH AND ILLNESS	3
N315	HEALTH AND PHYSICAL ASSESSMENT OF INDIVIDUALS AND FAMILIES	3
N397A	WRITING IN NURSING	3
N415	COMMUNITY FOCUS IN NURSING	3
N420	INTRODUCTION TO RESEARCH IN NURSING	3
N438	PROFESSIONAL ROLE	3
N418	NURSE PROCESS: FAMILIES	3

N440	VULNERABLE AND UNDERSERVED POPULATIONS	3
N498R	PRACTICUM: FAMILIES	1
N498S	PRACTICUM: SPECIAL POPULATIONS	2

## COMPLETION OPTIONS

Students may complete this program on a full- or part-time basis as follows:

### FULL-TIME OPTION:

#### SUMMER 9 CREDITS

N312	CULTURAL DIVERSITY IN HEALTH AND ILLNESS	3
N397A	WRITING IN NURSING	3
N415	COMMUNITY FOCUS IN NURSING	3

#### FALL 8 CREDITS

N420	INTRODUCTION TO RESEARCH IN NURSING	3
N440	VULNERABLE AND UNDERSERVED POPULATIONS	3
N498S	PRACTICUM: SPECIAL POPULATIONS	2

#### SPRING 10 CREDITS

N315	HEALTH AND PHYSICAL ASSESSMENT OF INDIVIDUALS AND FAMILIES	3
N438	PROFESSIONAL ROLE	3
N418	NURSE PROCESS: FAMILIES	3
N498R	PRACTICUM: FAMILIES	1

### PART-TIME OPTION:

#### SUMMER I 6 CREDITS

N397A	WRITING IN NURSING	3
N415	COMMUNITY FOCUS IN NURSING	3

#### FALL I 5 CREDITS

N440	VULNERABLE AND UNDERSERVED POPULATIONS	3
N498S	PRACTICUM: SPECIAL POPULATIONS	2

#### SPRING I 4 CREDITS

N490N	NURSE PROCESS: FAMILIES	3
N498R	PRACTICUM: FAMILIES	1

#### SUMMER II 3 CREDITS

N312	CULTURAL DIVERSITY IN HEALTH AND ILLNESS	3
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#### FALL II 3 CREDITS

N420	INTRODUCTION TO RESEARCH IN NURSING	3
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#### SPRING II 6 CREDITS

N315	HEALTH AND PHYSICAL ASSESSMENT OF INDIVIDUALS AND FAMILIES	3
N438	PROFESSIONAL ROLE	3

## FOOTNOTES:

1. Satisfies a U.S. cultural diversity requirement; a second world/global diversity course is also required.

# PEACE & WORLD ORDER

## LIBERAL ARTS • PEACE AND WORLD ORDER CONCENTRATION A.A. DEGREE

**Program Advisor:** Thomas Curley, 413-236-2103.

The Peace and World Order Studies concentration seeks to provide students with a broad understanding of many global problems, suggested paths to solutions, and approaches to careers and further study in related areas.

As a new and rapidly expanding area of concentration, Peace and World Order Studies cuts across many traditional academic lines. It is a discipline which is defined as much by the problems it addresses as by the method it applies.

Students who complete this concentration are eligible for application for transfer to a large variety of Peace and World Order Studies programs at colleges and universities throughout the United States and other countries. Some of these programs are very broad in their approach.

Others are more specific, specializing, for example, in conflict resolution or world order issues. Still other schools require a double major, so that their graduates are prepared to pursue a traditional career with the benefit of many peacemaking skills.

This is a MassTransfer eligible program (see page 28).

### EXPECTED OUTCOMES

Graduates of the program should be able to:

- critically reflect on lessons learned from historical and contemporary political, economic, social, and environmental decisions and outcomes; and, as a result, exercise problem-solving skills founded on a commitment to active non-violence and sustainable solutions.
- critically analyze, synthesize, and link theory and practice in regards to key concepts in this field (war, violence, peace, justice, human rights, exploitation, oppression, environmental issues, and security).
- exhibit commitment and self-assurance in promoting a global culture of peace, to include active personal and structural solutions that embody the principles of non-violence and relationship-building.

### GRADUATION REQUIREMENTS

To earn a degree in this program, a student must complete the 62 program and general education credits, plus the additional requirements, shown below.

PROGRAM	26 CREDITS
ENG 204	LITERATURE OF PEACE AND WAR . . . . . 3
PHL 105	WORLD SECURITY AND SUSTAINABILITY . . . . . 3

PHL 111	ALTERNATIVES TO VIOLENCE . . . . . 3
PHL 270	INDEPENDENT STUDY IN PEACE AND WORLD ORDER . . . . . 3
	FREE ELECTIVES . . . . . 14

### GENERAL EDUCATION 36 CREDITS

COM	COMMUNICATION . . . . . 3
ENG	ENGLISH COMPOSITION/Writing . . . . . 6
ENG	LITERATURE . . . . . 3
HIS 113	WESTERN CIVILIZATION TO 1500 . . . . . 3
HIS 114	WESTERN CIVILIZATION SINCE 1500 . . . . . 3
MAT	MATHEMATICS . . . . . 3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 6
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 1) . . . . . 1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 1) . . . . . 8

### ADDITIONAL AS SHOWN

CORE COMPETENCIES PORTFOLIO . . . . . 6 ITEMS
FORUM . . . . . 12 UNITS
HEALTH/FITNESS . . . . . 30 HOURS
MINIMUM CUMULATIVE AVERAGE . . . . . 2.000

### SUGGESTED BLOCK FOR PROGRAM COMPLETION

The following is a suggestion for completing this program in two years. The actual time needed to complete the program will vary according to each student's individual needs.

#### FIRST SEMESTER 16 CREDITS

PHL 105	WORLD SECURITY AND SUSTAINABILITY . . . . . 3
ENG	ENGLISH COMPOSITION/Writing . . . . . 3
HIS 113	WESTERN CIVILIZATION TO 1500 . . . . . 3
MAT	MATHEMATICS . . . . . 3
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 1) . . . . . 4

#### SECOND SEMESTER 16 CREDITS

PHL 111	ALTERNATIVES TO VIOLENCE . . . . . 3
	FREE ELECTIVE . . . . . 2
ENG	ENGLISH COMPOSITION/Writing . . . . . 3
HIS 114	WESTERN CIVILIZATION SINCE 1500 . . . . . 3
	ENVIRONMENTAL STUDIES (SEE FOOTNOTE 1) . . . . . 1
	NATURAL OR PHYSICAL SCIENCE (SEE FOOTNOTE 1) . . . . . 4

#### THIRD SEMESTER 15 CREDITS

ENG 204	LITERATURE OF PEACE AND WAR . . . . . 3
	FREE ELECTIVES . . . . . 6
COM	COMMUNICATION . . . . . 3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 3

#### FOURTH SEMESTER 15 CREDITS

PHL 270	INDEPENDENT STUDY IN PEACE AND WORLD ORDER . . . . . 3
	FREE ELECTIVES . . . . . 6
ENG	LITERATURE . . . . . 3
	BEHAVIORAL AND SOCIAL SCIENCE . . . . . 3

### FOOTNOTES:

- The Natural or Physical Science requirement must be fulfilled by two 4-credit laboratory sciences. Completion of an environmentally focused laboratory science, such as BIO 109, BIO 110, ENV 101, ENV 102, fulfills both the Natural or Physical Science and Environmental Studies requirement

## FIGURE 12: GENERAL EDUCATION & HEALTH/FITNESS GRADUATION REQUIREMENTS

Listed below are all of the courses that meet the BCC general education and health/fitness graduation requirements (see page 25). For more information, please refer to the explanation of course codes (see page 90) before reading the course descriptions starting on page 91.

### General Education Requirements

#### Communication (CO)

COM-104, COM-105, COM-106, COM-107

#### English Composition/Writing (EC)

ENG-101, ENG-102, ENG-103, ENG-104

#### History (HI)

HIS-113, HIS-114, HIS-117, HIS-118

#### Humanities and Fine Arts (HU)

ENG-204, ENG-205, ENG-215, ENG-216, ENG-221, ENG-222,  
ENG-223, ENG-231, ENG-232, ENG-243, ENG-297

ESL-102, ESL-103, ESL-201, ESL-202

FAS-103, FAS-111, FAS-113, FAS-114, FAS-120, FAS-123, FAS-124,  
FAS-125, FAS-156, FAS-157, FAS-163, FAS-171, FAS-172, FAS-173,  
FAS-210, FAS-222, FAS-225, FAS-240, FAS-245, FAS-246, FAS-297

HIS-225

HON-298C, HON-298E

HUM-121, HUM-132, HUM-136, HUM-148, HUM-155, HUM-233,  
HUM-297

MUS-101, MUS-102, MUS-105, MUS-106, MUS-108, MUS-110,  
MUS-116, MUS-141, MUS-156, MUS-163, MUS-164, MUS-175,  
MUS-187, MUS-201, MUS-202, MUS-216, MUS-263, MUS-264,  
MUS-297

PHL-101, PHL-102, PHL-105, PHL-111, PHL-209, PHL-270

SPA-101, SPA-102, SPA-131, SPA-132, SPA-201, SPA-202

THR-101, THR-104, THR-105, THR-106, THR-111, THR-112, THR-113,  
THR-118, THR-120, THR-205, THR-209, THR-210, THR-214, THR-233,  
THR-297

#### Mathematics (MA)

ENM-151, ENM-152, ENM-251, ENM-252

MAT-102, MAT-102A, MAT-102B, MAT-102C, MAT-121, MAT-121A,  
MAT-121B, MAT-121C, MAT-122, MAT-122A, MAT-122B, MAT-122C,  
MAT-123, MAT-125, MAT-129, MAT-145, MAT-146, MAT-151, MAT-152,  
MAT-253, MAT-254

#### Behavioral and Social Sciences (SS)

ANT-101, ANT-102, ANT-125, ANT-197

ECO-150, ECO-211, ECO-212

GEO-125

GOV-105, GOV-135

HIS-232, HIS-238

HON-298F

PSY-107, PSY-204, PSY-207, PSY-208, PSY-210, PSY-221,  
PSY-226, PSY-297

SOC-105, SOC-121, SOC-136, SOC-197, SOC-203, SOC-208,  
SOC-212, SOC-216, SOC-219, SOC-228, SOC-297

#### Natural or Physical Science (SC)

AHS-129, AHS-150

\*BIO-101, \*BIO-102, BIO-103, BIO-105, \*BIO-109, \*BIO-110,  
\*BIO-111, \*BIO-112, BIO-132, \*BIO-201, \*BIO-202, \*BIO-207,  
\*BIO-208, \*BIO-230

\*CHM-101, \*CHM-102, CHM-150, \*CHM-201, \*CHM-202

\*ENT-161, \*ENT-162, \*ENT-261, ENT-262

\*GEY-121, \*GEY-136

\*PHY-101, \*PHY-102, PHY-111

SCI-126

#### Environmental Studies (ES)

\*ENV-101, \*ENV-102, ENV-121, ENV-127, ENV-128, \*ENV-133,  
\*ENV-139, \*ENV-165, \*ENV-207, \*ENV-208, \*ENV-247, \*ENV-251

HON-298B

\*4-credit lab sciences

### Health/Fitness Requirement

#### Health/Fitness (HF)

AHS-101, AHS-103, AHS-142, AHS-148, AHS-155, AHS-170,  
AHS-171, AHS-172, AHS-238

CRJ-108

HSP-112

LPN-142

MBW-110

NUR-101, NUR-102, NUR-201

PED-106, PED-109, PED-115, PED-116, PED-130, PED-135, PED-136,  
PED-137, PED-144, PED-149, PED-151, PED-152, PED-160, PED-161,  
PED-165, PED-180, PED-207, PED-250

PTA-100

THR-119

# COURSE DESCRIPTIONS

BCC currently offers more than 525 credit courses in the 45 areas shown below. To help select courses consistent with their academic plans, students should become thoroughly familiar with the explanation of course descriptions on the next page.

Students who know when a course is available; what prerequisites, if any, need to be satisfied before registering for that course; and whether or not the course meets specific graduation and/or transfer requirements, are more likely to achieve their goals.

DEPARTMENT	PAGE	DEPARTMENT	PAGE
ALLIED HEALTH (AHS) .....	91	GEOLOGY (GEY) .....	110
ANTHROPOLOGY (ANT) .....	92	GOVERNMENT (GOV) .....	111
BCC STUDENT SUCCESS (BCC) .....	92	HISTORY (HIS) .....	111
BIOLOGY (BIO) .....	93	HONORS (HON) .....	111
BUSINESS (BUS) .....	94	HOSPITALITY ADMINISTRATION (HSP) .....	112
BUSINESS SOFTWARE SYSTEMS (BSS) .....	95	HUMAN SERVICES (HSV) .....	113
CHEMISTRY (CHM) .....	96	HUMANITIES (HUM) .....	114
COMMUNICATION (COM) .....	97	MASSAGE & BODYWORK (MBW) .....	114
COMPUTER INFORMATION SYSTEMS (CIS) .....	97	MATHEMATICS (MAT) .....	115
CRIMINAL JUSTICE (CRJ) .....	98	MUSIC (MUS) .....	118
CULINARY ARTS (CUL) .....	99	NURSING/ADN (NUR) .....	120
EARLY CHILDHOOD EDUCATION (ECE) .....	99	NURSING/LPN (LPN) .....	121
ECONOMICS (ECO) .....	100	PHILOSOPHY AND PEACE AND WORLD ORDER STUDIES (PHL) .....	121
EDUCATION (EDU) .....	101	PHYSICAL EDUCATION (PED) .....	122
ENGINEERING & ENGINEERING TECHNOLOGY (ENT) ..	101	PHYSICAL THERAPIST ASSISTANT (PTA) .....	123
ENGINEERING MATHEMATICS (ENM) .....	103	PHYSICS (PHY) .....	124
ENGLISH (ENG) .....	104	PSYCHOLOGY (PSY) .....	124
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESL) ..	105	RESPIRATORY CARE (RSP) .....	125
ENVIRONMENTAL SCIENCE (ENV) .....	106	SCIENCE (SCI) .....	126
EXPERIENTIAL LEARNING (EXL) .....	107	SOCIOLOGY (SOC) .....	126
FINE ARTS (FAS) .....	107	SPANISH (SPA) .....	127
FIRE SCIENCE (FIS) .....	109	THEATRE (THR) .....	127
GEOGRAPHY (GEO) .....	110		

# UNDERSTANDING COURSE DESCRIPTIONS

Berkshire Community College courses are offered by the college's various academic departments. In addition to a course description, each listing provides some or all of the information shown in the following example of BIO 109, Introductory Ecology I.

**Course designation.** Identifies the department and/or category of the course. (For a complete list of course designations, see the index on the previous page.)

**Course number.** Courses numbered in the 100s are primarily designed for students in their first year of college. Courses in the 200s are mainly designed for students in their second year.

**Course title.**

**BIO 109 Introductory Ecology I**  
**4 Credits • Fall • SC/lS**

**Course availability.** If a course is not offered every semester, its availability is noted here. Common examples include courses that are offered only during a certain semester (i.e., Fall, Spring) or "as needed."

**Course credits.** The number of college credits assigned to the course. Most courses carry 3 credits. Courses with a required laboratory usually carry 4 credits.

**Course codes.** Courses that fulfill BCC general education and/or *Mass Transfer* requirements include the two or four letter codes shown below. UPPER CASE letters identify courses that fulfill BCC general education requirements. LOWER CASE letters identify courses fulfilling Massachusetts transfer requirements.

- CO . . . . .communication
- EC/ec . . .English composition/writing
- ES . . . . .environmental studies
- HF . . . . .health/fitness
- HI . . . . .history
- HU/hu . .humanities and fine arts
- ls . . . . .natural or physical laboratory science
- ns . . . . .natural or physical non-laboratory science
- MA/ma . .mathematics
- SC . . . . .natural or physical science
- SS/ss . .behavioral and social science

In the example, BIO 109 fulfills BCC's general education biology (SC) requirement, as well as three credits of the Massachusetts Transfer Compact behavioral and social science (SS) requirement.

## Prerequisites and Other Information

In addition to the above, some or all of the following information, appears in *italic type* at the end of affected course descriptions:

- Special grading situations (i.e., *Pass/No Pass grading*). For example, see BCC 125 on page 92.
- Modular courses, which do not meet for an entire semester, indicate their duration (i.e., *A five-week course*). For example, see PED 115 on page 122.
- Various prerequisites as shown below:

**Skills prerequisite:** a skill level that must be attained BEFORE enrolling in the course that lists the skills prerequisite. This may be accomplished by (1) successfully completing the listed course, or (2) demonstrating competency on BCC's Learning Skills Assessment at a level higher than the skill level listed. For example, AHS 121 (see next page) lists ENG 020 and ENG 060 as a skills prerequisite. Therefore, a student must either successfully complete ENG 020 and ENG 060 before enrolling in AHS 121, or demonstrate the required English competency on the Learning Skills Assessment.

**Prerequisite:** a course that must be successfully completed BEFORE enrolling in the course that lists the prerequisite. For example, AHS 223 (see page 92) lists a prerequisite of BIO 150 or higher. Therefore, a student must successfully complete BIO 150 or higher before taking AHS 223.

**Corequisite:** a course that must be taken at the SAME TIME as the course that lists the corequisite. For example, ECE 124 (see page 100) lists a corequisite of ECE 123. Therefore, a student should be enrolled in ECE 123 and ECE 124 during the same semester.

**Recommendation:** suggestions made by the faculty. For example, AHS 150 (see next page) lists high school or college biology as a recommendation. Therefore, although not mandatory, it is in the best interest of the student to have completed a high school or college biology course before enrolling in AHS 150.

# Allied Health

## **AHS 101 Introduction to Complementary Care and Alternative Medicine • 2 Credits • Fall • HF**

An overview of the history philosophy and approaches of complementary care and alternative medicine (CAM). A variety of categories of CAM and their integration into the western medicine model will be explored. *Skills prerequisite: ENG 020 and ENG 060.*

## **AHS 103 Nutritional Awareness • 1 Credit • HF**

A concise course in human nutrition. This course provides students with a basic understanding of the role of the major nutrient groups and the importance of diet and exercise in health and disease prevention. Essential information needed for students to become informed consumers in the areas of food selection and preparation will be included.

## **AHS 121 Essentials of Pharmacology 3 Credits • ns**

An introduction to the study of drugs. This course covers how various medications interact with human bodily functions in the treatment or prevention of illness. *Skills prerequisite: ENG 020 and ENG 060. Corequisite: MAT 028A.*

## **AHS 129 Medical Terminology • 3 Credits • SC**

The development of an extensive medical vocabulary. The course addresses the medical terms associated with body systems, including names, functions, malfunctions, and diseases. Terminology covering diagnosis, treatment, and medications is also covered. *Skills prerequisite: ENG 020 and ENG 060. Recommendation: High school or college biology, or anatomy and physiology.*

## **AHS 131 Orientation to the Musculoskeletal System • 2 Credits**

Interactive orientation to palpation and knowledge of the structure and basic physiology of the musculoskeletal system. Students will be working with anatomical skeletons, lab partners, drawings, observation, and lectures. Students will develop a working familiarity of bones and bony landmarks, muscle origins, insertions and actions, and joint dynamics. This course will include one hour of lecture and two hours of hands-on supervised laboratory experience a week. *Prerequisite: High school biology or permission of the instructor.*

## **AHS 142 Exercise Science • 3 Credits • HF**

A comprehensive three-credit course designed to teach students the overall basics of exercise physiology and mechanics of exercise movement. Anatomy as it relates to exercise will be taught in depth in conjunction with movement terminology. Students will also learn practical methodology for exercise physical evaluation including measurement and assessment of blood pressure, body composition, and the cardiovascular system. *Skills prerequisite: ENG 020 and ENG 060.*

## **AHS 148 First Aid • 2 Credits • HF**

The theory and practice of rescue skills used in emergency situations. Topics include standard first aid skills and adult CPR. An American Red Cross certificate for standard first aid is awarded upon successful completion of the course. Students will be required to pay an additional fee of approximately \$22 (payable to the American Red Cross) to cover the cost of the following items: certificates, pocket mask, bandages and administrative records. A ten-week course. *Skills prerequisite: ENG 020.*

## **AHS 150 Introduction to Nutrition 3 Credits • SC/ns**

A focus on the fundamental principles and practices essential in nutrition to maintain health. This course emphasizes improvement of nutritional status through proper diet. *Skills prerequisite: ENG 020 and ENG 060. Recommendation: High school or college biology.*

## **AHS 155 Stress and Your Health • 3 Credits • HF**

A comprehensive survey of the effects of stress on human health and physiology. This course identifies the effects of stress on major body systems and examines the role of exercise, nutrition and relaxation in stress reduction and prevention. *Skills prerequisite: ENG 020 and ENG 060.*

## **AHS 170 Medical Assisting Studies • 32 Credits • HF**

An instructional course completed at McCann Technical School that prepares individuals to function in a physician's office or health care facility performing business administration and clinical medical office skills. Business aspects include correspondence, medical records management, insurance billing, appointment scheduling, and medical transcription. Clinical aspects include preparation of the patient for and assisting with physical examination and treatment, assessment of vital signs, patient education, preparation and administration of medications, routine laboratory procedures including blood drawing, and performing electrocardiography. This course only applies to matriculated students in the Health Science - Medical Assisting option.

## **AHS 171 Surgical Technology Studies 32 Credits • HF**

An instructional course completed at McCann Technical School that prepares the beginning practitioner with the knowledge, skills, and abilities necessary to provide services in the operating room as a Surgical Technologist. Instruction includes components of the basic sciences, safe patient care, operating room techniques, surgical procedures, and clinical practice. This course only applies to matriculated students in the Health Science - Surgical Technology option.

## **AHS 172 Dental Assisting Studies • 32 Credits • HF**

An instructional course completed at McCann Technical School that prepares individuals to assist a dentist at chairside. This preparation includes office procedures, performance of radiographic techniques and selected laboratory tasks. McCann graduates are eligible to sit for the Certified Dental Assistant (CDA) examination as administered by the Dental Assisting National Board (DANB). This course includes academic and clinical procedure preparation, and general and specialty externships in carefully selected private dental offices and clinics. This course only applies to matriculated students in the Health Science - Dental Assisting option.

**AHS 220 Principles of Fitness Components  
3 Credits**

An in-depth, critical look at the individual fitness components and their significance to cultural lifestyle and overall personal health. The focus will be not only on the scientific background of each component but on the socio-cultural aspects as well. Specific components to be addressed will include body composition, flexibility, cardiovascular conditioning and muscular strength and endurance. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: PED 180 or permission of the instructor. Recommended: BIO 150 or a background in human anatomy.*

**AHS 223 Applied Muscular Anatomy  
3 Credits • ns**

A study of the muscular system of the human body. This course is designed to emphasize general gross muscular anatomy and function, introduce common pathologies/surgeries seen and will include lab skills such as palpation and observation. *Prerequisite: BIO 150 or higher.*

**AHS 230 Pathophysiology • 3 Credits • ns**

An introduction to the various types of human diseases. Topics include the definition, etiology, pathophysiology, clinical findings, diagnosis, prognosis, management, and possible complications of a variety of human diseases. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: BIO 101 and 102 or BIO 201 and 202, or permission of the instructor.*

**AHS 235 Fitness Program Planning • 3 Credits**

An exploration of the steps involved in preparation, development, implementation and evaluation of fitness program design. The focus will be on program planning and development for community-based fitness clubs and worksite settings. Students will be required to plan a fitness program of their own as part of the coursework. *Skills prerequisites: ENG 020 and ENG 060. Prerequisites: PED 170 or a strong background in exercise and permission of the instructor.*

**AHS 238 Mind/Body Theory and Methods  
3 Credits • HF**

An exploration of a variety of techniques that combine a strong emphasis in utilizing both the mind and the body simultaneously. Practices such as Yoga, Pilates, Tai Chi and walking meditation will be included in this course. *Skills prerequisite: ENG 020 and ENG 060.*

**AHS 244 Intro to Neuropathology • 2 Credits**

An introduction to common neuropathologies seen throughout the lifespan. Topics will include carpal tunnel syndrome, causes of pain, cerebral palsy, strokes, impinged nervous tissue and other neuropathologies observed within the health care environment. *Prerequisite: BIO 202.*

**AHS 275 Independent Study in Allied Health  
1-4 Credits**

Independent study for students with a foundation in the field. Student and instructor determine the project and the number of credits to be earned. A formal problem, a review of the literature, field work or internship, and written or oral presentations are often involved. Regularly scheduled meetings between student and instructor are required. *Prerequisite: Permission of the instructor.*

**AHS 297 Special Topics in Health Care • 1-3 Credits**

Specific course content in current health care issues as determined by the allied health department. Details are included in pre-registration materials.

## Anthropology

**ANT 101 Cultural Anthropology • 3 Credits • SS/ss**

An introduction to the peoples and cultures of the world. This course investigates the factors that produce different ways of life, belief systems, and behavior patterns, and examines what is considered 'normal' from the perspective of different cultures.

**ANT 102 Physical Anthropology  
3 Credits • Spring • SS/ss**

An introduction to human evolutionary studies and the biological history of the human species. Includes surveys of the human fossil record, great ape studies, prehistoric archaeology, and modern human biodiversity. Additional topics touched upon include forensic anthropology, human genetics, dating methods, and human skeletal anatomy.

**ANT 125 American Indians • 3 Credits • SS/ss**

A survey of the native peoples of the Americas. Language, religion, gender, kinship, economics, politics, history, and identity are examined, as well as the relationship of the native peoples with non-Indians. *Skills Prerequisite: ENG 020 and ENG 060. Recommendation: ANT 101.*

**ANT 197 Special Topics in Anthropology  
3 Credits • SS/ss**

Specific course content at the discretion of the department. Details are in preregistration materials.

**ANT 275****ANT 276 Independent Study in Anthropology I/II  
1-3 Credits**

Tutorials in which student and instructor determine a project and the number of credits to be earned. *Prerequisite: One previous course in anthropology and permission of the instructor.*

## BCC Student Success

**BCC 101 Student Success Seminar • 1 Credit**

A seminar designed to acquaint first semester students to higher education. This course will encourage students' personal growth in a supportive environment, and enhance their opportunity for academic success by building a sense of connectedness to BCC.

**BCC 125 Your Path to Success: Life Skills and  
College Transition • 1 Credit**

A team-taught seminar designed to develop the skills necessary for personal, academic and career success. Topics include values clarification, goal setting, problem solving, communication skills, meaningful learning, stress and time management, conflict resolution, career exploration, and interpersonal skills development. *Pass/No Pass grading.*

# Biology

## **BIO 101 General Biology I • 4 Credits • SC/ls**

An introduction to biology, exploring life forms and their evolution. Topics include cells, metabolism, photosynthesis, and heredity. Weekly laboratory. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: High school biology or BIO 105.*

## **BIO 102 General Biology II 4 Credits • Spring and Summer • SC/ls**

A continuation of BIO 101. This course focuses on the diversity of living things and their interdependence. It includes the classification of organisms, their component systems, and their role in the world ecosystem. Weekly laboratory. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: BIO 101 or permission of the instructor.*

## **BIO 103 Introductory Animal Science 4 Credits Fall • SC**

An introduction to the general principles of animal science as applied to the major domestic animal groups. Nutrition, reproduction, anatomy, pathology, and breed types are emphasized with regard to the recreational, pet, dairy, and meat industries. Field laboratories are held at various breed operations. *Skills prerequisite: ENG 020 and ENG 060.*

## **BIO 105 Fundamentals of Biology • 4 Credits • SC**

Intended for students with limited science backgrounds planning to enter more advanced biology courses. Studies cellular biology of animal and plant cells. Introduces the interrelationships of living systems. Weekly labs. This course does not fulfill the natural/physical lab science requirement for AA programs. *Skills prerequisite: ENG 020 and ENG 060.*

## **BIO 109 Introductory Ecology I 4 Credits • Fall SC/ls**

Primarily theoretical ecology. Topics covered in lecture and laboratory include ecosystem concept, ecological energetics, biogeochemical cycling, limiting factors, habitat types, and ecological succession. *Skills prerequisite: ENG 020 and ENG 060.*

## **BIO 110 Introductory Ecology II 4 Credits Spring • SC/ls**

A continuation of BIO 109 which may be elected separately. Lecture and laboratory topics include community dynamics, climatology, population ecology, behavioral ecology, and environmental health. *Skills prerequisite: ENG 020 and ENG 060.*

## **BIO 111 Introduction to Botany 4 Credits Spring • SC/ls**

The biology, ecology, and taxonomy of plants and their role in human civilization. Structure and function, metabolism, growth and physiology, genetics, evolution, and adaptations are included. Laboratories emphasize structure, function, growth, and taxonomy. A plant collection may be required. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: High school biology, or BIO 105, or permission of the instructor.*

## **BIO 112 Zoology • 4 Credits • Fall • SC/ls**

An introduction to the organization and evolution of animals, including invertebrates and vertebrates. This course examines how various animal groups have solved the biological problems common to all life. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: High school biology, or BIO 105, or permission of the instructor.*

## **BIO 116 Animal Care Practicum • 2 Credits • Spring**

A sponsored work program in one or two areas of concentration. Clinical experience will be provided for students training for veterinary assistant positions; sponsors at working farms will offer training in large animal care and management. Approximately 300 hours (20 hours/week) of work experience is required. *Prerequisite: MAT 028B or equivalency and permission of program advisor.*

## **BIO 117 Animal Care Seminar • 1 Credit • Spring**

An informal seminar program dedicated to discussion and exchange of ideas in applied animal care fields. The course provides an opportunity to challenge and evaluate the thinking of other participants, with lectures and presentations by area professionals. *Skills prerequisite: ENG 020 and ENG 060.*

## **BIO 118 Animal Behavior • 3 Credits • Fall**

An introduction to the concepts of animal behavior. The emphasis is on behavioral evolution, the physiology of behavior, and animal behavior encountered in working with both wild and domestic species. This course is open to any student interested in learning more about animals. *Skills prerequisite: ENG 020 and ENG 060.*

## **BIO 119 Animal Nutrition and Health • 4 Credits**

An introduction to domestic animal nutrition and health care. Topics include basic nutritional requirements, digestive processes, common feeding practices, routine animal health maintenance, and domestic animal pathology and parasitology. *Prerequisite: BIO 103 or permission of the instructor.*

## **BIO 132 Biological Laboratory Techniques 1 Credit • SC/ls**

A survey of fundamental biological laboratory techniques. The course covers laboratory safety, data recording and documentation, use of common laboratory equipment, preparation of solutions, compound separation and identification, microscopy, microbiological techniques and experimental design. *Prerequisite: BIO 101 or permission of the instructor.*

## **BIO 150 Introduction to the Human Body • 4 Credits**

A study of the basic structure and function of the human body and major principles from microbiology. Topics include the anatomy and physiology of the various systems as well as concepts from microbiology that pertain to disease transmission and prevention. For LPN students and others who do not need a laboratory science. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: High school college prep biology within the past five years with a 73 or better or, BIO 101, or BIO 105.*

**BIO 201 Anatomy and Physiology I****4 Credits SC/ls**

The structure of the human body, including microscopic anatomy, and the principles involved in the functioning and integration of the various body systems. This course covers cells, tissues, the integumentary, skeletal, articular, muscular, nervous and sensory systems. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: BIO 105, or BIO 101, with a minimum grade of C, or permission of the instructor.*

**BIO 202 Anatomy and Physiology II****4 Credits SC/ls**

A continuation of BIO 201, this course covers the endocrine, circulatory, lymphatic, respiratory, digestive, urinary and reproductive systems, as well as fluids and electrolytes. *Prerequisite: BIO 201 or permission of the instructor.*

**BIO 207 Microbiology • 4 Credits • SC/ls**

An introduction to bacteria and other microorganisms-their scope, morphology, cultural characteristics, and metabolism-and to immunology and the role of the microorganism in health and disease. Additional topics include viruses and cancer, serology, theories of antibody formation, and the immune response as related to transplants and autoimmune diseases. *Prerequisite: BIO 101 or BIO 201 plus CHM 101 or CHM 150, or permission of the instructor.*

**BIO 208 Ornithology****4 Credits • As Needed SC/ls**

An introduction to the study of birds-their identification, relationships, life histories, and ecological importance. This course is suitable for both science and non-science majors and includes weekly field trips during appropriate weather.

**BIO 230 Biotechnology • 4 Credits • SC/ls**

An introduction to biotechnology including medical, agricultural, environmental, and chemical biotechnology. Additional topics include bioinformatics, traditional food production, and bioethics. The course is designed to provide biotechnological knowledge as well as practical skills preparing students for professions or further studies in the field. *Prerequisites: BIO 101, BIO 132, CHM 101 or CHM 150 or permission of the instructor.*

**BIO 275****BIO 276 Independent Study in Life Sciences I/II****1-4 Credits**

Independent study for students with a foundation in the field. The student and instructor determine the project to be worked on and the number of credits to be earned. The area of study may be in biology, genetics, microbiology, ornithology, or zoology. Regularly scheduled meetings between student and instructor are required. *Prerequisite: Permission of the department chair or program advisor.*

**Business****BUS 105 Business Mathematics • 3 Credits**

A study of mathematical problems often encountered by employees and consumers. Problems relate to banking, retailing, finance, taxation, and payroll. *Skills prerequisite: MAT 018C.*

**BUS 107 Fundamentals of Business • 3 Credits**

An introduction to the environment and operation of business organizations. Course topics include the social and economic environment of business; types of business organizations; and business activities such as management, finance, and marketing. A term project is required. *Skills prerequisite: ENG 020.*

**BUS 111 Principles of Accounting I • 3 Credits**

An integration of basic accounting theory and its application, including the complete cycle of both service and merchandising businesses. This course covers financial statements, internal control, special accounting systems, and cash control. A substantial time commitment is required. *Skills prerequisite: MAT 018C and ENG 020.*

**BUS 112 Principles of Accounting II • 3 Credits**

A continuation of BUS 111. This course covers internal control of cash, inventory systems and valuation, plant asset disposal and depreciation, and principles and concepts. It also emphasizes accounting for partnerships and the organization and operation of corporations, including dividends, stockholders' equity, earnings, and financial statement analysis. Computer spreadsheet applications are used in problem solving. A substantial time commitment is required. *Prerequisite: C or better in BUS 111.*

**BUS 206 Principles of Management • 3 Credits**

A study of management theory and application which examines classical, contemporary, and emerging theories in conjunction with productivity and human motivation. Course content includes the functions of planning, organizing, leading, and controlling, and emphasizes the skills required for managerial success. Team case presentations provide the basis for class discussion. *Prerequisite: BUS 107.*

**BUS 208 Principles of Marketing • 3 Credits**

An exploration of the knowledge, skills, attitudes, and processes required to create customer satisfaction profitably by building value-laden relationships in an ever changing world. Students consider emerging trends and forces impacting marketing opportunities and strategies which apply to the four major principles of product, pricing, distribution, and promotion; marketing management in the global market; and social responsibility. Team case presentations provide the basis for class discussion. *Prerequisite: BUS 107 or permission of the instructor.*

**BUS 220 Managerial Accounting**  
**3 Credits • As Needed**

An examination of the process of gathering and analyzing accounting data for use by managers in planning, decision making, and controlling. This course uses computerized spreadsheet applications in analyzing the performance of product lines and other segments of a firm, pricing strategy, cost-volume-profit relationships, budgeting, and capital investment decisions. *Prerequisite: C or better in BUS 112 or permission of the instructor.*

**BUS 233 International Business**  
**3 Credits • As Needed**

An introduction to the scope, importance, and implications of international business. Topics include the human, cultural, and geographic environment of international business; commercial policies, strategies, and instruments of trade; political, legal and monetary considerations; international marketing; and the implications of economic integration among nations. Case studies and term project are required. *Prerequisite: Business major sophomore standing or permission of the instructor.*

**BUS 243 Introduction to Non-Profit Management**  
**3 Credits**

An introduction into what makes a successful non-profit organization. Topics included are formation and management of a non-profit organization, fundraising strategies, and management/leadership styles.

**BUS 247 Business Communications • 3 Credits**

An examination of communication in the business organization, with emphasis on techniques of effective writing applied to letters, reports, and memoranda. Other topics may include resume preparation and cross-cultural written communication. *Prerequisite: C or better in ENG 101 or ENG 103, or permission of the instructor.*

**BUS 251 Business Law I • 3 Credits**

An introduction to the legal principles of business. This course concentrates on the essential elements of legally enforceable contracts, personal property and bailments, agency and employment law, and an overview of the Uniform Commercial Code as it applies to the sale of goods. An introduction to the American legal system and to tort law is also included. The text is supplemented by case discussions. *Skills prerequisite: ENG 020.*

**BUS 252 Business Law II • 3 Credits**

The legal aspects of creditors' rights and bankruptcy, secured transactions, business organizations, commercial paper, insurance, sales, and wills, trusts, and estates. The text is supplemented by case discussions. *Prerequisite: ENG 020.*

**BUS 255 Principles of Finance**  
**3 Credits • As Needed**

An examination of the acquisition of funds in today's corporations. Topics include shareholder wealth maximization concepts, working capital management, alternative forms of short- and long-term funds, financial analysis, mergers, leveraged buy-outs (LBOs), and capital budgeting. *Prerequisite: BUS 111.*

**BUS 260 Business Ethics • 3 Credits • hu**

A study of the role of ethical behavior in business. Students learn about the values and behavior they most admire in people, organizations and society. One focus is that of determining the criteria most often used in ethical decision making. Another is on organizations that prosper and decline as a result of their ethical decisions. Through classroom discussion and short written assignments, students discover or reinforce their personal values and learn how to improve their business environments. *Prerequisite: Sophomore standing or permission of the instructor.*

**BUS 275 Independent Study in Business**  
**1-4 Credits**

Independent study for students with a foundation in the field. Student and instructor determine the project and the number of credits to be earned. A formal problem, a review of the literature, field work, and written or verbal presentations are often involved. Regularly scheduled meetings between student and instructor are required. *Prerequisite: Permission of the instructor.*

**BUS 285**

**BUS 286 Cooperative Education in Business I/II**  
**1-4 Credits**

See Experiential Learning (EXL).

**BUS 297 Special Topics in Business • 1-4 Credits**

Specific course content at the discretion of the department. Details are in pre-registration materials.

## Business Software Systems

**BSS 101 Microsoft Windows • 3 Credits**

An introduction to the Microsoft Windows operating system. This applications course emphasizes how a computer operates and what types of applications can be used. Students will learn how to operate a mouse, handle a disk, navigate around and customize the Windows screen. Emphasis will be placed on file and disk management. *Skills prerequisite: ENG 020.*

**BSS 102 Microsoft Word • 3 Credits**

An introduction to word processing. This applications course emphasizes the basic features of word processing, formatting, tables, mail merge, formatting long documents using advanced features such as styles, outlines and master documents, and indexes and table of contents. After completion of this course, students may become Microsoft Certified by taking the Word Microsoft Certified Application Specialist Exam.

**BSS 103 Desktop Publishing – Word • 3 Credits**

A continuation of BSS 102. This applications course emphasizes the basic layout and design concepts using the desktop publishing features of Microsoft Word. *Prerequisite: C or better in BSS 102 or CIS 102, or permission of the instructor.*

**BSS 105 Microsoft PowerPoint • 3 Credits**

An introduction to presentation software. This applications course emphasizes the basics of creating and editing presentations, using and modifying visuals to enhance presentations, packaging presentations, and creating macros. After completion of this course, students may become Microsoft Certified by taking the PowerPoint Microsoft Certified Application Specialist Exam.

**BSS 120 Introductory Keyboarding • 3 Credits**

An introduction to keyboarding. This course teaches how to keyboard by the touch method with emphasis on technique, accuracy, and speed. The course also includes proofreading, copy correction, and the formatting of letters and reports. Non-BSS majors may select traditional grading or *Pass/No Pass grading*.

**BSS 121 Document Processing • 3 Credits**

An introduction to document processing. This course introduces the formatting of business correspondence. Students will learn to format business letters with special features, envelopes, reports, and tables. Keyboarding speed/accuracy and proofreading will also be stressed. *Prerequisite: BSS 120, or a minimum keyboarding rate of 25 words per minute, or permission of instructor.*

**BSS 201 Microsoft Excel • 3 Credits**

An introduction to spreadsheets. This applications course emphasizes the basics of creating and editing worksheets, using formulas and functions, working with multiple worksheets, creating charts, and using templates and macros. After completion of this course, students may become Microsoft Certified by taking the Excel Microsoft Certified Application Specialist Exam. *Skills prerequisite: MAT 018C. Prerequisites: BSS 101 or BSS 102 or BSS 105 or BSS 202 or CIS 102 or permission of the instructor.*

**BSS 202 Microsoft Access • 3 Credits**

An introduction to database. This applications course emphasizes the basics of creating and maintaining databases, managing reports and forms, querying databases, and creating macros. After completion of this course, students may become Microsoft Certified by taking the Access Microsoft Certified Application Specialist Exam. *Prerequisites: BSS 101 or BSS 102 or BSS 105 or BSS 201 or CIS 102 or permission of the instructor.*

**BSS 204 Software Integration • 3 Credits**

An applications course reinforcing the integration of word processing, desktop publishing, spreadsheets, database, and electronic presentations. This course also includes an introduction to personal information management using Microsoft Outlook. *Prerequisites: BSS 102, BSS 105, BSS 201, and BSS 202 or permission of the instructor.*

**BSS 205 Internet Use and Web Page Design  
3 Credits**

An introduction to the Internet and web page design. This applications course emphasizes electronic mail messaging, electronic discussion groups, and research techniques. This course also emphasizes the creation of web pages using HTML. *Prerequisites: BSS 101 or CIS 102 or permission of the instructor.*

**BSS 297 Special Topics in Business Software Systems • 3 Credits**

Specific course content and prerequisites vary from semester to semester. Details are in pre-registration materials.

# Chemistry

**CHM 101 Introductory Chemistry I  
4 Credits • Summer and Fall • SC/ls**

A laboratory science course for students planning to transfer. Topics include formulas, equations, stoichiometry, oxidation-reduction, gases, liquids and solids, thermochemistry, electronic structure, periodic table and bonding. *Prerequisite: One year of algebra or permission of the instructor.*

**CHM 102 Introductory Chemistry II  
4 Credits • Spring and Summer • SC/ls**

A continuation of CHM 101. This course covers kinetics, acid, base and precipitation equilibria, coordination compounds, thermodynamics, electrochemistry, nuclear, metal, non-metal and organic chemistry. *Prerequisite: CHM 101 or permission of the instructor.*

**CHM 150 Essentials of Chemistry • 3 Credits • SC**

For students who need review before entering a health-related program or Chemistry 101. Topics covered include the metric system, atomic structure, periodic table, chemical bonding, chemical reactions, mole and mass calculations, gas laws, radioactivity, solutions, concentrations, acids, bases, and buffer systems. *Skills prerequisite: ENG 020 and ENG 060. Skills corequisite: MAT 028A.*

**CHM 201 Organic Chemistry I  
4 Credits • Fall SC/ls**

A one-semester course suitable for allied health majors. Topics include alkanes, nomenclature, stereochemistry, the major functional groups of biological molecules (alkenes, alcohols, ethers, aldehydes and ketones, acids and derivatives, and amines) and simple biomolecules (fats, carbohydrates, and proteins). *Prerequisite: CHM 101 and CHM 102.*

**CHM 202 Organic Chemistry II  
4 Credits • Spring • SC/ls**

A continuation of CHM 201. Topics include alkyl and aryl halides, aromaticity, arenes, phenols, carbanions, NMR and IR, substitution, solvent role, mechanisms, rearrangements, and macromolecules. Extensive work solving problems. *Prerequisite: CHM 201.*

**CHM 275 Independent Study in Chemistry  
1-4 Credits**

Tutorials in which student and instructor determine the project and the number of credits to be earned subject to approval by the department chair.

# Communication

## **COM 104 Introduction to Interpersonal Communication • 3 Credits • CO/hu**

A study of interpersonal communication designed to examine, develop, strengthen, and maintain interpersonal relationships. Discussions focus on nonverbal (proxemics, territoriality) and verbal (semantics, paralanguage) communication. Presentations, class discussions, and group techniques are used in class. *Skills prerequisite: ENG 020 and ENG 060.*

## **COM 105 Introduction to Oral Communication 3 Credits • CO/hu**

An introduction to basic principles of speaking in public and the development of confidence and poise in the speaker. Performances include informative and persuasive speeches, and speeches using visual aids. The course also encompasses basic research, analysis, and outlining. *Skills prerequisite: ENG 020 and ENG 060.*

## **COM 106 Introduction to Oral Interpretation of Literature • 3 Credits • As Needed • CO/hu**

Performance techniques through reading various forms of literature to an audience. A written analysis is required for each reading. *Skills prerequisite: ENG 020 and ENG 060.*

## **COM 107 Introduction to Oral Communication in Business • 3 Credits • As Needed • CO/hu**

A study of speaking skills appropriate to a business setting. This course includes presenting oral reports, conducting information-gathering interviews, establishing goodwill through motivational talks, and participating in group decision making. *Skills prerequisite: ENG 020 and ENG 060.*

# Computer Information Systems

## **CIS 102 Fundamental Computer Literacy • 4 Credits**

An experiential computer literacy course using common micro-computer applications. The course covers word processing, spreadsheets, presentation software, file management and Internet/Web search skills using a hands-on approach to problem solving in the computer laboratory. The emphasis is on applying these software packages as decision-making tools to real world problems. An online course management system will be used to provide instructional support via the Internet. *Skills prerequisite: ENG 020 and MAT 018C.*

## **CIS 124 C++ Programming I • 4 Credits**

A course in microcomputer software design using objects. This course is an introduction to C++ and object-oriented programming. Topics include objects, control structures, functions, arrays, and structs. An online course management system will be used to provide instructional lab support via the Internet. Note: Credit is not granted for both CIS 124 and ENT 183. *Skills prerequisite: ENG 020 and MAT 028B, or permission of the instructor.*

## **CIS 125 C++ Programming II • 4 Credits**

A continuation of CIS 124. Topics include objects, classes, operator overloading, inheritance, polymorphism, file handling, exception handling, and linked lists. An online course management system will be used to provide instructional lab support via the Internet. *Prerequisite: C+ or better in CIS 124 or permission of the instructor.*

## **CIS 153 Systems Operations • 4 Credits**

A hands-on course which introduces students to computer hardware, PC operating system software, and software installation. Students will dismantle and completely reassemble a PC, giving them the ability to confidently upgrade, troubleshoot and repair any hardware problem. The opportunity to partition and format hard drives as well as install and upgrade various operating systems will be provided. The course demonstrates methods for end-user, diagnostic evaluation using commercially available software packages necessary in PC maintenance. An online course management system may be used to provide instructional lab support via the Internet. *Prerequisite: CIS 102, or permission of the instructor.*

## **CIS 155 Web Development • 3 Credits**

An experiential web programming course using common web programming languages and their real world applications. Concepts and programming languages covered include: document structure (XHTML), formal layout (CSS), interactivity (JavaScript), and structure of content (XML). Students learn how to organize and present information on the World Wide Web. *Skills prerequisite: CIS 102 or permission of the instructor.*

## **CIS 180 Network Fundamentals • 4 Credits**

The first course of a four course sequence designed to provide students with classroom and laboratory experience in current and emerging networking technologies while preparing the student for the professional certification as a CISCO Certified Network Associate (CCNA). This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles of the OSI and TCP layered models, IP addressing, the fundamentals of Ethernet concepts and media are explored to provide a foundation for subsequent courses. Labs use a hardware based 'model internet' and simulated environments to allow students to analyze real data. Students build simple LAN topologies and perform basic configurations of network devices including routers and switches and implementing IP addressing schemes. *Skills prerequisites: ENG 020, ENG 060 and MAT 029 or permission of the instructor.* Recommendation: CIS 153.

## **CIS 181 Routing Protocols and Concepts • 4 Credits**

The second course of a four course sequence designed to provide students with classroom and laboratory experience in current and emerging networking technology. This course describes the architecture, components and operation of routers and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols. Students will model and analyze routing processes in a lab environment and through computer simulations, enabling them to recognize and correct common routing issues and problems. *Prerequisite: C+ or better in CIS 180 or permission of the instructor.*

**CIS 203 Systems Design • 3 Credits • Spring**

The technical aspects of systems design such as the systems perspective, techniques for analyzing systems, systems control, documentation, file design, organizing a data processing department, and making feasibility studies. Both manual and automated systems are studied. *Prerequisite: BSS 202 or permission of the instructor.*

**CIS 211 Data Structures • 4 Credits • Fall**

A course concerned with the representation of data structures and the design and analysis of algorithms that manipulate these structures. Topics include arrays, stacks, queues, deques, lists, linked lists, trees, recursion, hashing, searching, and sorting techniques. *Prerequisite: C+ or better in CIS 125 or permission of the instructor.*

**CIS 231 Computer Science I with Java • 4 Credits**

A study of computer programming using the Java language. The course will cover basic programming structures and stress good program design methodology. Topics include the development of both stand-alone applications, applets and the use of Java class libraries. *Prerequisite: C+ or better in CIS 124 or permission of the instructor.*

**CIS 232 Computer Science II With Java • 4 Credits**

A continuation of CIS 231. Topics include objects, classes, strings, graphics, exception handling, multithreading, and file processing. *Prerequisite: C+ or better in CIS 231 or permission of the instructor.*

**CIS 240 Local Area Network Switching • 4 Credits**

The third course of a four course sequence providing a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented and students develop the knowledge and skills necessary to implement a Wireless LAN in a small-to-medium network. *Prerequisites: C+ or better in CIS 181 or permission of the instructor.*

**CIS 241 Accessing Wide Area Networks • 4 Credits**

The fourth course of a four course sequence explores WAN technologies and network services required by converged applications in Enterprise Networks. The course introduces integrated network services and explains how to select the appropriate devices and technologies to meet Enterprise requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control and addressing services. Finally, students learn how to detect, troubleshoot and correct common enterprise network implementation issues. *Prerequisites: C+ or better in CIS 240 or permission of the instructor.*

**CIS 255 Fundamentals of Wireless LANs • 3 Credits**

An introduction to the design, planning, implementation, operation and troubleshooting of wireless networks. This course provides a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills. *Prerequisite: CIS 180, CIS 181 and CIS 240, or permission of the instructor.*

**CIS 275 Independent Study in Computer Information Systems • 1-4 Credits**

For students with a foundation in the field. Student and instructor determine the project and the number of credits to be earned. Literature search, field work, and written or oral reports may be involved. Regularly scheduled meetings between student and instructor are required. *Prerequisite: Permission of the instructor.*

**CIS 297 Special Topics in Computer Information Systems • 3-4 Credits**

Specific course content and prerequisites vary from semester to semester. Details are in pre-registration materials.

## Criminal Justice

**CRJ 105 Introduction to Criminal Justice  
3 Credits • Fall and Spring**

History, development, philosophy, and constitutional aspects of the U.S. criminal justice system. Emphasis will be on actual situations confronting police, prosecutors, judges, probation officers, correctional officers and prison administrators, parole boards, and other practitioners in the field. *Skills prerequisite: ENG 020 and ENG 060.*

**CRJ 108 Substance Abuse Education  
3 Credits • Fall and Spring • HF**

A survey of alcohol and other drug use in America. Designed for a wide range of students, this course examines substance abuse from several perspectives. These include: legal, physical/medical, psychological, social/cultural, and historical, plus new and existing models for prevention and treatment. *Skills prerequisite: ENG 020 and ENG 060.*

**CRJ 109 Police and Community Relations  
3 Credits • Fall and Spring**

A study of social and psychological factors which police must consider as they strive to enforce the law while maintaining a healthy relationship with the community. Critical issues discussed include the role and image of the police, discretion, race, prejudice, ethics, higher education, and media. *Prerequisite: CRJ 105 or permission of the instructor.*

**CRJ 121 Criminal Law • 3 Credits • Fall and Spring**

An introduction to the American legal system, focusing on major categories of crimes and their punishments. Students analyze legal elements through case studies. *Prerequisite: CRJ 105 or permission of the instructor.*

### **CRJ 123 Criminal Procedures 3 Credits • Fall and Spring**

The criminal processes from investigation through arrest, indictment, trial, and sentencing. This course covers procedural matters such as arrest, search and seizure, interrogation, wiretapping, entrapment, and pre-trial publicity. *Prerequisite: CRJ 105 or permission of the instructor.*

### **CRJ 125 Juvenile Justice Process • 3 Credits**

The causes, control, and prevention of juvenile delinquency. The focus will be on delinquency theories and the treatment of juveniles within the criminal justice system. Skills prerequisite: ENG 020. *Prerequisite: CRJ 105 and ENG 101 or permission of the instructor.*

### **CRJ 126 Criminal Investigation • 3 Credits**

A study of field investigation techniques. Topics include conduct at crime scenes, interview and interrogation techniques, use of informants, techniques of surveillance, and investigative procedures. *Prerequisite: CRJ 105 or permission of the instructor.*

### **CRJ 127 Correctional Process • 3 Credits**

An examination of correctional institutions and their functions. Topics include prison as a total institution, characteristics of various types of institutions, problems in rehabilitation, analysis of the prison community, adjustment to prison life by personnel and inmates, and the impact of institutionalization on the offender. *Prerequisite: CRJ 105.*

### **CRJ 200 Introduction to Criminology • 3 Credits**

An introductory study of criminal behavior. This course will focus on the changes in the crime rate, law, theory, and knowledge about the major forms of crime. Skills prerequisite: ENG 020. *Prerequisite: CRJ 105 and ENG 101, or permission of the instructor.*

### **CRJ 201 Criminal Justice Field Work Seminar 3 Credits • As Needed**

An opportunity to develop a broader knowledge of the criminal justice system in operation. This course consists of fieldwork in police environments, courts, corrections, and other criminal justice agencies, plus a weekly seminar for sharing experiences and building an understanding of criminal justice as a system. *Prerequisite: CRJ 105, 108, 127, and ENG 101, and permission of the program advisor.*

## **Culinary Arts**

### **CUL 101 Food Preparation I • 2 Credits**

A study of fundamental concepts, skills, and techniques involved in basic cookery. The course includes cooking theories, ingredients, and procedures for preparing stocks, soups, thickening agents, grand sauces, and small sauces. Breakfast and lunch cookery as well as organization skills and knife skills will be studied. *Skills prerequisite: ENG 020 and MAT 018C.*

### **CUL 102 Food Preparation II • 2 Credits**

A continuation of CUL 101. This course reinforces the knowledge and skills learned in Food Preparation I which helps build confidence in techniques of basic cookery. Demonstrations and lectures cover vegetable and starch cookery, meat, fish, and poultry cookery. Emphasis is placed on the mastery of cooking techniques such as roasting, sautéing, poaching, braising, and frying. The development of knife skills is re-emphasized. *Prerequisite: CUL 101 or permission of the instructor.*

### **CUL 103 Kitchen Management • 3 Credits**

A study of menu development, costing, kitchen organization, timing, and mise en place which focuses on gourmet and international cuisines. Building on previous cooking courses, students will research and present a detailed project which will focus on course objectives. The project will include menu development, cost analysis, meal preparation, and service reflective of a specific cuisine. Meals will be prepared and served to the public. *Corequisite: CUL 102, HSP 112, and HSP 118.*

### **CUL 104 Baking • 3 Credits • Fall**

An introduction to baking-breads and rolls, cakes, pies, pastries, custards, specialty items, and decorative work. *Prerequisite: Enrollment in the Culinary Arts certificate program or permission of the instructor.*

### **CUL 105 Garde Manger and Pantry 3 Credits • Spring**

A comprehensive study of the fundamentals of pantry, garde manger (the management of cold foods), and cold-food preparation. The focus is on presenting food attractively. Salads, sandwiches, appetizers, garnishes, and food decoration are emphasized. Decoration of foods in the buffet will also be studied. *Prerequisite: CUL 101, and enrollment in the Culinary Arts certificate program or permission of the instructor. Corequisite: CUL 102.*

## **Early Childhood Education**

### **ECE 101 Early Childhood Growth and Development 3 Credits**

A study of child development from embryo through eight years including maturational, emotional, intellectual-cognitive, verbal, and social factors. This course stresses the understanding of major theories of development and requires recording observations of child behavior.

### **ECE 104 Introduction to Early Childhood Education 3 Credits**

A course designed to provide an overall view of programs for young children and of current issues and trends. This course covers history of early education programs. It focuses on the developmental perspectives on the young child and definition of the teacher, setting, and curriculum.

**ECE 107 Understanding and Guiding Children's Behavior • 3 Credits • As Needed**

A course designed to assist students in acquiring insight into young children's behavior. Students consider developmental issues, individual needs and styles, and group dynamics with young children. Course content focuses on appropriate ways to meet children's needs and effective strategies for identifying and intervening in problem behavior. *Prerequisite: ECE 101 or equivalent. Recommendation: ECE 104.*

**ECE 122 Special Needs in Early Childhood Education • 3 Credits • Spring**

The role of the teacher in identification, evaluation, and planning for special needs in infant, toddler, and preschool classrooms. The course covers the breadth of problems found in special needs child care, from educational, family, and community perspectives.

**ECE 123 Early Childhood Education Practicum I • 3 Credits • As Needed**

An opportunity to integrate child development theory with teaching practice in a day care, nursery school, or after-school setting. The students work with children and contact with a cooperating teacher develop skills and self-assessment in all aspects of teaching. A minimum of 150 hours of practicum is required. *Prerequisite: Permission of program advisor. Corequisite: ECE 124.*

**ECE 124 Early Childhood Education Seminar I • 1 Credit • As Needed**

A consideration of problems such as assessing growth, providing for the individual needs of children, group management, and problem-solving. Student experiences from the variety of community programs and ages of children represented in their practicum placements provide the content of seminar discussion. *Prerequisite: One theory and one methods course in early childhood education or permission of the instructor. Corequisite: ECE 123.*

**ECE 220 Infant and Toddler Care • 3 Credits**

A focused study of child care from birth through thirty-six months. Course includes history of infant and toddler care; types of programs and when they are appropriate; nurturing environments; health and safety considerations; and developmental stages from cognitive, motor, language, and social skills perspectives. *Prerequisite: ECE 101 or PSY 204.*

**ECE 223 Early Childhood Education Practicum II • 3 Credits**

An internship with increased responsibility and involvement in the activities of an early childhood facility. Students keep journals and spend a minimum of twelve hours per week supervised by a professional at the site. *Prerequisite: ECE 123 and 124 or permission of the instructor. Corequisite: ECE 224.*

**ECE 224 Early Childhood Education Seminar II • 1 Credit**

A continuation of skill development and sharing of field experiences through discussion of case histories and professional issues. Practical measures for implementing developmentally appropriate practices and creativity in young children are also discussed.

**ECE 230 Supervision and Administration in Day Care • 3 Credits • As Needed**

Supervisory and administrative concepts and skills in a day care setting. Students refine observation skills, techniques for effective communication with staff, and ability to foster professional growth in supervisees. This course covers other administrative issues of licensing, personnel records, finance, and budgets. *Prerequisite: Permission of the instructor and Office for Children Lead Teacher qualification.*

**ECE 241 Creativity - a Child's Perspective • 3 Credits**

A focused study of creativity - what it is, why it is important, and how to foster it in young children. Students will explore leading philosophies including the Reggio Emilia approach and Gardner's Theory of Multiple Intelligence as they investigate how to integrate children's natural creative expression and play into the pre-school curriculum. *Prerequisite: ENG 101 or permission of the instructor.*

**ECE 265 Early Childhood Education Administration: Staff Development • 3 Credits**

A systematic approach to implementing programmatic change in child care settings through staff development and professional growth. Students will utilize practical methods and techniques of assessment to gain an understanding of the respective roles of administrator and staff in fostering positive change within the context of organizational dynamics. Students must have access to a center-based child care program within which they can utilize the assessment tools that will be presented in the course. *Prerequisite: OCCS Lead Teacher qualified with one year experience in a center-based child care program or OCCS Director I or Director II qualified.*

**ECE 275 Independent Study in Early Childhood Education • 1-3 Credits**

Independent study for students with a foundation in Early Childhood Education. Student and instructor determine a project and the number of credits to be earned. Regularly scheduled meetings between the student and instructor are required. *Prerequisites: Previous coursework in Early Childhood Education and permission of the instructor.*

## Economics

**ECO 150 World Economy • 3 Credits • As Needed SS/ss**

An exploration of contemporary issues affecting world economy. Selected critical problem areas such as food sufficiency, oil supply, population growth, and distribution of wealth will be examined against a background of culture, geography, and politics. *Skills prerequisite: ENG 020.*

**ECO 211 Principles of Microeconomics**  
**3 Credits • SS/ss**

An introduction to the theory and application of economic tools of analysis, to include the costs and rewards that cause individuals, firms and industries to demand and supply goods and services in the market. This course also explores the theories and realities of competitive and noncompetitive markets, and applies microeconomic tools of analysis to specific problems in areas such as energy, ecology, the global economy, and development theory. *Skills prerequisite: ENG 020 and MAT 018C.*

**ECO 212 Principles of Macroeconomics**  
**3 Credits • SS/ss**

An introduction to the theory and application of economic and political forces which affect the national economy. Major topics include gross domestic product and other measures of economic conditions; taxing, borrowing, and spending by various levels of government; Keynesian and neo-Keynesian models of equilibrium; and means used by the Federal Reserve system and the banking industry to stabilize the economy of the United States. *Skills prerequisite: ENG 020 and MAT 018C.*

## Education

**EDU 105 Foundations of Education • 3 Credits**

Examines the role education plays in the world and in individuals' lives. Using a variety of teaching strategies such as texts, films, news stories, historical documents and field trips, the course covers the people, events and ideologies that have shaped educational practices. An emphasis will be placed on socioeconomic, political, and philosophical influences on schools. *Skills prerequisite: ENG 020 and ENG 060.*

## Engineering and Engineering Technology

**ENT 122 Computer Aided Drafting/Design I**  
**3 Credits • As Needed**

An introduction to computer aided drafting and design (CADD). AutoCAD LT2000 is used to produce two-dimensional drawings. Various entry-level skills are taught using engineering, architectural and surveying examples. No prior computer or drafting experience is assumed; however, a basic understanding of drafting is recommended.

**ENT 129 Introduction to Electricity and Electronics**  
**4 Credits**

An introduction to the world of electricity and electronics. This course is designed for the student with no previous electrical background. It covers circuit theory, electronic components and simple applications. In the laboratory students will build circuits and use electronic instruments to analyze the circuits. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: ENM 126.*

**ENT 130 Introduction to Electronics**  
**3 Credits • As Needed**

An introduction to the world of electricity and electronics, with laboratory demonstrations. Examples drawn from home appliances, personal computers, television, and health monitoring equipment make the content applicable to everyday life. (Not intended for students majoring in electrical engineering.)

**ENT 135 Interpreting Engineering Drawings I**  
**4 Credits**

An introduction to the basics for interpreting engineered drawings. Topics include but are not limited to three view drawings, orthographic projections, sketching, types of lines, dimensioning, tolerancing, section views, auxiliary views, and manufacturing with different material types. *Skills prerequisite: ENG 020 and ENG 060. Corequisite: ENM 126.*

**ENT 136 Interpreting Engineering Drawings II**  
**4 Credits**

A continuation of ENT 135. Additional topics include but are not limited to chain dimensioning, drawings for numerical control, assembly drawings, bill of materials, welding drawings and symbols, datum features engineering and geometric tolerancing and feature based tolerancing. *Prerequisite: ENT 135 or permission of the instructor.*

**ENT 143 Plastics Materials Sciences**  
**3 Credits • As Needed**

The basic chemistry of plastics, the major resins used and modern industrial processes connected with these materials.

**ENT 151 Introduction to Manufacturing • 4 Credits**

An introduction to the metalworking processes including the setup and operation of metalworking tools. Topics covered will be manufacturing theory, tool geometry, blueprint reading, precision measurements, gages and inspection, as well as a basic introduction to computer aided drafting and automated machine tools. *Skills prerequisite: ENG 020 and ENG 060. Corequisite: ENM 126.*

**ENT 152 Advanced Manufacturing: Introduction to Computer Aided Design • 4 Credits**

A continuation of the theory of manufacturing planning and processes from ENT 151. Computer aided drafting/design (CAD) techniques are utilized to create two and three dimensional drawings from engineering drawings. 3D solid modeling is introduced. *Prerequisite: ENT 151 or permission of the instructor.*

**ENT 155 AC/DC Circuits • 4 Credits**

A trigonometry-based laboratory course designed to provide the technician with a solid understanding of AC/DC circuits and components. Topics include voltage, current resistance, reactance, sources, components, resonance circuit laws and theorems. A weekly laboratory session will be required. *Corequisite: MAT 102.*

**ENT 161 Engineering Physics I: Mechanics  
4 Credits • Fall • SC/ls**

The beginning of a four-semester sequence for engineering, physics, architecture, and mathematics majors. With an emphasis on problem solving, this course covers classical mechanics, including particle kinematics, translational and rotational motion, the forces affecting motion, equilibrium, work and mechanical energy, impulse and momentum, and harmonic motion. *Corequisite: ENM 151 or permission of the instructor.*

**ENT 162 Engineering Physics II: Fluids, Heat And Sound • 4 Credits • Spring • SC/ls**

Elasticity, hydrostatics, and dynamics. This course also covers heat transfer, including thermal stresses, phase changes, state phenomena, and the relation between thermal and mechanical energy; laws of thermodynamics, thermodynamic processes, cycles, and heat engines; entropy, mathematics of waves, standing waves, string and wind instruments, and the musical scale. *Prerequisite: ENM 151 and ENT 161. Corequisite: ENM 152 or permission of the instructor.*

**ENT 185 Engineering Computer Applications  
4 Credits**

Applications of the personal computer to various engineering problems, including mathematical applications such as graphing techniques and statistical analysis, and engineering applications such as computer assisted design and electrical circuit analysis. C language programming will be introduced. *Skills prerequisite: ENG 020 and ENG 060.*

**ENT 203 Linear Circuit Analysis I • 4 Credits • Fall**

A first course in electrical circuit theory for engineering students. Included are topics such as DC circuit theory, Kirchoff's Laws, Thevenin's and Norton's equivalents, super position, transient circuit analysis, RLC circuits and damping, sinusoidal analysis, complex forcing functions, phasor analysis, and power in AC circuits. Students use a variety of electronic equipment in a laboratory setting. Correlation between analytical and experimental results will be emphasized. *Prerequisite: Differential and integral calculus courses such as ENM 151 and ENM 152.*

**ENT 204 Linear Circuit Analysis II  
4 Credits • Spring**

A continuation of ENT 203 with an emphasis placed on the use of Fourier analysis and LaPlace transforms. Included are topics such as complex frequency,  $Z(s)$ , frequency response, resonance, two-port networks, active devices, transformers, Fourier series, and complex Fourier series. A variety of equipment will be used in a laboratory setting to analyze complex electrical circuits and to study active devices. *Prerequisite: ENM 151, ENM 152, and ENT 203.*

**ENT 210 Computer Aided Drafting/Design II  
3 Credits • As Needed**

A continuation of ENT 122. Expands on the AutoCAD LT 2000 variables and customization of commands introduced in ENT 122. Presents more complex commands. *Prerequisite: ENT 122 or permission of the instructor.*

**ENT 212 Statics • 3 Credits • Fall**

A three-dimensional study of static mechanical force systems including resultants, centroids and centers of gravity, equilibrium, friction, and moments of inertia. Vector algebra is employed. *Corequisite: ENM 251 or permission of the instructor.*

**ENT 213 Dynamics • 3 Credits • Spring**

A mathematical study of the kinematics and kinetics. Topics include rectangular, angular, and curvilinear motion; simple harmonic motion; instant centers, relative velocity and acceleration and their related quantities; work and energy; impulse and momentum. Vector mathematics is used. *Prerequisite: ENT 212 or permission of the instructor.*

**ENT 214 Strength of Materials • 3 Credits • Spring**

A mathematical study of stresses and deflections of mechanical structures under axial, torsional, and flexural loading. Posts, shafts, beams, columns, and other mechanical shapes are studied, including statistically indeterminate cases. *Prerequisite: ENM 152 and ENT 161.*

**ENT 218 Pulp and Paper Technology/Chemistry  
3 Credits**

The chemistry of wood and other materials and different pulping processes with emphasis on the general chemistry of pulping and bleaching. This course also includes methods of testing paper and pulp and their manufacturing processes. Two field trips to manufacturing sites will be required during the course. *Prerequisite: CHM 150, or permission of the instructor, and MAT 029B.*

**ENT 225 Introduction to Computer Aided Manufacturing I • 4 Credits**

3D solid modeling is utilized to further investigate computer aided design (CAD). The basics of modeling and machining are studied through the introduction of computer aided manufacturing (CAM) and CNC machine tools. Simple parts are designed and created in the lab. *Prerequisite: ENT 152 or permission of the instructor.*

**ENT 226 Introduction to Computer Aided Manufacturing II • 4 Credits**

Use of CNC machine tools will be continued. A final project will be required where students will design and manufacture a project using their knowledge and experience with CAD and CAM from the previous labs. Students will visit local manufacturing facilities to enhance their knowledge of the manufacturing and metal working process. *Prerequisite: ENT 225 or permission of the instructor.*

**ENT 233 Digital Circuits • 4 Credits • As Needed**

A study of basic networks involved in digital computers. Students with little electronics background should be able to complete this course with some additional study. Course takes up combinational and sequential logic based on Boolean principles. It covers most elements of logic systems in a class and laboratory environment. The course ends with an introduction to the microprocessor.

**ENT 234 Microprocessors • 3 Credits • As Needed**

An introduction to the microprocessor as a process control unit, with study of its general architecture and language. Interfacing with analog devices is emphasized. In addition to weekly assignments in the laboratory, this course requires a final project.

*Recommendation: ENT 233.*

**ENT 238 Elements of Machines  
4 Credits • As Needed**

An introductory study of the design and operating characteristics of mechanical devices such as linear and rotary bearings; gears and gear systems; power transmission and synchronous drive belts; couplings, brakes, and clutches; fluid power pumps; and activators. Applications in high-speed mechanisms and precision linear or rotary positioning systems are analyzed. Lab work emphasizes the identification and measurement of dynamic characteristics and performance limits.

**ENT 244 Hydraulics and Pneumatics  
3 Credits • As Needed**

Hydraulic and pneumatic principles, components, and systems. Course includes theory of circuit operation, flow, valving, transducers, system repair and troubleshooting, and safety concerns with hydraulic and pneumatic equipment.

**ENT 260 Industrial Control Systems  
4 Credits • As Needed**

An introduction to industrial controls and automation that surveys electrical, electronic (digital and analog), and fluid power control systems. The course includes feedback loops, process control, control logic, and transducers. Labs will incorporate programmable controllers, pneumatic and hydraulic systems, motors and controllers, and robotic manipulators. Semester project required. *Prerequisite: ENT 155 or permission of the instructor.*

**ENT 261 Engineering Physics III: Electricity And Magnetism • 4 Credits • Fall • SC/ls**

The third course in a series. Lectures and laboratories cover electrostatics, fields, capacitance, DC circuits, magnetics, electromagnetic waves, and related engineering applications, including environmental considerations. *Prerequisite: ENT 161 and ENM 152, or permission of the instructor. Corequisite: ENM 251 or permission of the instructor.*

**ENT 262 Engineering Physics IV: Optics and Modern Physics • 3 Credits • Spring • SC**

The wave nature of light, ray theory of mirrors and lenses, and interference and diffraction. This course also covers relativistic mechanics, particle nature of light, quantum mechanics, and atomic and nuclear physics. *Prerequisite: ENT 261 or permission of the instructor. Corequisite: ENM 252 or permission of the instructor.*

**ENT 271 Material Science • 4 Credits**

A study of the characteristics and applications of paper, plastics, and industrial materials. Properties of steel, steel alloys, cast iron, aluminum, polymer, ceramics, papers, and composites. Additional topics include the manufacturing process, strengthening methods, and testing procedures. Laboratory will focus on mechanical properties and measurements of such properties. *Prerequisite: MAT 029B.*

**ENT 275****ENT 276 Independent Study in Engineering Technology I/II • 1-4 Credits**

For students with a foundation in the field. Student and instructor determine the project to be worked on and the number of credits to be earned. Laboratory or field work, literature search, and written or oral reports may be involved. Regularly scheduled meetings between student and instructor are required. *Prerequisite: Approval of the department chair or program advisor.*

**ENT 285****ENT 286 Technical Internship in Engineering/Technology I/II • 1-4 Credits**

A second technical internship in engineering/ technology or related field. Learning goals and documentation arranged by contract with faculty and industrial sponsor. *Prerequisite: Permission of faculty sponsor and assistant dean.*

## Engineering Mathematics

**ENM 125 Technical Mathematics I  
3 Credits • As Needed**

A review of arithmetic and an introduction to algebra stressing industrial applications. Designed for students who have previous exposure to the following topics: review of fractions, systems of measurements, number systems, scientific notation, and introduction to algebra. *Skills prerequisite: MAT 018C.*

**ENM 126 Technical Mathematics II  
3 Credits • As Needed**

A continuation of ENM 125. This applications based course includes solutions to algebraic equations, graphing, quadratic equations, factoring, and exponents. *Prerequisite: ENM 125, MAT 028B, or permission of the instructor.*

**ENM 127 Technical Mathematics III • 3 Credits**

A continuation of ENM 125 and ENM 126. This course is designed to prepare a student for entry into Technical Calculus. Topics include trigonometric functions, right triangles, radians, polar and rectangular forms of vectors, curve sketching, and an introduction to analytic geometry. *Prerequisite: ENM 126 or permission of the instructor.*

**ENM 151 Engineering Calculus I  
3 Credits • Fall MA/ma**

A study of differential calculus emphasizing engineering applications. Topics include limits curve sketching, methods of differentiation, and design optimization. This course is designed to support ENT 161 as a corequisite. *Prerequisite: Algebra and trigonometry, or permission of the instructor.*

**ENM 152 Engineering Calculus II  
3 Credits • Spring • MA/ma**

A study of both differential and integral calculus and their applications to problems in the physical sciences and engineering. Topics include exponential and logarithmic functions, integration methods such as closed form and computer, and applications of the definite integral. This course is designed to support ENT 162. *Prerequisite: ENM 151 or permission of the instructor.*

**ENM 251 Engineering Calculus III**  
**3 Credits • Fall • MA/ma**

A study of arc length, speed, area, areas of revolution, curvature, parametric equations, series, sequences, tests for convergence and divergence, Taylor series, power series, complex series, and the properties and derivatives of vector functions. This course is designed to support ENT 261. *Prerequisite: ENM 152.*

**ENM 252 Engineering Calculus IV**  
**3 Credits • Spring • MA/ma**

A study of partial derivatives, the gradient, the directional derivative, normals, tangent planes, extrema, moments of inertia and center of mass in rectangular-cylindrical-spherical coordinates, the divergence, curl, line integrals, Green's theorem, surface integrals, Divergence theorem, and Stokes' theorem. This course is designed to support ENT 262. *Prerequisite: ENM 251 or permission of the instructor.*

**ENM 255 Statistical Quality Control**  
**3 Credits • As Needed**

A study of industrial applications of probability and statistics, with particular attention to process control, quality control, and mathematical methods to improve productivity. *Prerequisite: ENM 126 or MAT 029C.*

## English

**ENG 010 Basic Reading • 4 Credits**

A course designed to develop the prerequisite reading skills needed for entry into ENG 020, Reading Skills. Classes cover such fundamentals as word attack skills, vocabulary development, and reading comprehension. College credit is awarded but does not count toward a degree. The class meets four hours a week. If BCC Learning Skills Assessment results indicate ENG 010 is required, the student must take the course during the first semester of enrollment. Course completion is by examination with *PASS/RE grading*.

**ENG 020 Reading Skills • 4 Credits**

A course in the reading skills needed for better understanding of written material. Classes emphasize comprehension skills, vocabulary building, and information processing strategies. College credit will be awarded, but this credit will not count toward a degree. If BCC Learning Skills Assessment results indicate ENG 020 is required, the student must take the course during the first semester of enrollment. Course completion is by examination with *PASS/RE grading*. *Prerequisite: ENG 010 or skills placement in ENG 020.*

**ENG 060 Basic Writing • 4 Credits**

An individualized approach to developing competency in standard written English. Emphasis is on the process of writing, including techniques for pre-writing, focusing, and editing. The class meets four hours a week. College credit will be awarded, but this credit will not count toward a degree. If BCC Learning Skills Assessment results indicate ENG 060 is required, the course must be taken initial semester. Course completion is by examination with *Pass/Re/IP grading*.

**ENG 101 Composition I • 3 Credits • EC/ec**

An introduction to college-level composition. Essay assignments include description, narration, and exposition, with an emphasis on exposition. Topics include the writing process, focus, thesis, development of a logical sequence of paragraphs, use of supporting examples and specific details, and sentence construction and style. Readings provide models for analysis. This course also provides an introduction to the use of library resources and to source documentation. *Skills prerequisite: ENG 020 and ENG 060.*

**ENG 102 Composition II • 3 Credits • EC/ec**

A continuation of ENG 101, with emphasis on extending students' reading, writing, and thinking skills. Essay assignments include exemplification, analysis, comparison/contrast, and argumentation. Topics include the organization of longer essays, logical development, coherence, appropriate support for points, and style. This course also includes critical reading of essays and continued instruction in research and the responsible use of sources. *Prerequisite: C- or better in ENG 101.*

**ENG 103 Honors Composition I**  
**3 Credits • Fall EC/ec**

Extensive exercise in writing in the various modes of logical discourse as well as in reading with a questioning attitude and discriminating awareness of structure, language, and techniques of expression. This course assumes a competent grounding in the basics of composition. Skills prerequisite: Students must demonstrate competency for ENG 103 on BCC Learning Skills Assessment or have the permission of the instructor. The course is also open to students who have successfully completed ENG 102.

**ENG 104 Honors Composition II**  
**3 Credits • Spring • EC/ec**

Extensive exercise in writing about the ideas expressed through images, as in imaginative literature. This course offers practice in understanding and discussing represented meanings in fiction, poetry and drama. Students will write papers that analyze literature using a variety of approaches (character analysis, comparison/contrast, thematic analysis, and explication, for example). Enrollment assumes a secure grasp of exposition. NOTE: Credit is not granted for both ENG 104 and ENG 215. *Prerequisite: ENG 103, or permission of the instructor. The course is also open to students who have successfully completed ENG 102.*

**ENG 204 Literature of Peace and War**  
**3 Credits • As Needed • HU/hu**

A study of mankind's quest for peace and resort to war as reflected in literature. Writers to be sampled may include Thucydides, Virgil, Shakespeare, Thoreau, Whitman, Crane, Owen, Remarque, Hemingway, Lowell, Vonnegut, O'Brien and others past and present. *Skills prerequisite: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

**ENG 205 Children's Literature**  
**3 Credits • HU/hu**

Designed to provide the student with the theoretical knowledge, history and development of the genre in order to select appropriate literature for children. This course fulfills three credit hours of a literature requirement only for students in the Early Childhood Education Concentration. *Skills prerequisite: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

**ENG 215 Introduction to Literature**  
**3 Credits • HU/hu**

A survey of the short story, poetry, and drama, emphasizing the kinds of questions that help the reader discover the writer's meaning. NOTE: Credit is not granted for both ENG 104 and ENG 215. *Skills prerequisite: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

**ENG 216 Introduction to the Novel**  
**3 Credits • HU/hu**

A survey of fiction, emphasizing longer works. Various types of novels will be examined; other literary forms may be included for comparative study. *Skills prerequisite: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

**ENG 221 Literature of Western Civilization I**  
**3 Credits • Fall • HU/hu**

A sampling of landmark works of literature from Homeric Greece to medieval Europe (typically, The Iliad, portions of the Bible, some Platonic dialogues and Athenian tragedies, The Aeneid, Inferno). In addition to cultural values of various eras, the course explores the nature of imaginative literature. It also seeks to improve reading comprehension, and to develop facility in the written expression of ideas. It complements courses in Western civilization and art history. *Skills prerequisite: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

**ENG 222 Literature of Western Civilization II**  
**3 Credits • Spring • HU/hu**

A continuation of ENG 221 which may be elected separately. This course samples landmark works from the Renaissance to the twentieth century as a way to understand how literature reflects the philosophy and concerns of representative cultural eras. Representative writers include Shakespeare, Milton, Voltaire, Stendhal, Ibsen, Tolstoy, and Camus. It complements courses in Western civilization and art history. *Skills prerequisite: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

**ENG 223 Creative Writing: Poetry**  
**3 Credits • HU/hu**

A course in which students create a substantial body of work as they cultivate the unique rhythms of their language and the truths of their imagination. Students work on poems-in-progress during class discussion and learn to understand relationships between a poem's meaning, sound and structure. Students develop a creative process that supports the generation and revision of poems during and after the semester. *Skills prerequisite: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

**ENG 231 American Literature to 1865**  
**3 Credits • Fall • HU/hu**

An examination of essays, poems, stories, and novels of selected authors from the Puritan period to the middle of the nineteenth century. (Nearly all of the noted writers of the period lived in Massachusetts.) The course includes such authors as Bradford, Franklin, Bryant, Hawthorne, Melville, Emerson, Thoreau, Douglass, Whitman, and Dickinson. *Skills prerequisite: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

**ENG 232 American Literature Since 1865**  
**3 Credits • Spring • HU/hu**

A continuation of ENG 231 which may be elected separately. Novels, stories, poems, and plays from the rise of realism to the present are studied, including works by such authors as James, Twain, Crane, Cather, Frost, Hemingway, and O'Neill. *Skills prerequisite: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

**ENG 243 Creative Writing • 3 Credits • HU/hu**

A course for students with a serious interest in creative writing. Assignments will include practice primarily in the short story but also in screenplays, drama, poetry, and the philosophical essay. Class discussion will center on students' writings and the study of selected short works of poems, and one-act plays. *Prerequisite: Six credits of composition or permission of the instructor.*

**ENG 275 Independent Study in English**  
**1-3 Credits**

A tutorial course. The student and instructor determine the project to be undertaken subject to approval by the department chair. *Prerequisite: Six credits of composition and six credits of literature.*

**ENG 297 Special Topics in Literature**  
**3 Credits • HU/hu**

Specific course content at the discretion of the department. Recent topics have included Women's Writing, Contemporary British and American Fiction, Mythology, Gay and Lesbian Literature, Russian Literature, and The Bible. Details are included in pre-registration materials. *Skills prerequisite: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

## English for Speakers of Other Languages

**ESL 102 Beginning English for Speakers of Other Languages II • 4 Credits • As Needed • HU**

A continuation of ESL 101; listening, speaking, reading, and writing skills. Topics include modals, comparison, passive voice, paragraph development, prediction, inference, and summarizing. The course includes four hours of class time and two hours of laboratory each week. *Prerequisite: ESL 101, ESL placement, or permission of the instructor.*

**ESL 103 Beginning English for Speakers of Other Languages III • 4 Credits • As Needed • HU**

Advanced beginning level ESL including listening, speaking, reading, and writing skills. Topics include paraphrasing, vocabulary development, use of an English-English dictionary, the writing process, description, and narration. The course includes four hours of class time and two hours of language laboratory each week. *Prerequisite: ESL 102, ESL placement, or permission of the instructor.*

**ESL 201 Intermediate English for Speakers of Other Languages I • 4 Credits • As Needed • HU**

A survey of the basic structures of English through reading and writing. This course includes grammar taught and practiced using practical academic applications. The class meets four hours a week. *Prerequisite: ESL 103, ESL placement, or permission of the instructor.*

**ESL 202 Advanced English for Speakers of Other Languages I • 4 Credits • As Needed • HU**

A continuation of ESL 201 with further focus on academic writing through vocabulary building and grammar skills development. Topics include the writing process, editing, and summarizing, integrated with activities focusing on reading for understanding, listening, and speaking. *Prerequisite: ESL 201, ESL placement, or permission of the instructor.*

**Environmental Science****ENV 101 Conservation of Natural Resources I  
4 Credits • Fall • ES/ls**

A study of conservation principles and their application to local, regional, national, and international resource management. Topics include water quality, soil and wetlands conservation, forest and wildlife management, alternate energy sources, and solid waste disposal. Laboratories emphasize hands-on field experiences. *Skills pre- or corequisite: ENG 020 and ENG 060.*

**ENV 102 Conservation of Natural Resources II  
4 Credits • Spring • ES/ls**

A continuation of ENV 101. Topics include air pollution control, biocides and other hazardous substances, wildlife extinction, world food supply and resource conservation, fisheries management, nuclear energy, environmental laws, and natural resource planning. *Skills pre- or corequisite: ENG 020 and ENG 060.*

**ENV 115 Introduction to Nature Photography  
3 Credits**

A field-oriented course which explores both the art and science of nature photography. With natural lighting and a minimum of special equipment, students photograph wildlife, landscapes, flowers, and vegetation. Specialized applications will include aerial and microphotography. A camera is required (contact instructor for details). *Skills pre- or corequisite: ENG 020 and ENG 060.*

**ENV 121 Introduction to Environmental Science I  
3 Credits • Fall • ES/ns**

A multi-disciplinary course dealing with many aspects of the contemporary environment. Presentations from various college departments and by community leaders focus on our role in the environment.

**ENV 127 Environmental Awareness and Responsibility • 1 Credit • ES**

Environmental study open to anyone who wishes to develop or deepen an awareness of the environment. This course promotes an appreciation of natural beauty and of other natural resources. It also provides exposure to ongoing problems and solutions.

**ENV 128 Global Warming, Peak Oil & Humanity  
1 Credit • ES**

An introduction to global warming, climate change, the depletion of key finite energy resources, and what these phenomena may portend. The course draws on the natural and social sciences to examine current and possible future responses. *Skills prerequisite: ENG 020 and ENG 060.*

**ENV 133 Everglades Ecosystems  
4 Credits • As Needed • ES/ls**

A field experience focused on the biological diversity of Everglades National Park. This course includes the natural history of flora and fauna within sawgrass prairie, tropical hardwood hammock, bald cypress head, pineland and coastal mangrove ecosystems. Practical skills in descriptive ecology are developed through guided field study. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: Permission of the instructor.*

**ENV 139 Tropical Ecosystems • 4 Credits • ES/ls**

A field course in the tropical ecosystems. This course explores the biological diversity of the New World tropics and incorporates natural history of flora and fauna within primary and secondary forests, riparian zones, river channels, forest clearings, and forest canopy. Practical skills in biodiversity are developed through guided field study. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: Permission of the instructor.*

**ENV 165 Field Methods in Environmental Science  
4 Credits • ES/ls**

An introduction to field data collection methods. Students will choose, design, and carry-out a field-oriented research project, including final reporting. The course will use GPS/GIS, laptop/handheld computers, radio-telemetry, seining and live-trapping surveys to immerse students in all aspects involved in the study of wildlife biology. *Skills prerequisite: ENG 060. Prerequisites: High school biology, BIO 105, or permission of the instructor.*

**ENV 207 Wildlife Biology  
4 Credits As Needed • ES/ls**

Ecological, biological, and human intervention factors affecting wildlife populations. This course emphasizes the population ecology and biology of game, non-game, and endangered species. Field labs investigate some of these factors by collecting and analyzing data about wildlife populations. *Prerequisite: ENG 101 and MAT 028A or permission of the instructor.*

**ENV 208 Aquatic Biology  
4 Credits • As Needed • ES/ls**

Biological, physical, and chemical components of freshwater aquatic habitats and their ecological relationships. Laboratories involve observation, collection, and analysis of aquatic samples using scientific techniques. *Prerequisite: ENG 101 and MAT 028A or permission of the instructor.*

## Fine Arts

### **ENV 247 Advanced Travel Study • 4 Credits • ES/lS**

A sequel to Berkshire Community College travel-study courses. Students continue to explore topics such as biodiversity, natural history of flora and fauna, geologic and physiographic features, cultural history, and ecotourism in remote locations. Activities and assignments are chosen to increase the level of challenge and foster growth beyond the expectations established in prior course work. *Prerequisite: Any BCC travel-study course with an ENV designation or permission of the instructor.*

### **ENV 251 Environmental Health 4 Credits • As Needed • ES/lS**

A study of environmental contamination and its effects on life and society. Principles of toxicology will be studied with case studies drawn from areas such as PCB's in the Housatonic River to pesticides in food. The course examines environmental impacts at all levels, from the DNA molecule to humans and the ecosystem. *Skills prerequisite: MAT 028A. Prerequisite: ENG 101.*

### **ENV 275**

### **ENV 276 Independent Study I/II • 1-4 Credits**

For students with a foundation in the field. Student and instructor determine the project and the number of credits to be earned. Individual or small group projects, especially in the field, may be involved. Regularly scheduled meetings between student and instructor are required. *Prerequisite: Permission of the department chair or program advisor.*

## Experiential Learning

### **EXL 225 Experiential Learning I • 1-6 Credits**

Individually arranged learning by contract. This course allows the student, with assistance from the faculty sponsor, to define personal learning objectives and methods of evaluation. The student may contract for independent study, community service internship, field experience, apprenticeship, unpaid career-related work experience, or other self-directed projects. *Prerequisite: Permission of faculty sponsor and assistant dean.*

### **EXL 250 Experiential Learning II • 1-6 Credits**

Expansion of a previous project or exploration of a new learning experience. *Prerequisite: Permission of faculty sponsor and assistant dean.*

### **EXL 275**

### **EXL 290 Experiential Learning III/IV • 1 Credit**

Expansion of a previous project or exploration of a new learning experience. *Prerequisite: Permission of faculty sponsor and assistant dean.*

### **FAS 103 Printmaking I • 3 Credits • HU/hu**

An introduction to the art of producing multiple images from a single source. This course includes the preparation of plates, inking procedures, and the use of the printing press. *Prerequisite: FAS 163.*

### **FAS 111 Drawing I 3 Credits • Fall • HU/hu**

An introduction to the concepts and techniques of drawing through the use of charcoal and newsprint. Class problems and critiques are presented to help the student develop a foundation of knowledge and ability to build on.

### **FAS 113 Printmaking II • 3 Credits • HU/hu**

A continuation of FAS 103. This course includes the study of the skills and processes of printmaking with emphasis on etching and color printing. *Prerequisite: FAS 103.*

### **FAS 114 Landscape Painting 3 Credits • As Needed • HU**

A study of painting as applied to landscape. The use of color, composition, and overall principals of design will be discussed in relation to painting out-of-doors. Stylistic diversity will be encouraged.

### **FAS 115 Digital Photography • 3 Credits**

An introduction to photographic processes that use computer-based technologies. Students learn the basics of image capture with digital cameras and from there explore the world of digital image processing, utilizing Adobe Photoshop to prepare and modify images. The course will examine digital photography as a creative process, focusing on its aesthetic power and use in contemporary society.

### **FAS 120 Drawing II • 3 Credits • Spring • HU/hu**

A continuation of FAS 111. This course explores drawing as a process of perception and coordinated response with a continued emphasis on the use of charcoal on newsprint. *Prerequisite: FAS 111.*

### **FAS 123 Two-Dimensional Design I 3 Credits • Fall • HU/hu**

A study of the language of visual arts through the analysis of properties of line, form, and the organization of pictorial structure in black, white, and gray. This course includes the application of these discoveries to the resolution of design problems and to the strengthening of self-expression.

### **FAS 124 Three-Dimensional Design I 3 Credits • Fall • HU/hu**

An exploration of the structure and visual qualities of real objects within a spatial environment. Assignments and discussion investigate the relationships of mass, volume, form, and substance; the nature of materials; and methods of joinery.

### **FAS 125 Three-Dimensional Design II 3 Credits • Spring • HU/hu**

A continuation of FAS 124, making sculptural objects from a variety of materials. Methods of construction and concepts of spatial organization are emphasized. *Prerequisite: FAS 124.*

**FAS 144 Digital Imaging with Photoshop**  
**3 Credits**

Covers the digital preparation of visual images for print publication, display, and use with the world wide web. Using Macintosh computers, students will work with Adobe Photoshop. Methods for processing and improving the quality of digital images for both screen and print applications will be covered. Digital imaging (including digital photography) will be discussed. The course will also cover procedures for retouching, restoring, modifying, creating, and rendering images. The preparation of files for a variety of internet and printing applications will be covered, as will methods for working with professional printing companies and newspapers. *Prerequisite: Macintosh computers/OS or Windows XP experience.*

**FAS 145 Publication Design • 3 Credits**

Introduces students to the basic elements of type design and page layout. Lectures will cover the proper use of type, as text as well as a design element, in professional publication design. The learning and application of traditional design principles is stressed. Topics include publication planning, the preparation and placement of graphic elements, and the use of color. Emphasis is placed on the appearance of the finished publication. The laboratory portion of the course will develop student's skills using Adobe InDesign and QuarkXPress, the industry-standard page layout software programs. Each student will design and produce several projects for this course.

**FAS 156 Art and Culture of Asia**  
**3 Credits • As Needed • HU/hu**

A survey of the arts of India, China, and Japan and their impact on Western culture. The course includes discussions of the art of painting, sculpture, and architecture, as well as discussions and comparisons with the alternative arts of Asia which may include ceramics, calligraphy, gardens, martial arts, and haiku. This course reviews the arts with special attention to the role of religion and philosophy in their development. Lectures and discussions are illustrated by slides and visual materials; some classes will incorporate participation and experimentation with the particular art. An art background is not required. *Skills prerequisite: ENG 020 and ENG 060.*

**FAS 157 Introduction to Studio Art**  
**3 Credits • As Needed • HU/hu**

A hands-on approach to studio art for beginning art majors and the non-art student. The creative process will be explored by experimenting with a variety of media. Each medium covered will emphasize mastery of basic techniques and concepts which will strengthen and develop a foundation of knowledge and individuality of self-expression.

**FAS 163 Two-Dimensional Design II**  
**3 Credits • Spring • HU/hu**

A continuation of FAS 123, building on those experiences with assignments of increasing complexity in both black and white and color. Color is explored as a means of defining both structure and individual expression. *Prerequisite: FAS 123.*

**FAS 171 Pre-Renaissance Art History**  
**3 Credits • Fall • HU/hu**

A descriptive survey of painting, sculpture, and architecture from ancient Egypt through the Gothic period. The religious and mythical character of the arts in ancient societies is emphasized. Lectures and discussions are illustrated by slides and visual materials. An art background is not required. *Skills prerequisite: ENG 020 and ENG 060.*

**FAS 172 Renaissance to Modern Art History**  
**3 Credits • Spring • HU/hu**

A descriptive survey of painting, sculpture, and architecture from the fourteenth to the twentieth century. This course includes the development of Western styles with special attention to the role of religion and philosophy. Lectures and discussions are illustrated by slides and visual materials. An art background is not required. *Skills prerequisite: ENG 020 and ENG 060.*

**FAS 173 Twentieth Century Art History**  
**3 Credits • As Needed • HU/hu**

A survey of twentieth century art history. Lectures and discussions are illustrated by slides and visual materials. An art background is not required. *Skills prerequisite: ENG 020 and ENG 060.*

**FAS 200 Art Gallery Management**  
**3 Credits • As Needed**

An introduction to developing and implementing the college gallery exhibition program. The course includes the selection, transportation, preparation, design, and installation of exhibits. Students will design and prepare cards and posters and handle public relations.

**FAS 210 Fundamentals of Painting**  
**3 Credits • Fall • HU/hu**

A basic introduction to the materials, techniques, and concepts of painting. Class problems and critiques are presented to help the student develop a foundation of knowledge and ability to build on. *Prerequisite: FAS 163.*

**FAS 222 Advanced Studio Art**  
**3 Credits • As Needed • HU/hu**

An advanced study in any medium or artistic discipline. Painting, sculpture, fashion design, and film making represent the potential range and diversity of student projects. The student is expected to focus on a project and devote the term to its completion. Work is discussed in class each week. *Prerequisite: FAS 120, FAS 125, FAS 163 or FAS 240, or permission of the instructor.*

**FAS 225 Figure Drawing**  
**3 Credits • As Needed • HU/hu**

An advanced studio course devoted to drawing the human figure using charcoal and newsprint as the primary medium. *Prerequisite: FAS 120.*

**FAS 240 Intermediate Painting**  
**3 Credits • Spring • HU/hu**

A continuation of FAS 210. This course is a further introduction to painting, incorporating the exploration of color, representation, abstraction, and other concepts and axioms of design. *Prerequisite: FAS 210.*

**FAS 242 Computer Illustration • 3 Credits**

An introduction to Adobe Illustrator, the industry-standard design and illustration program. The course covers creating artwork and illustrations, working with Illustrator and bitmapped imaging programs and files, and preparing files for service bureaus, program providers, and printers. Other topics include visual composition, form, space, perspective, and color. *Prerequisite: experience using a Macintosh or Windows-based computer and FAS 111 or permission of the instructor.*

**FAS 245 Watercolor Painting • 3 Credits • HU/hu**

A basic introduction to the materials and techniques of watercolor painting. Class problems and critiques are presented to help students develop a foundation of knowledge and the ability to build on this foundation. Students learn dry- and wet-paper techniques; 'resist' practices; and experimental methods. Stylistic diversity is encouraged. *Prerequisite: FAS 123 or permission of instructor.*

**FAS 246 Watercolor Painting II • 3 Credits • HU/hu**

A continuation of FAS 245. As students continue to learn dry and wet paper techniques, resist processes, and experimental methods, emphasis is placed on students developing a fuller understanding of watercolor materials and terminology; a more sophisticated compositional sense; and the beginnings of a personal aesthetic. Stylistic diversity is encouraged. *Prerequisite: FAS 245.*

**FAS 275 Independent Study in Art • 1-3 Credits**

For students with a foundation in the field. Student and instructor determine the project and the number of credits to be earned. Projects involve specialized work in art or crafts. Regularly scheduled meetings between student and instructor are required. *Prerequisite: Permission of the department chair or program advisor.*

**FAS 297 Special Topics in Visual Arts  
3 Credits • HU/hu**

Specific course content at the discretion of the department. Details are included in preregistration materials.

## Fire Science

**FIS 101 Introduction to Fire Protection • 3 Credits**

An introduction to fire protection and careers in the fire service. Students survey the history, scope, and resources of the fire service, including reviewing fire department structure and administration. The course provides students with an overview of the chemistry and physics of fire, of the training and support of fire service personnel, and of fire protection systems and equipment. Students gain an understanding of different career directions in the fire service and of the various local, state, and federal agencies that support and oversee fire service professionals. *Skills prerequisite: ENG 020.*

**FIS 123 Building Construction • 3 Credits**

Building construction and design with emphasis on fire protection concerns. Local, state, and national statutes and guidelines will be studied. *Prerequisite: PHY 111.*

**FIS 127 Water Supply and Hydraulics • 3 Credits**

Basic properties and calculations for fluids, static and velocity pressures, flow through nozzles, and fire protection systems. Topics include water supply evaluation and testing, water storage and distribution facilities, fireground pump operations including drafting, fire stream management, and foam applications. *Prerequisite: MAT 101.*

**FIS 128 Protection Systems I • 3 Credits**

A study of automatic and manual fire detection and extinguishing systems. Topics include sprinklers, standpipes, inert gases, foam and dry chemicals, and alarm and signaling systems. Demonstrations will illustrate and supplement the class work.

**FIS 129 Emergency Incident Management  
3 Credits**

The study of command and control activities at emergencies together with techniques of fire suppression. Topics include: pre-incident planning, command organization, incident size-up, and strategic and tactical planning. This course stresses the integration of local, regional and national emergency management systems. *Skills prerequisite: ENG 020.*

**FIS 138 Protection Systems II • 3 Credits**

A continuation of FIS 128. This course is intended for those interested in advanced fire control systems. Topics include commercial and industrial fire protection system design and application, fire detection and alarm systems, specialized extinguishing agent systems, and water spray systems designs for high hazard applications. *Prerequisite: FIS 128 or permission of FIS Program Advisor/Assistant Dean.*

**FIS 145 Fire Prevention, Codes and Ordinances  
4 Credits**

An overview of the organization and function of fire prevention within the fire service. In addition, students study existing fire and building codes and ordinances and their role in providing for the public safety. Students examine the code development and adoption process, code administration, and major code producing organizations. Furthermore, students become familiar with national standards, especially those contained within the National Fire Protection Association's Life Safety Code, its referenced standards, and the Building Officials & Code Administration Building Code. Students also study Massachusetts General Law, Chapter 148, and Code of Massachusetts Regulation 527, and local ordinances. *Skills prerequisite: ENG 060.*

**FIS 201 Hazardous Materials I • 3 Credits**

An introduction to the identification, safety, and the proper procedures for handling hazardous materials. The following topics will be covered: hazard and risk assessment, hazardous materials terminology, selection and use of personal protective equipment, spill control and containment, decontamination procedures, and termination operations. The requirements of EPA, OSHA, and NFPA regulations will be reviewed. *Prerequisite: CHM 150.*

**FIS 202 Hazardous Materials II • 3 Credits**

A continuation of FIS 201. This course provides guidance on how to inspect property for possible accidents involving hazardous materials and how to plan for the prevention and preparation of such accidents. Concepts of hazardous materials storage, transportation, protective systems, and inspection procedures will be covered. *Prerequisite: FIS 201.*

**FIS 205 Legal Aspects of Fire Protection  
3 Credits**

The legal rights and responsibilities of fire fighters and departments in performing their duties. This course also examines the range of fire laws affecting property owners and others. Recent developments in government regulations and liability concerns will be covered.

**FIS 206 Fire Causes and Detection • 3 Credits**

The history, development, and philosophy of fire investigation and detection. Topics include inspection techniques, gathering of evidence and development of technical reports, fundamentals of arson investigation, processing of criminal evidence, and criminal procedures related to various local and state statutes.

**FIS 210 Organization and Management of Fire  
Departments • 3 Credits**

Organization and management theories applied to fire departments. The course focuses on these specific tools for management: techniques for planning, organizing, budgeting, implementing, and evaluating community fire protection.



## Geography

**GEO 125 World Geography • 3 Credits • SS/ss**

An introduction to World Geography stressing the location and interrelationships of the various nations on our planet along with their cultural, linguistic, economic, and religious makeup. The role of weather and climate, ocean currents, rivers, coastline features, mountains, and geological movement will be examined. Attention will also be given to the geological, topographical, economic, and historical forces that have formed them and the challenges they face in the 21st century. *Skills prerequisite: ENG 020.*

## Geology

**GEY 112 Introduction to Astronomy and the Night  
Sky • 2 Credits • As Needed**

An introduction to contemporary astronomy with attention to light optic visible objects. In addition to learning northern hemisphere constellations, students will learn about the birth, death and life of stars, nebulae, galaxies, comets, auroras and eclipses. Details about the moon, our planets, and the solar system will be supplemented with information on deep sky objects and methods to best study the night sky.

**GEY 121 Earth Systems Science • 4 Credits • SC/lS**

A systematic, integrated approach to the sciences of geology, oceanography, meteorology, and ecology of planet Earth. The course emphasizes the synergy of interrelated phenomena while focusing on Earth as a system. Students are encouraged to look beyond the traditional boundaries of physical science and learn to recognize the increasingly significant role of humanity as an agent of global change. *Skills prerequisite: ENG 020 and ENG 060.*

**GEY 136 Geographic Information Systems in the  
Sciences • 4 Credits • SC/lS**

Intended for science majors. This course emphasizes the role of GIS in scientific investigations, resource management, and planning. Topics include gathering and organizing geographically referenced information and the representation of spatial information through maps, databases, plans, and images. Students work with a variety of case studies from the fields of environmental science, natural resources, and public health. *Skills prerequisite: ENG 020, MAT 028A or MAT 028. Prerequisite: ENV 105 or ENV 165 or GEY 121, or permission of the instructor.*

# Government

## **GOV 105 United States Government** **3 Credits • As Needed • SS/ss**

An examination of the American structure of government at the national, state, and local levels. This course examines and explores the powers and limitations of the federal system, the 'checks and balances' system, the machinery of state government, and the variety of municipal and local forms of administration.

## **GOV 135 The Constitution and Civil Rights** **3 Credits • As Needed • SS/ss**

A study of the Constitution and of major legal interpretations that have reflected social, economic, and political changes. Current civil and legal rights of the individual are discussed from the standpoint of an era in which the growing scope of government has sometimes clashed with the rights of the individual and sometimes upheld and increased them.

## **GOV 275 Independent Study in Government** **1-3 Credits**

Tutorials in which student and instructor determine a project and the number of credits to be earned. *Prerequisite: ENG 101 and permission of the instructor.*

# History

## **HIS 113 Western Civilization to 1500** **3 Credits • HI/ss**

An exploration of the origins and development of Western society and culture from prehistory through the Ancient Near East, Greece, Rome, and the Middle Ages to the Renaissance. *Skills prerequisite: ENG 020 and ENG 060.*

## **HIS 114 Western Civilization Since 1500** **3 Credits • HI/ss**

An examination of the political, social, and cultural history of Western civilization from the Renaissance to the present, with emphasis on the causes and consequences of the West's rise to worldwide influence and on the roots of current global issues. *Skills prerequisite: ENG 020 and ENG 060.*

## **HIS 117 United States History to 1877** **3 Credits • Fall HI/ss**

A survey of the social and political development of North America, the British Colonies, and the United States from before the arrival of Europeans to the Civil War and Reconstruction. *Skills prerequisite: ENG 020 and ENG 060.*

## **HIS 118 United States History Since 1865** **3 Credits • Spring • HI/ss**

A survey of the social and political development of the United States from the Civil War to the present. *Skills prerequisite: ENG 020 and ENG 060.*

## **HIS 225 Comparative Religions** **3 Credits • As Needed • HU/hu**

An examination of the major religious systems of the world, with attention to their interactions and their common threads. This course covers Christianity in its variants, Buddhism, Hinduism, Confucianism and Taoism, Islam, Judaism, and the belief systems of Africa, North American Indians, and the Greek and Norse religions. *Skills prerequisite: ENG 020 and ENG 060.*

## **HIS 232 International Relations Since 1945** **3 Credits • SS/ss**

An overview of international relations from the end of World War II to the present. Emphasis will be given to the Cold War, post-Cold War global realignment, international conflict and cooperation, and the emergence of new 21st century issues. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: HIS 114 recommended.*

## **HIS 238 History of the Holocaust** **3 Credits • As Needed • SS/ss**

A history of the holocaust in Europe, exploring the emergence of the Nazi power structure and the implementation of a policy of extermination of Jews and others defined as undesirable by the German state. Our study will include a review of other genocidal programs from the Armenian to current historical tragedies. We will explore the historical legacy of the holocaust and its impact upon society today. *Skills prerequisite: ENG 020 and ENG 060.*

## **HIS 275 Independent Study in History • 1-3 Credits**

Tutorials in which student and instructor determine a project and the number of credits to be earned. *Prerequisite: One previous course in history and the permission of the instructor.*

## **HIS 297 Special Topics in History • 3 Credits**

Specific course content at discretion of the department. Details are included in preregistration materials.

# Honors

## **HON 275 Honors Independent Study • 1-3 Credits**

Independent study for students admitted to the Berkshire Honors Scholar Program. Student and instructor determine a project and the number of credits to be earned. Regularly scheduled meetings between student and instructor are required. *Prerequisite: Permission of the instructor and the Honors Program Coordinator.*

## **HON 298 Honors Colloquium • 3-4 Credits**

Issues-oriented seminar coordinating several disciplines in a combined effort to address human and social concerns. A different theme or integrating concept may be chosen for the seminar each year. Recommended for students with high interest levels and well-developed reading and writing skills. *Prerequisite: Membership in the honors program or permission of the instructor.*

**HON 298B Honors Colloquium: Sustainable Ecotourism in Berkshire County • 3 Credits • ES**

An interdisciplinary honors colloquium that focuses on the development of a plan for sustainable ecotourism in the Berkshire region. Students will work in small groups to gather and analyze data for a preliminary plan to be submitted at the end of the semester. Topics will include the natural, historic, scenic, and economic resources/potential of the region within the context of sustainability. Analysis of the current array of Berkshire ecotourism enterprises will set the stage to identify future ecotourism possibilities. Students will also investigate the role Berkshire's natural resources play in advertising. A high level of participation and initiative is expected from each student. Course format includes classroom seminars, report critiques, and off-campus field experience (ie, a weekend trip to Cape Cod). Some readings are required before the course begins, and students may be required to attend a regional conference on ecotourism. *Prerequisites: ENG 101, and membership in the Berkshire Honors Scholar Program.*

**HON 298C Honors Colloquium: 17th Century - the Emergence of the Modern World • 3 Credits • HU/hu**

Intended to familiarize students with issues that characterize the Seventeenth Century. This course will explore tensions between science and religion, Old World and New World, and some of its major figures. Rather than focus solely on Europe, our investigation is global and extends to civilizations from Africa and Asia as well as the New Worlds of North and South America. In addition to readings, works of music and art that illuminate the themes of the 17th Century may also be studied. *Prerequisite: ENG 101 and twelve college-level credits completed with a grade-point average of 3.3, or permission of instructor. (This course is open to first semester students.)*

**HON 298E Honors Colloquium: Philosophy of the Life Sciences • 4 Credits • HU/hu**

An exploration of the life sciences, past and present. Designed to put life sciences into philosophical, historical, and ethical perspective, the colloquium focuses on key problems and their treatment through history (e.g. origin of life, classification of organisms, energy conservation), processes of discovery and reasoning (e.g. evidence vs. revelation, eureka-moments, serendipity, logical reasoning, scientific research, cloning). The colloquium also examines vogue ideas (e.g. biodiversity, esprit de systeme, hopeful monsters, survival of the fittest, human 'races', biofeedback) as well as biological misconceptions, deceptions, and hoaxes (e.g. preformation, phrenology, creative Darwinism, Piltown man, intelligent design). *Prerequisite: Membership in the Honors Program or permission of the instructor.*

**HON 298F Honors Colloquium: Conspiracy Theories In American History • 3 Credits • SS/ss**

An investigation into the roles that conspiracy theories play in American society and culture, and the place of these theories in the broader context of American history. The colloquium will examine competing explanations for the prevalence of conspiracy theories, and will explore well documented conspiracies (e.g., Watergate; Iran-Contra), as well as classic 'conspiracy theories' which have not been substantiated (e.g., the Kennedy assassination; the 9-11 'Truth Movement'). *Prerequisite: Membership in the Honors Program.*

**Hospitality Administration****HSP 101 Introduction to Hospitality • 3 Credits**

An exploration of the fascinating worlds and careers available in the hospitality industry. This course identifies opportunities and careers available in lodging, foodservice, meeting planning, and travel and tourism. The educational and professional objectives of these careers will be explored. *Skills prerequisite: ENG 020.*

**HSP 105 Hospitality Law • 3 Credits**

An introduction to legal issues of the hospitality industry. This course covers rights and liabilities of the travel agent and airlines as well as legal fundamentals for the food service and hotel industry as it pertains to guest relationships. Topics include contract law, negligence, guests' rights, and employment and licensing issues. *Skills prerequisite: ENG 020.*

**HSP 108 Wine Appreciation • 1 Credit**

A study of the understanding and appreciation of wines. Students learn to recognize wines of different varieties, sources, and quality; and study wine purchasing, storage, and service. A five-week course.

**HSP 109 Beverage Management • 2 Credits**

An examination of the controls and management principles involved in operating a cocktail lounge. This course includes the procedures for controlling beverage costs and serving drinks, as well as purchasing, storing, and inventory of beers and liquors. A ten-week course.

**HSP 112 Applied Food Service Sanitation • 2 Credits • Fall • HF**

A study of food service production areas from a sanitation perspective. This course emphasizes facts and principles of sanitation and safety in the preparation, handling, and service of food. Students prepare for and take the SERVSAFE Food Protection Certification examination.

**HSP 115 Food Service Management • 3 Credits**

An introduction to the procedures and forms used to control costs in a food service operation. This course emphasizes controlling costs of labor, food, and beverages, and the importance of this control to a successful operation. Other topics discussed are the issuing, purchasing, receiving, and storing of foods and beverages. *Prerequisite: BUS 105 or permission of the instructor.*

**HSP 117 Hotel Management • 3 Credits • Fall**

An introduction to the principles and procedures of hotel management, including each department within the hotel. This course covers housekeeping, maintenance, and sales, with special emphasis on front desk operations. *Skills prerequisite: ENG 020.*

**HSP 118 Dining Room Management • 3 Credits**

A study of the responsibilities of the dining room manager, including choice of equipment, menu planning, styles of food service (such as American, French, or Russian) and the situations in which each should be used; pleasing customers; day-to-day operations; and assuming responsibility.

**HSP 125 Hospitality Management • 3 Credits**

An introduction to the broad and dynamic world of hospitality management. This course explores management principles used to successfully operate hotels, restaurants, and travel and tourism organizations. Issues are explored from a supervisory and/or middle management perspective with emphasis on the applications of principles of management. *Prerequisite: HSP 105.*

**HSP 237 Hospitality Seminar • 3 Credits • Fall**

Research and discussion of current trends and issues in the hospitality industry. This course includes guest speakers who are professionals within their field and student research on selected hospitality topics. Field trips are required. Subscriptions to professional journals are required. *Prerequisite: HSP 285.*

**HSP 285 Cooperative Education I • 3 Credits**

A practical work experience for the Hospitality/ Culinary Arts students. The objectives and theory covered in the classroom will be integrated within the work experience setting and will be supervised by a work site coordinator. *Skills prerequisite: ENG 020 and MAT 018C. Prerequisite: CUL 101. Corequisite: CUL 102 and HSP 118.*

**HSP 286 Cooperative Education II • 1-3 Credits**

A continuation of skill development and review of work experience for Hospitality/Culinary Arts students. Objectives and theory covered in the classroom will be integrated within the work experience and supervised by a work-site coordinator. *Prerequisite: HSP 285.*

## Human Services

**HSV 111 Human Service Methods • 3 Credits • Spring**

An examination of roles, skills, methods, and psychological and ethical concepts involved in effective helping. Students study observation, listening, intake, referral, assessment, and problem-solving skills. *Skills prerequisite: ENG 020.*

**HSV 135 Intro to Community Resources  
3 Credits • Fall**

A broad survey of local resources and social services. Through readings, guest lectures, and research, students use Berkshire County as a social laboratory to examine community governance, health services, education, social welfare programs, public and voluntary personal social services, and formal and informal groups. The course also examines the impact of the economy and natural resources on the community. *Skills prerequisite: ENG 010. Skills corequisite: ENG 020.*

**HSV 151 Field Work Seminar I • 1 Credit**

A discussion course for human services interns to share field work experiences through case presentations. Students explore organizational structure; agency goals; human service roles; helping philosophies; supervisory, client, and colleague relationships; and professional ethics. Techniques and skills for specific internships are discussed. *Prerequisites: A grade of B- or above in HSV 111 or HSV 135 and a passing grade in PSY 107 or SOC 105.*

**HSV 161 Field Practicum I • 2 Credits**

An introductory internship giving students first-hand experience observing human service agencies in operation. Students perform tasks appropriate to a novice intern and record experiences in field work journals. An agency staff member provides supervision. Students spend a minimum of eight hours a week in the internship agency. *Prerequisite: A grade of B- or above in HSV 111 or HSV 135 and a passing grade in PSY 107 or SOC 105. Co-requisite: HSV 151.*

**HSV 197 Topical Seminar in Human Services  
1-4 Credits**

Specific course content at the discretion of the department. Details provided in pre-registration materials. *Prerequisite: Permission of the instructor or program advisor.*

**HSV 197B Topical Seminar in Human Services:  
Working With Elders • 3 Credits**

A course preparing human services students and professionals to work with elders in the community. The course will utilize universal design (UDL) techniques in the delivery of content as well as in providing students with UDL techniques that assist in addressing the issues and challenges of the elder population. *Prerequisite: HSV 111 or 135 or permission of the instructor.*

**HSV 252 Field Work Seminar II • 1 Credit**

A continuation of skill development and sharing field experiences through case presentations. Students discuss factors which affect helping relationships, and the effectiveness of assessment and intervention techniques used in each case. *Prerequisite: A grade of B- or above in HSV 151.*

**HSV 253 Field Work Seminar III • 1 Credit**

A continuation of skills development and review of field experience through case presentations. The course emphasizes the dynamics of helping relationships, considers individual professional issues affecting ethics and competence, and develops assessment and intervention skills. *Prerequisite: A grade of B- or above in HSV 252. Co-requisite: HSV 263.*

**HSV 262 Field Practicum II • 3 Credits**

An internship with increased levels of direct involvement in helping relationships, agency functioning, assessment, and case planning. Students keep field work journals and spend a minimum of twelve hours a week in the internship supervised by an agency staff person. *Prerequisite: A grade of B- or above in HSV 161.*

**HSV 263 Field Practicum III • 3 Credits**

An internship which emphasizes the student's ability to demonstrate the skills and ethical standards of an entry-level human services professional. Students deal with more complex and intensive agency operations, assessment, intervention, and case planning. Students spend at least twelve hours a week in the agency and write case reports which demonstrate case management skills and the ability to record objective behavioral descriptions. *Prerequisite: A grade of B- or above in HSV 262. Co-requisite: HSV 253.*

**HSV 280 Group and Professional Development  
3 Credits • Spring**

A capstone course synthesizing Human Services program concepts and experiences. The dynamics of groups are taught through readings, discussions, exercises, and games. Students explore group development, leadership styles, and group responsibilities for a better understanding of self, client, and professional roles. *Prerequisite: HSV 252, HSV 262, or permission of the instructor.*

**HSV 297 Topical Seminar in Human Services  
1-3 Credits • As Needed**

Specific course content at the discretion of the department. Details are in preregistration materials. *Prerequisite: PSY 107 and permission of the instructor or program advisor.*

## Humanities

**HUM 121 Introduction to the Humanities  
3 Credits • As Needed • HU/hu**

An interdisciplinary introduction to the world of ideas and the creative process. Films, slides, music, readings, and guest lectures give students an insight into explorations of the creative mind through the arts--literary, dramatic, musical, and visual. *Prerequisite: ENG 101.*

**HUM 132H Honors Films: the Mirror of America  
3 Credits • HU/hu**

Explores the history of film from its inception as a burgeoning technology, through its progress as the twentieth century's predominant form of art, and into its most recent iterations and innovations. The course will feature viewing, discussion, and writing about popular as well as avant-garde films, filmmakers, and movements in film, with an emphasis on how the history of film has provided a mirror of American culture.

**HUM 136 Conversational American Sign Language  
3 Credits • HU/hu**

Introduction to various forms of sign language and Deaf Culture. Topics include fundamental sign vocabulary, syntax, and grammar, as well as history of Deaf Culture and legal, ethical, educational, and cultural issues facing the Deaf.

**HUM 148 Turbulent Decade: Changing America in the 1960's • 3 Credits • As Needed • HU/hu**

An investigation of the people, politics, and prose of a critical era in American history. This course includes a study of the Civil Rights Movement, the New Feminism, and the war in Vietnam as well as the art, music, and literature of the period. In addition to books, films and other media are used to bring home the reality of the era. *Prerequisite: ENG 101 or permission of the instructor.*

**HUM 155 The Harlem Renaissance  
3 Credits • As Needed • HU/hu**

An exploration of Harlem as the 1920s capital of the 'black world' where poets, novelists, sculptors, painters, and musicians congregated. This course examines questions such as: Who was this 'New Negro?' What effect did white patronage have on the black artist? Through lecture, discussion, and film the course examines the works and careers of prominent black artists such as Langston Hughes, Countee Cullen, Jessie Fauset, and Zora Neale Hurston. *Skills prerequisite: ENG 020 and ENG 060.*

**HUM 233 Film as Art • 3 Credits • HU/hu**

A study of film from three perspectives: writer, director, and critic. This course will use representative films to study the language of filmmaking. Scriptwriting and directing exercises are used to explore film as an art form. In addition, this course will provide a foundation for students who wish to make their own short independent movies with their home video cameras. This course is online. *Prerequisite: ENG 101.*

**HUM 297 Special Topics in Humanities  
3 Credits • HU/hu**

Specific course content at the discretion of the department. Details are in preregistration materials. *Prerequisite: ENG 101 or permission of the instructor.*

## Massage & Bodywork

**MBW 110 Therapeutic Massage I  
4 Credits • Fall • HF**

Concentration on Swedish Massage; safe massage practices; body mechanics; and physiological effects of massage taught through lectures, demonstrations, and hands-on lab experience. Basic medical terminology will be introduced. There will be three hours of lecture and nine hours of supervised hands-on practical experience per week. *Prerequisite: Admission to the Massage Therapy and Bodywork program. Corequisite: AHS 131 and BIO 202.*

**MBW 120 Therapeutic Massage II  
3 Credits • Spring**

Appropriate applications as well as indications and contraindications for various massage and body work techniques will be discussed. Other topics will include documentation and current laws. There will be two hours of lecture and six hours of supervised hands-on practical experience per week. *Prerequisite: AHS 131, BIO 202 and MBW 110. Corequisite: AHS 230, MBW 130, MBW 131 and MBW 150.*

**MBW 130 Therapeutic Massage Practicum  
2 Credits • Spring**

Students will be required to complete a 100-hour supervised clinical practicum, in addition to two hours per week of practical laboratory integration. Emphasis is on gaining clinical experience, and developing professional and technical skills within a supervised environment. *Prerequisite: Current first aid and CPR certification, proof of current immunizations, AHS 131, BIO 202 and MBW 110. Corequisite: AHS 230, MBW 120, MBW 131 and MBW 150.*

**MBW 131 Therapeutic Massage Seminar • 1 Credit**

An introductory study of massage and bodywork research. Students will explore the significance of research, the basic research process and various research approaches. Emphasis will be placed on how research can be critically read and integrated into massage practice to enhance professional knowledge and technical skills. *Prerequisite: ENG 101 or permission of the instructor. Corequisite: MBW 120 and MBW 130.*

**MBW 150 Business Practice for Massage Therapy and Bodywork • 1 Credit • Spring**

An overview of the business aspects of massage and bodywork. Areas covered include methods of income, business planning, business development, management, marketing and establishment of a business plan. *Prerequisite: MBW 110 or permission of the instructor. Corequisite: MBW 120, MBW 130 and MBW 131.*

**MBW 215 Shiatsu I • 4 Credits**

An emphasis on learning the fundamental theory and practical skills of Shiatsu through lecture and hands-on lab sessions. Topics include: the classical 12 meridian locations, Five Element Theory basics (including Yin/Yang), history of Shiatsu, basics of palming and thumbing, introduction to assessment and self-care. This course complements other bodywork modalities and focuses on strategies to apply Shiatsu table-side. *Prerequisite: MBW 110, MBW 120 and MBW 130 or permission of the instructor.*

**MBW 216 Shiatsu II • 4 Credits**

A continuation of Shiatsu I to include integration of theory and form. Topics include an in-depth exploration of Five Element Theory, refinement of assessment, advanced practical skill: using the whole body, advanced sensitivity and hara development, strategies for specific health problems, client/practitioner relationship, and Shiatsu on a massage table. *Prerequisite: MBW 215 or permission of the instructor.*

**MBW 221 Gentle Focus Massage and Bodywork I 4 Credits**

A theoretical and experiential exploration of the therapeutic use of subtle touch and presence. A variety of light touch/energetic techniques which focus on the reflexive effects of touch and energy will be examined. This course provides an opportunity for bodyworkers, massage therapists, and other healthcare professionals to expand their knowledge and application of bodywork techniques. *Prerequisite: MBW 120, MBW 130 and MBW 131 or permission of the instructor.*

**MBW 238 Neuromuscular Therapy American Version I • 4 Credits**

A comprehensive integration of anatomy and physiology as it applies to neuromuscular pain patterns and soft tissue dysfunction throughout the body. The focus of this course includes precise palpation skills integrated with a sound knowledge of anatomy and physiology for managing soft tissue injuries and soft tissue related chronic pain for the torso, pelvis, cranial and cervical areas of the body. This approach complements other health care modalities and is appropriate for a variety of health care professionals. *Prerequisites: AHS 131, MBW 120 and MBW 130 or permission of the instructor.*

**MBW 239 Neuromuscular Therapy American Version II • 4 Credits**

A continuation of Neuromuscular Therapy American Version I. This course continues employing the systematic approach for neuromuscular pain patterns throughout the body, focusing on upper and lower extremities. After successful completion of MBW 238 and MBW 239 and the NMT American Version certification final exam, students will receive NMT American Version certification and will be considered Certified NMT Practitioners. *Prerequisites: MBW 120, MBW 130 and MBW 131 or permission of the instructor.*

## Mathematics

*BCC's mission is to prepare students for graduation, transfer and careers; the Math Department's mission is to help students gain quantitative literacy, understand mathematical ideas, and use them to excel in their future work. We support degree programs of study, and students will find that the rigor and demands of the courses offered here are aligned with many four-year colleges and universities. The Math Department acknowledges the recommendations of professional mathematical societies such as AMATYC, 100% Math, and the NCTM standards.*

*BCC math courses range from arithmetic through calculus and many are offered in three formats: the traditional teacher-paced lecture format, the self-paced MAT 800 format through pre-calculus, or the online MAT 800 format.*

*In the MAT 800 series, students advance at their own rates and credits are earned individually. Self-motivated students can move quickly through their math credits, while those students who have not recently had math courses or who are lacking in confidence can move more slowly with the individualized faculty assistance needed to build solid foundations for long term success.*

*There are no lectures in this setting. Instead, students work with their texts, computers, teachers, and tutors, if desired, to learn the material. They decide when to take tests, and then are allowed to retest until they pass. Students may select MAT 800 for one or two credits, and then may choose to add more once these are completed. Each student works with his or her teacher to plan the pace at which the credits should be completed.*

**Pre-college level math**

*Many students who take the Learning Skills Assessment place into Basic Math or Introductory Algebra. Our mission, as pre-college-level math teachers, is to help each student master skills, learn techniques, and gain confidence in order to build a solid foundation for college-level math. Pre-college-level courses may be teacher-paced (MAT 018, MAT 028, MAT 029), the self-paced MAT 800 "modules" (MAT 011 through MAT 026), or MAT 800 online. Course credits at this level do not transfer.*

## College-level math

Although specific programs may require more or less math, *College Algebra*, *Elementary Statistics*, and *Math for Art and Nature* fulfill the BCC general education graduation requirement. Of these three, *College Algebra* is the most widely transferable and prepares students for pre-calculus. It is available in the traditional teacher-paced format as well as the self-paced MAT 800 format and MAT 800 online. The Math Department offers courses that meet the requirements at institutions where the majority of BCC students expect to transfer. Degree and program requirements vary among institutions; the responsibility for a realistic plan belongs to each student.

## Teacher Paced Courses

### MAT 018 Pre-algebra • 3 Credits

A comprehensive refresher in basic mathematics. Topics include fractions, decimals, ratio and proportion, percents, geometry and measurement. College credit will be awarded, but this credit will not count toward a degree. *Skills prerequisite: MAT 011.*

### MAT 028 Elementary Algebra I-III • 3 Credits

The first semester of a two-semester sequence in elementary algebra. Topics include solving linear equations and inequalities, graphing linear equations and inequalities, solving systems of equations and an introduction to polynomials. College credit will be awarded, but this credit will not count toward a degree. *Skills prerequisite: MAT 018C. Skills corequisite: ENG 020 and/or ENG 060.*

### MAT 029 Elementary Algebra IV-VI • 3 Credits

The second semester of a two-semester sequence in elementary algebra preparing students for intermediate algebra. Topics include factoring polynomials, operating with rational expressions, solving rational expressions, solving rational equations, manipulating square roots and solving square root and quadratic equations. College credit will be awarded, but this credit will not count toward a degree. *Skills prerequisite: MAT 028C or MAT 028 or by learning skills placement. Skills corequisite: ENG 020 and/or ENG 060.*

### MAT 051 Preparatory Mathematics for the Health Sciences • 3 Credits

An intensive refresher course in basic mathematics with introductory algebra topics. This course prepares students for MAT 136, Mathematics for the Health Sciences. Topics include fractions, decimals, ratio and proportion, percents, solving linear equations and inequalities, graphing linear equations, and operations and polynomials. College credit will be awarded, but this credit will not count toward a degree. This course is designed to meet the mathematics prerequisite for MAT 136 ONLY and course enrollment is restricted to nursing and health students whose program or program prerequisites require(s) MAT 136. *Skills prerequisites: MAT 011, ENG 020 and ENG 060.*

### MAT 101 Applied Contemporary Mathematics 3 Credits • As Needed

An examination of a variety of mathematical concepts which focus on solving problems, interpreting data, and applications. This course includes topics such as tables, graphs, basic statistics, geometric measures, and consumer mathematics. This course fulfills the BCC mathematics requirement ONLY for the Business Software Systems, Criminal Justice, Fire Science, and Human Services programs. *Skills prerequisite: ENG 020 and MAT 018C.*

### MAT 102 College Algebra • 3 Credits • MA/ma

A comprehensive course in college algebra. Topics include, but are not limited to, systems of linear equations, rational exponents, radical equations, complex numbers, and the conic sections. This course introduces the concept of a function, and includes the study of linear, quadratic, logarithmic, and exponential functions and equations. Applications are emphasized. *Skills prerequisite: ENG 020 and MAT 029C or MAT 029.*

### MAT 121 Precalculus I • 3 Credits • Fall • MA/ma

The first semester of a precalculus course designed for students who will study calculus. Topics include ordering, absolute values, rational functions, exponential and logarithmic functions, quadratic inequalities, partial fractions, irrational equations, and the complex plane. *Skills prerequisite: ENG 020. Prerequisite: MAT 102 or MAT 102C.*

### MAT 122 Precalculus II 3 Credits • Spring • MA/ma

A continuation of MAT 121. Topics include circular functions of real numbers, trigonometric functions of radian and degree measure, identities, equations, DeMoivre's Theorem, and vector applications. This course emphasizes logical development and proof. *Prerequisite: MAT 121C or MAT 121.*

### MAT 123 Elementary Statistics 3 Credits • MA/ma

A first course in statistics designed to introduce concepts such as the normal distribution, statistical inference, 'Z' and 'T' tests, as well as linear regression and correlation. Topics include probability, contingency tables, and analysis of variance. Applications from the real world and in various fields of study, as well as current technological tools, are emphasized. *Skills prerequisite: ENG 020. Prerequisite: MAT 029C or MAT 029 or MAT 136.*

### MAT 125 Mathematics for Early Childhood and Elementary Educators • 4 Credits • MA/ma

An introductory mathematics education course for pre-service early childhood and elementary teachers. Emphasis is on problem solving, pedagogy, use of manipulatives and the National Council of Teachers of Mathematics standards for K-6. The mathematics topics included are: number sense and operations, geometry and measurement, patterns, relations and algebra, data analysis, statistics and probability. There is a mandatory service learning component of tutoring in an elementary school setting. A cleared CORI check is required for the service learning project. *Skills prerequisite: ENG 020, ENG 060 and MAT 029C or MAT 029. Prerequisite: EDU 105 or ECE 101 or ECE 104.*

**MAT 129 The Mathematics of Art and Nature I**  
**3 Credits • As Needed • MA/ma**

An exploration of the connections between mathematics, art and nature. Emphasis is on applications to the liberal arts and sciences. This course includes inductive and deductive reasoning; proofs of the Pythagorean theorem; golden rectangle; functions; conic sections; logarithms; symmetry; tiling; and geometry. *Skills prerequisite: ENG 020 and MAT 029C or MAT 029.*

**MAT 136 Mathematics for the Health Sciences**  
**3 Credits • As Needed**

A selective study of mathematical concepts for students entering the health sciences. Topics include direct and inverse proportions, conversions, applications of linear functions and their models, applications of exponential and logarithmic functions and their models, basic geometry and trigonometry, introduction to probability and statistics. This course fulfills the BCC mathematics requirements ONLY for students entering the health sciences programs. *Skills prerequisite: MAT 028B or MAT 051 and ENG 020 and/or ENG 060.*

**MAT 145 Applied Calculus I**  
**3 Credits • Fall • MA/ma**

A study of differential calculus, including such topics as functions, limits and continuity, the derivative, techniques of differentiation, maximum-minimum problems, curve sketching, and exponential growth and decay. Emphasis is on applications to business, economics, and the social sciences. This course uses related computer software for selected topics and applications. *Skills prerequisite: ENG 020. Prerequisite: MAT 121C or MAT 121.*

**MAT 146 Applied Calculus II**  
**3 Credits • Spring • MA/ma**

A continuation of MAT 145. This course is a study of integral calculus, including such topics as the antiderivative, the definite integral, techniques of integration, improper integrals, partial derivatives, least squares technique, LaGrange multipliers, differential equations, and Taylor series. Emphasis is on applications to business, economics, and the social sciences. This course uses some related computer software. *Prerequisite: MAT 145.*

**MAT 151 Calculus I • 3 Credits • Fall • MA/ma**

A complete and comprehensive course in calculus. Applications in the physical and natural sciences are emphasized as well as the underlying theory and the logical development of the material. Topics include limits, continuity, derivative rules, maximum-minimum concavity, separable differential equations, area, and the fundamental theorem. *Skills prerequisite: ENG 020. Prerequisite: MAT 122C or MAT 122.*

**MAT 152 Calculus II • 3 Credits • Spring • MA/ma**

A continuation of MAT 151. Topics include volumes, arc length, surface of revolution, force, work and energy, growth and decay, inhibited population growth, trigonometric and hyperbolic functions, integration techniques, numerical integration, centroids, L'Hopital's Rule, and improper integration. *Prerequisite: MAT 151.*

**MAT 253 Linear Algebra**  
**3 Credits • As Needed • MA/ma**

Systems, matrix algebra, inevitability, determinant function, adjoint, dot product, cross product, basis, dimension, Gram-Schmidt process, Kernel, range, similarity, eigenvectors, diagonalization, and applications. *Prerequisite: ENM 152.*

**MAT 254 Differential Equations**  
**3 Credits • As Needed • MA/ma**

A study of the solutions to differential equations. Topics include first, second, and higher order, mostly linear equations; also non-homogeneous and non-linear equations with initial values and boundary conditions. Laplace transforms, linear first order systems, and power series solutions are included. *Prerequisite: ENM 152 and MAT 253 or permission of the instructor.*

**MAT 275**  
**MAT 276 Independent Study in Mathematics I/II**  
**1-3 Credits**

Tutorials in which student and instructor determine the project and the number of credits to be earned subject to approval by the department chair.

**Mat 800 Series**

*Degree credit is NOT awarded for MAT 011-029C*

**MAT 011 Arithmetic I • 1 Credit**

Addition, subtraction, multiplication, and division of whole numbers. This module includes solving simple word problems and the order of operations.

**MAT 018A Arithmetic II • 1 Credit**

Addition, subtraction, multiplication, and division of common fractions and mixed numerals. This module includes solving equations and word problems and the order of operations. *Skills prerequisite: MAT 011.*

**MAT 018B Arithmetic III • 1 Credit**

A study of decimals. This module includes conversion to decimals and fractions, rounding, and word problems involving rates, ratios, and proportions. *Skills prerequisite: MAT 018A.*

**MAT 018C Arithmetic IV • 1 Credit**

A study of percents and geometry and their applications. This module includes conversion with decimals and fractions to percent problems and applications. A brief introduction to basic geometry formulae and applications is included. *Skills prerequisite: MAT 018B.*

**MAT 028A Elementary Algebra I • 1 Credit**

Focuses on solving linear equations and inequalities in one variable. *Skills prerequisite: ENG 020 and MAT 018C.*

**MAT 028B Elementary Algebra II • 1 Credit**

Focuses on graphing linear equations and inequalities in two variables. *Skills prerequisite: MAT 028A.*

**MAT 028C Elementary Algebra III • 1 Credit**

Focuses on solving systems of linear equations by graphing, substitution and elimination. This module also introduces polynomials. *Skills prerequisite: MAT 028B.*

**MAT 029A Elementary Algebra IV • 1 Credit**

Focuses on factoring polynomials. *Skills prerequisite: MAT 028C or MAT 028.*

**MAT 029B Elementary Algebra V • 1 Credit**

Focuses on operating with rational expressions and solving rational equations. *Skills prerequisite: MAT 029A.*

**MAT 029C Elementary Algebra VI • 1 Credit**

Focuses on manipulating square roots and solving square root and quadratic equations. *Skills prerequisite: MAT 029B.*

*Degree credit IS awarded for MAT 102A-122C*

**MAT 102A College Algebra I • 1 Credit • MA/ma**

Linear equations and inequalities, graphs, functions and systems of equations. This module includes compound inequalities, absolute value inequalities, function notation, linear functions and systems of equations in three variables. *Skills prerequisite: ENG 020 and MAT 029C or MAT 029.*

**MAT 102B College Algebra II • 1 Credit • MA/ma**

Radical expressions, equations and functions and quadratic functions and equations. This module includes radical functions, simplifying and performing operations on radical expressions, solving radical equations and the complex numbers. It also covers solving quadratic equations, graphing quadratic functions and solving polynomial and rational inequalities. *Prerequisite: MAT 102A.*

**MAT 102C College Algebra III • 1 Credit • MA/ma**

Exponential and logarithmic functions and the conic sections. This module includes inverse and composite functions, properties of logarithmic and exponential functions, solving exponential and logarithmic equations and mathematical modeling with exponential and logarithmic functions. It also covers graphing conic sections, applications of conic sections and nonlinear systems of equations. *Prerequisite: MAT 102B.*

**MAT 121A Precalculus I • 1 Credit • MA/ma**

Real numbers, exponential notation, operations on polynomials, and factoring. This module includes solving equations, inequalities, rational and radical equations, and handling dimension symbols and rational exponents. Quadratic equations and applied problems, including variation, are also covered. *Skills prerequisite: ENG 020. Prerequisite: MAT 102 or MAT 102C.*

**MAT 121B Precalculus II • 1 Credit • MA/ma**

Graphing of equations, including symmetry and inverses, functions and transformations. This module includes linear functions, including distance and mid-point formulas, quadratic functions, mathematical models, and equations and inequalities, including quadratic and absolute value. *Prerequisite: MAT 121A.*

**MAT 121C Precalculus III • 1 Credit • MA/ma**

Systems of equations in three or more variables, matrices, and determinants. This module includes linear programming, Exponential and logarithmic functions, common logarithms, the number 'e,' and exponential and logarithmic equations are also included. *Prerequisite: MAT 121B.*

**MAT 122A Precalculus IV • 1 Credit • MA/ma**

Triangles, unit circle, circular functions, graphs and algebraic and trigonometric manipulations. This module includes angular speed, trigonometric function of angles of rotations, and trigonometric tables. Identities and formulas, inverses of trigonometric functions, and trigonometric equations are also included. *Prerequisite: MAT 121C or MAT 121.*

**MAT 122B Precalculus V • 1 Credit • MA/ma**

Solving right triangles, laws of sine and cosine, vectors, components of vectors, applied problems, polar coordinates, and forces in equilibrium. This module includes imaginary and complex numbers, conjugates, equations and complex numbers, graphic representation, polar notation, and DeMoivre's Theorem. Polynomials, remainder and factor theorems, synthetic division, roots, graphs of polynomials, and rational functions are also included. *Prerequisite: MAT 122A.*

**MAT 122C Precalculus VI • 1 Credit • MA/ma**

Conic sections and systems of first- and second- degree equations. This module includes arithmetic and geometric sequences and series, infinite geometric series, and mathematical induction. Permutation and combinations, binomial theorem, and probability are also included. *Prerequisite: MAT 122B.*

## Music

**MUS 101 Applied Music I • 3 Credits • HU/hu**

The study of an instrument, or voice. This course is aimed at the development of performance skills and the study of appropriate literature drawn primarily from the Western music tradition. Lessons taught at the Berkshire Music School require that students register at both BCC and BMS, and pay an additional fee to BMS.

**MUS 102 Applied Music II • 3 Credits • HU/hu**

A continuation of MUS 101. *Prerequisite: MUS 101.*

**MUS 105 Music History I • 3 Credits • Fall HU/hu**

An introduction to the principal styles and masterworks of western music from the Middle Ages to 1750. Students will investigate Gregorian chant, Renaissance sacred and secular works, and the music of Baroque masters Bach, Handel, Vivaldi, and Purcell. Music is examined through lecture, listening, and video presentations. Some musical proficiency is recommended. *Skills prerequisite: ENG 020 and ENG 060.*

**MUS 106 Fundamentals of Music  
3 Credits • Fall HU/hu**

A study of the fundamentals of musical language: pitch, intervals, scales, keys, rhythm, and basic triads. Basic keyboard skills and principles of musical organization will also be studied, using examples from classical and popular music. Course objectives include the student learning to read, play, and listen more effectively to music. No musical background is required. *Co-requisite for music majors: MUS 116.*

**MUS 108 Music Theory I**  
**3 Credits • Spring • HU/hu**

A study of tonal harmony, including a consideration of the principles of voice leading; root position voice leading; harmonic progression; chords in first, second, and third inversions; cadences, phrases and periods, and non-chord tones. Examples are used from Western European music, 1650-1900. Students will analyze and write in accordance with the principles studied. *Prerequisite: C or better in MUS 106 and MUS 116 or permission of the instructor. Co-requisite: MUS-156.*

**MUS 110 American Popular Music**  
**3 Credits • HU/hu**

An introduction to the history and diversity of American popular music. This course begins with an examination of the sources of American popular music and then follows the development of popular styles up to contemporary vernacular styles. The discussions include folk, blues, gospel, country, jazz, musical theater, popular song, and rock. No musical background is required. *Skills prerequisite: ENG 020 and ENG 060.*

**MUS 116 Fundamental Musicianship**  
**2 Credits • HU/hu**

An instructor-guided practicum involving sight singing and dictation (writing down) of melodies and phrases of easy to intermediate level difficulty. This course is a co-requisite of and will be taken simultaneously with MUS 106, Fundamentals of Music. *Corequisite: MUS 106.*

**MUS 120 Choral Ensemble I • 1 Credit**

Rehearses and performs choral works for mixed voices. The BCC Chorale prepares music of all styles, including classical, pop, jazz, and show tunes. For beginning and experienced singers.

**MUS 130 Choral Ensemble II • 1 Credit**

A continuation of MUS 120. *Prerequisite: MUS 120.*

**MUS 141 Introduction to Jazz**  
**3 Credits • As Needed • HU/hu**

A chronological and stylistic investigation of jazz. Beginning with a study of the roots of jazz in African music and blues, the course will examine Dixieland, swing, bebop, post-bebop, cool jazz, avant-garde, modern, and fusion styles through lectures, listening, videos, and live performances. The effect of jazz on other musical styles will also be studied. No musical background is required. *Skills prerequisite: ENG 020 and ENG 060.*

**MUS 151 Instrumental Ensemble I • 1 Credit**

Introduction to the ensemble technique, using a broad range of instrumental repertoire and culminating in a public performance. Open to players of traditional band and symphonic instruments. *Prerequisite: Permission of the instructor.*

**MUS 156 Musicianship I • 2 Credits • HU/hu**

An instructor-guided practicum involving sight singing and dictation (writing down) of melodies and phrases of intermediate to advanced difficulty. This course is a co-requisite of and will be taken simultaneously with MUS 108, Music Theory I. *Prerequisite: MUS 116. Corequisite: MUS 108.*

**MUS 163 Jazz Ensemble I • 3 Credits • HU/hu**

A study of the major principles of small group jazz performance. Students develop repertoire, apply appropriate chord/scales to improvisation and accompaniment, participate in ensemble rehearsals and perform publicly. *Prerequisite: Ability to read music and play an instrument or sing.*

**MUS 164 Jazz Ensemble II • 3 Credits • HU/hu**

A continuation of MUS 163. *Prerequisite: MUS 163 or permission of the instructor.*

**MUS 175 Music History II • 3 Credits • HU/hu**

An introduction to the principal styles and masterworks of Western music from 1750 to the 21st century. Students will investigate the music of such composers as Mozart, Beethoven, Schubert, Stravinsky, and Copland. Music is examined through lecture, listening, and video presentations. Some musical proficiency is recommended. *Skills prerequisite: ENG 020 and ENG 060.*

**MUS 187 Music Theory II • 3 Credits • HU/hu**

In the context of tonal harmony, course consideration of diatonic seventh chords, secondary functions, modulations using diatonic common chords, other modulatory techniques and binary and ternary forms. Examples from Western European musical tradition from 1750 to 1900 will be used. Students will analyze and write in style according to the principles studied. Finale music notation software will be used in this course. *Prerequisite: C or better in MUS 108 and MUS 156 or permission of the instructor. Co-requisite: MUS 216.*

**MUS 201 Applied Music III • 3 Credits • HU/hu**

A continuation of MUS 102. *Prerequisite: MUS 102.*

**MUS 202 Applied Music IV • 3 Credits • HU/hu**

A continuation of MUS 201. *Prerequisite: MUS 201.*

**MUS 216 Musicianship II • 2 Credits • HU/hu**

An instructor-guided practicum involving sight singing and dictation (writing down) of melodies and phrases of advanced difficulty. Sight Singing/Ear Training music software will be used in this course. This course is a co-requisite of and will be taken simultaneously with MUS 187, Music Theory II. *Prerequisite: MUS 156. Corequisite: MUS 187.*

**MUS 220 Choral Ensemble III • 1 Credit**

A continuation of MUS 130. *Prerequisite: MUS 130.*

**MUS 230 Choral Ensemble IV • 1 Credit**

A continuation of MUS 220. *Prerequisite: MUS 220.*

**MUS 236 Select Vocal Ensemble I: Berkapella**  
**1 Credit**

A select 12- to 16-voice mixed choral ensemble performing a cappella music in a variety of styles. The ensemble will meet three hours each week. Membership is by audition only; auditions will take place prior to the beginning of the semester. Course culminates with several on- and off-campus performances. Vocal experience, especially in a choral setting, is required. *Corequisite: MUS 120, 130, 220 or 230.*

**MUS 237 Select Vocal Ensemble II: Berkapella  
1 Credit**

A select 12- to 16-voice mixed choral ensemble performing a cappella music in a variety of styles. The ensemble will meet three hours each week. Membership is by audition only; auditions will take place prior to the beginning of the semester. Course culminates with several on- and off-campus performances. Vocal experience, especially in a choral setting, is required. *Corequisite: MUS 120, 130, 220 or 230.*

**MUS 238 Select Vocal Ensemble III: Berkapella  
1 Credit**

A select 12- to 16-voice mixed choral ensemble performing a cappella music in a variety of styles. The ensemble will meet three hours each week. Membership is by audition only; auditions will take place prior to the beginning of the semester. Course culminates with several on- and off-campus performances. Vocal experience, especially in a choral setting, is required. *Corequisite: MUS 120, 130, 220 or 230.*

**MUS 239 Select Vocal Ensemble IV: Berkapella  
1 Credit**

A select 12- to 16-voice mixed choral ensemble performing a cappella music in a variety of styles. The ensemble will meet three hours each week. Membership is by audition only; auditions will take place prior to the beginning of the semester. Course culminates with several on- and off-campus performances. Vocal experience, especially in a choral setting, is required. *Corequisite: MUS 120, 130, 220 or 230.*

**MUS 263 Jazz Ensemble III • 3 Credits • HU/hu**

A continuation of MUS 164, Jazz Ensemble II. *Prerequisite: MUS 164 or permission of the instructor.*

**MUS 264 Jazz Ensemble IV • 3 Credits • HU/hu**

A continuation of MUS 263, Jazz Ensemble III. *Prerequisite: MUS 263 or permission of the instructor.*

**MUS 275 Independent Study in Music • 1-3 Credits**

Student and instructor determine the project and the number of credits to be earned. *Prerequisite: Permission of the instructor.*

**MUS 297 Special Topics in Music • 3 Credits • HU/hu**

Specific course content at the discretion of the department. Details are included in preregistration materials.

## Nursing/ADN

**NUR 101 Physical and Mental Health I  
9 Credits • Fall • HF**

Introduction to nursing theory, process, and practice. Nursing theory includes an introduction to the individual as a consumer of health care and the nurse as a health care professional, focusing on health promotion and wellness. The normal variations of the culturally diverse individual throughout the developmental phases and the physiological, safety, and interactional needs in relationship to maintaining homeostasis are studied. Nursing practice includes the application of the scientific principles and the performance of basic psychomotor skills utilized in meeting client needs in varied settings. The role of the nurse as provider of care, manager of care and member within the discipline of nursing are introduced. Beginning assessment skills in the collection and analysis of simple types of data are emphasized. The elements of critical thinking are introduced through a variety of learning activities including journaling, case studies, Internet assignments and test taking skills. Service learning is introduced in this course and focuses on health promotion and application of newly acquired skills in a supervised setting. *Prerequisite: Admission to the Nursing Program and completion of community CPR, including a currently valid certification. Corequisite: BIO201, and ENG101 or ENG103, and PSY107.*

**NUR 102 Physical and Mental Health II  
8 Credits • Spring • HF**

Development of nursing theory, practice, and process. Nursing theory includes the utilization of the principles of therapeutic communication with individuals as consumers of health care; the collaborative role of the nurse as an active member of the health team; the complex physiological principles from homeostasis through resolution in relation to human needs, developmental phases, and the client/nurse relationship; and the interrelationship among physical, safety, and interactional needs. Nursing practice includes the performance with dexterity of basic psychomotor skills and health promotion and maintenance as components of therapeutic nursing care in a variety of settings. Nursing process includes the collection of a broader scope of data and the analysis of multiple types of data for the purpose of arriving at a nursing diagnosis in order to plan, implement, and evaluate nursing care. The elements of critical thinking and the role of the nurse as a provider of care, manager of care, and member within the discipline of nursing are developed and reinforced. *Prerequisite: BIO 201 and ENG 101 or ENG 103 and NUR 101 and PSY 107. Corequisite: BIO 202 and BIO 207 and PSY 204.*

**NUR 106 LPN to RN Bridge • 2 Credits**

An introduction to the conceptual framework of the ADN program for LPNs. The principles of the nursing process and the elements of critical thinking will be refined. The role of the associate degree nurse as provider of care, manager of care, and member within the discipline of nursing will be defined. The role transition from LPN to ADN Nursing will be discussed. *Prerequisites: PSY 107, PSY 204, BIO 201, BIO 202, BIO 207, ENG 101, current LPN licensure and admission into the nursing program.*

## Nursing/LPN

### **NUR 201 Physical and Mental Health III** **9 Credits • Fall • HF**

Refinement of nursing theory, practice, and process. Nursing theory includes the interrelationship among human needs, developmental phases, and client/nurse relationship. Complex psychological and physiological principles are emphasized from homeostasis through resolution. Nursing practice includes the performance with efficiency of basic psychomotor skills as a component of therapeutic nursing care in a variety of settings. Additionally, it includes the knowledge of scientific principles and their application in performing advanced psychomotor skills necessary to meet human needs. Nursing process includes the collection and interpretation of complex data for the purpose of arriving at a nursing diagnosis in order to plan, implement, and evaluate nursing care. The elements of critical thinking and the role of the nurse as provider of care, manager of care, and member within the discipline of nursing are refined. *Prerequisites:* BIO 202, NUR 102 and PSY-204. *CPR certification required. NUR 106 is required for all LPN mobility students. Prerequisite or corequisite:* BIO 207. *Corequisites:* COM 104, COM 105, COM 106 or COM 107 and SOC 105.

### **NUR 202 Physical and Mental Health IV** **9 Credits • Spring**

Completion of nursing theory, practice, and process. Nursing theory includes the more complex interrelationship that results in alterations among human needs, developmental phases, and the client/nurse relationship. Causal complexity of psychological and physiological principles is emphasized from homeostasis through resolution. Nursing practice includes the performance with proficiency of therapeutic nursing interventions in a variety of settings. The components of the nursing process are integrated with proficiency to achieve holistic nursing practice. The elements of critical thinking and the role of the nurse as provider of care, manager of care, and member within the discipline of nursing are integrated and focused on professional and entry-level practice issues. *Prerequisite:* COM 104, COM 105, COM 106 or COM 107, NUR 201, SOC 105 and CPR certification required. *Corequisite:* ENG 102 or ENG 104, NUR 206, and an elective in history or humanities and fine arts.

### **NUR 206 Nursing in Transition • 1 Credit • Spring**

Applied nursing theory analyzing concepts related to the nurse as a member of the health care profession and the individual as a consumer of health care. The role of the nurse is emphasized in relation to the historical development of the profession; legal and ethical issues faced by nurses today; various educational, employment and community service options in nursing; and leadership roles and responsibilities. *Prerequisite:* NUR 201. *Corequisite:* NUR 202.

### **LPN 142 Health Maintenance of the Adult and Aging** **15 Credits • HF**

Theoretical and clinical application of basic nursing skills at the practical nurse level related to maintaining homeostasis in the adult and aging. Course components include nursing theory, nursing process, client/nurse relationship, ethical and legal issues, and the development of basic psychomotor skills in a long-term care facility. Ten hours of class time and fifteen hours of laboratory weekly. A service learning component is required. *Prerequisite:* Admission to the Practical Nursing Program.

### **LPN 145 Gerontology Practicum • 2 Credits**

A three-week intensive clinical practicum to reinforce competency in basic nursing theory, practice, and assessment of aging clients. Participation in the formulation of a written nursing care plan is emphasized. *Pass/No Pass grading. Prerequisite:* LPN 142.

### **LPN 152 Health Alterations of the Adult and Aging** **15 Credits**

A continuation of basic nursing theory and more advanced clinical practice. Course components include nursing theory and nursing process, broadened to include assessment planning, implementation, and evaluation. Clinical practice occurs in a long-term care and acute care facility. Ten hours of class time and fifteen hours of laboratory weekly. A service learning component is required. *Prerequisite:* LPN 145.

### **LPN 162 Health Care of the Family • 6 Credits**

Completion of basic nursing theory and clinical practice related to the care of the family, newborn to aging. Course components include nursing theory, nursing process, human growth and development, and role transition from student to entry-level practice. Clinical practice occurs in community, acute care and long-term care settings. Six hours of class time and 26 hours of laboratory weekly. *Pass/No Pass grading. Prerequisite:* LPN 152.

## Philosophy & Peace & World Order Studies

### **PHL 101 Philosophy and Self-Identity** **3 Credits • HU/hu**

An examination of many aspects of self-awareness and personal identity. Assigned readings and class discussions survey the human quest for meaning and self-identity as it appears in the fields of philosophy, religion, sociology, and psychology.

### **PHL 102 Introduction to Philosophy** **3 Credits • Fall • HU/hu**

An introductory course exploring some of the basic questions, ideas, and theories concerning the nature of reality, the acquisition of knowledge, ethical behavior, the religious quest, and the human future, primarily as developed in Western thought. *Skills prerequisite:* ENG 020.

**PHL 105 World Security and Sustainability**  
**3 Credits • Fall • HU/hu**

An examination of a wide variety of problems that stand in the way of national and individual security and a sustainable approach to global survival. The course explores the design of solutions to these problems. *Skills prerequisite: ENG 020.*

**PHL 111 Alternatives to Violence**  
**3 Credits • Spring • HU/hu**

A study of some of the origins of societal violence and successful alternatives to violence. This course includes an introduction to negotiation and conflict resolution techniques. It also includes several field trips to area agencies concerned with violence reduction.

**PHL 209 Ethics • 3 Credits • Spring • HU/hu**

A study of contrasting approaches to ethical decision-making. This course includes application of moral theory to major current problems facing the individual and society. *Skills prerequisite: ENG 020.*

**PHL 270 Independent Study in Peace and World Order • 3 Credits • HU/hu**

An individually tailored course for the Peace and World Order Studies student. Typical projects may include research, creative writing, local organizing, project-related travel and evaluation, and teaching internships. Participants meet frequently with the instructor to discuss projects and results. *Prerequisite: Enrollment in the Peace and World Order Studies concentration or permission of the instructor.*

## Physical Education

**PED 106 Self-Defense I • 2 Credits • HF**

An introduction to basic self-defense concepts and techniques. This course emphasizes self-care as self-defense which utilizes methods to avoid becoming a victim. Topics include assessment, assertiveness, verbal resistance, and various levels of physical responses to conflict situations. *A ten-week course.*

**PED 109 Introduction to Badminton • 1 Credit • HF**

An introduction to the fundamental skills of badminton which emphasizes stroke development, strategy, and scoring. Drill formations, conditioning, and game play are also incorporated. *A five-week course.*

**PED 115 Introduction to Volleyball • 1 Credit • HF**

An introduction to the basic fundamental skills of the bump, serve, set, and spike. Drill work, conditioning, and skill development are applied during game play. *A five-week course.*

**PED 116 Introduction to Golf • 1 Credit • HF**

An introduction to the fundamentals of golf. The swing, equipment, terminology, and golf course etiquette are emphasized. *A five-week course.*

**PED 130 Introduction to Aikido • 1 Credit • HF**

An introduction to basic principles of Aikido, a Japanese martial art. Emphasis will be on feeling and maintaining a strong center (known as the hara), progressive relaxation through movement, correct posture, and positive mind. Students will observe and then practice Aikido techniques, Ki exercises, and learn how to fall and roll correctly. This class will allow students to experience both the attacker (uke) and defender (nage) roles. *A five-week course.*

**PED 135 Physical Fitness Exercise Prescriptions**  
**2 Credits • HF**

An introduction to developing and implementing individual exercise programs. The course will include medical screening, fitness assessment, exercise prescription, and goal setting. *A ten-week course.*

**PED 136 Weight Training • 1 Credit • HF**

A preparatory course emphasizing long-term personal maintenance through the use of free weights, machines and functional equipment. The course topics include a variety of strength training routines and safety guidelines in the use of all equipment.

**PED 137 Aerobics • 1 Credit • HF**

Introduction to an aerobic exercise program designed to improve the cardiovascular system. Aerobic programs are developed to meet individual needs. *A five-week course.*

**PED 144 Stretching and Flexibility • 1 Credit • HF**

A practical study of stretching theories and methods used to increase flexibility. Special attention will be paid to using flexibility as a tool to injury prevention and healing.

**PED 149 Cardio Kickboxing • 1 Credit • HF**

A mixture of kickboxing and aerobics that provides the heart-healthy benefits of cardio exercise, while offering the gains in agility, strength, balance and coordination that can be achieved through the martial arts training. This course requires a high level of physical activity.

**PED 151 Cardio Boot Camp • 1 Credit • HF**

A military-style circuit workout featuring high-intensity conditioning and power moves. Circuit training workouts are designed to improve athletic performance through cardiovascular conditioning, strength training exercises and sports-specific drills. This course requires a high level of physical activity.

**PED 152 Group Exercise Instruction • 2 Credits • HF**

A preparatory class for those interested in teaching group exercise classes either privately or commercially. This course is designed to prepare the student for national certifications. Students will learn to design and teach exercise classes of their own. A basic understanding of major muscle groups and their relationship to exercise is also covered. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: Current CPR certification; PED 180 or permission of the instructor.*

**PED 160 Muscle Strength and Conditioning**  
**1 Credit • HF**

An exploration of various resistance-training techniques to improve muscular strength and endurance. The use of these techniques develop muscle definition and elevate the body's metabolism by increasing lean muscle mass.

**PED 161 Advanced Strength Training • 1 Credit • HF**

An exploration of muscular strength assessment and development. Resistive training principles, modes and methodologies will be addressed in detail. Practical considerations and application will be an integral part of the course components. Guidelines from the American College of Sports Medicine will provide the foundation for the course. *Prerequisite: PED 136 or permission of the instructor.*

**PED 165 Walking for Fitness I • 1 Credit • HF**

Introduction to a walking exercise program designed to improve cardiovascular health and overall fitness. Topics will include safe walking, walking intensity and injury prevention. Students will develop individual walking programs and participate in weekly aerobic exercise. *A five-week course.*

**PED 170 Personal Trainer • 3 Credits • Spring**

A course designed to prepare students for the national ACE Personal Trainer certification. Students will be exposed to the most current and complete information, instructional techniques and professional skills personal trainers need to provide safe and effective exercise programs to their clients. Students will understand the basic principles and skills inherent to personal training. *Skills prerequisites: ENG 020 and ENG 060. Prerequisites: Current CPR certification. AHS 142 or permission of the instructor.*

**PED 180 Fitness for Life • 2 Credits • HF**

A nontechnical study of lifetime fitness. Topics include fitness starter programs, nutritional and weight loss information, and self-behavior modification techniques. A ten-week course. *Skills prerequisite: ENG 060.*

**PED 195 Practicum • 2 Credits**

This classroom/practicum course is the first practical experience for students in the Physical Fitness Certificate Program. The first five weeks of this course students will receive instruction in skills, concepts and information necessary to prepare them for practicum experience. During the practicum portion of the course students will demonstrate the ability to assess, analyze and interpret client data, implement progressive exercise programs and adhere to safety practices in the Paterson Field House Fitness Center. Emphasis will be on motivating and educating individual clients. Students will be required to have liability insurance coverage (cost of approximately \$25.00).

**PED 207 Prevention and Care of Exercise Injuries**  
**2 Credits • HF**

A hands-on course designed to provide insight to preventing injuries during exercise and to explore a variety of different care techniques used to treat exercise-related injuries. The course will include using methods such as icing, taping, stretching, and basic testing for joint injuries. *Prerequisite: AHS 142 or permission of the instructor.*

**PED 240 Advanced Practicum • 2 Credits**

An advanced practical experience for the Physical Fitness Degree student. Students will demonstrate a higher level of skill in designing super-circuit, interval, and advanced strength training programs. Emphasis will be placed on fitness programming, marketing, and special needs assessments. The student will complete 100 hours of practical experience in a fitness facility off campus. Students will be required to have liability insurance (cost of approximately \$40). *Prerequisite: AHS 148 and PED 195; must be enrolled in the Physical Fitness Degree program.*

**PED 250 Psychology of Sport • 3 Credits • Spring • HF**

Exploration of the psychological dynamics of sports. Topics include aggression in sport, playing to play versus playing to win, personality factors of coach and athlete, motivating teams and athletes, and crowd behavior. *Skills prerequisite: ENG 020 and ENG 060.*

## Physical Therapist Assistant

**PTA 100 Introduction to Physical Therapy**  
**2 Credits • Fall • HF**

An introduction to the philosophy, history, and practice of physical therapy. This course examines the relationship of the physical therapist assistant to the licensed physical therapist, and to other members of the health care team. Laboratory exercises include instruction in body mechanics, lifting techniques, basic patient care skills, and preparation of patient and treatment areas. *Prerequisite: Admission to PTA program. Corequisite: PTA 102, BIO 201 and PHY 111.*

**PTA 101 Physical Therapist Assistant I**  
**4 Credits • Spring**

An introduction to the basic principles and applications of various physical therapy methods and treatment techniques. This course includes the study of the physiological effects of heat, cold, massage, and electrotherapy. The course also provides an introduction to documentation and record keeping. *Prerequisite: PTA 100, PTA 102, BIO 201, and PHY 111. Corequisite: PTA 115 and BIO 202.*

**PTA 102 Structural Anatomy • 3 Credits • Fall**

An introduction to the structural anatomy of the human body. This course is designed to emphasize surface palpation and musculoskeletal anatomy. The course will include anatomical palpations and orthopedic data collection. *Prerequisite: Admission to PTA Program. Corequisite: PTA 100, BIO 201 and PHY 111.*

**PTA 115 Functional Anatomy • 3 Credits • Spring**

A study of the biomechanical and physiological functions of the musculoskeletal system. This course compares clinical dysfunction to normal human movement. Manual muscle testing, gait, and balance will also be included in this course. *Prerequisite: PTA 100, PTA 102, PHY 111 and BIO 201. Corequisite: PTA 101 and BIO 202.*

**PTA 150 Clinical Education I • 2 Credits • Summer**

The first of three clinical education courses scheduled for the summer between the first and second year of the Physical Therapist Assistant program. The student is placed in a physical therapy facility under the supervision of a licensed physical therapist or physical therapist assistant to practice the procedures and treatments learned in the classroom and laboratory during the first year. 160 hours of clinical laboratory. Pass/No pass grading. *Prerequisites:* PTA 101, PTA 115, and a current Community CPR card.

**PTA 200 Rehab Neurology • 3 Credits • Fall**

An overview of functional neuroanatomy and normal human development. Students will investigate the pathological consequences of neurological damage and the rehabilitation procedures associated with neurological dysfunction. *Prerequisites:* BIO 202, PTA 101 and PTA 115 or permission of the instructor. *Corequisite:* PTA 202.

**PTA 201 Physical Therapist Assistant II  
2 Credits • Fall**

A continuation of the study of Physical Therapist Assistant procedures with emphasis on problem solving approaches to the treatment of dysfunction related to the musculoskeletal, cardiac and integumentary systems. The course is designed to develop an understanding of the underlying principles of advanced physical therapy treatment methods. *Prerequisites:* PTA 200 and PTA 202. *Corequisite:* PTA 203.

**PTA 202 Therapeutic Exercise • 4 Credits • Fall**

An introduction to the physiological effects of exercise and common approaches to therapeutic exercise. Joint mechanics and range of motion are reviewed. Techniques of exercise for various regions of the human body, including exercise for spinal dysfunction, will be discussed. *Prerequisite:* PTA 101, PTA 115 and BIO 202. *Corequisite:* PTA 200.

**PTA 203 Physical Therapist Assistant Seminar  
3 Credits • Spring**

A presentation of case studies relevant to previous or current clinical experiences. This course includes discussions of contemporary health issues, ethics, governmental involvement in physical therapy, fiscal considerations, and other topics of student interest. This course integrates skills developed in the classroom and clinic with students' recognition of their own strengths and limitations. *Prerequisite:* PTA 200 and PTA 202. *Corequisite:* PTA 201.

**PTA 250 Clinical Education II • 4 Credits • Fall**

An application of advanced physical therapist assistant procedures. The student is assigned to work under the supervision of a licensed physical therapist or a physical therapist assistant. The student improves clinical skills gained in previous courses. This is the second clinical education segment. 240 hours of clinical laboratory. Pass/No Pass grading. *Prerequisites:* PTA 150, PTA 200, PTA 202, *Clinical Competency Practical Exam, and a current CPR card.*

**PTA 260 Clinical Education III • 4 Credits • Spring**

The final clinical education segment of the curriculum. The student, under supervision of a licensed physical therapist or physical therapist assistant, uses skills learned throughout the previous three semesters. Each student meets a specified level of competency in a combination of skills related to the physical therapist assistant profession. 240 hours of clinical laboratory. Pass/No Pass grading. *Prerequisite:* PTA 201, PTA 203, PTA 250, and a current Community CPR card.

## Physics

**PHY 101 College Physics I • 4 Credits • Fall • SC/ls**

A vector study of mechanics including static and dynamic equilibrium, kinematics and dynamics of plane motion, friction, gravity, energy, work, power, impulse, and momentum. The kinetic model of matter, thermometry, and thermal processes is also covered in lecture and laboratory. *Prerequisite:* ENM 127, MAT 102 or equivalent.

**PHY 102 College Physics II • 4 Credits • Spring SC/ls**

A study of wave motion, including vibrations and pendulum; of sound, including resonance, beats, and the Doppler effect; of light, including reflection, refraction, and dispersion; and of static and current electricity, including capacitance, magnetism, inductance, and circuits. The course also covers electrical machines and phenomena, plus topics from modern physics. *Prerequisite:* PHY 101 or permission of the instructor.

**PHY 111 The Ideas of Physics  
3 Credits • As Needed • SC**

A physics course designed for the student who is not science oriented but who would benefit from a study of the principles of physical science. Technical and mathematical terms are minimal. An understanding of physical concepts and phenomena is developed. *Prerequisite:* One year of algebra or permission of the instructor.

## Psychology

**PSY 107 Introductory Psychology  
3 Credits • SS/ss**

A traditional introductory course in psychology. Topics include research methods and experimental design, biology and behavior, development, learning and conditioning, intelligence and memory, sensation and perception, motivation and emotion, theories of personality, abnormal behavior and psychotherapy. A prerequisite for many other psychology courses. *Skills prerequisite:* ENG 020 and ENG 060.

**PSY 204 Human Growth and Development  
3 Credits • SS/ss**

A survey of the psychological, physiological, and social development of humans, with emphasis on 'normal' growth. Students examine the various factors determining developmental tasks at stages throughout the life span. Life stages covered in the course extend from pre-natal to death as the final stage of development. *Prerequisite:* PSY 107.

# Respiratory Care

## **PSY 207 Social Psychology** **3 Credits • As Needed • SS/ss**

A survey of interpersonal, group, and institutional influences on human behavior. The course examines the dynamics of attraction, conformity, social cognition, self-justification, prejudice, aggression, and attitude formation. The role of ideology and the media will also be explored. *Prerequisite: PSY 107.*

## **PSY 208 Interviewing and Counseling** **3 Credits • Fall • SS/ss**

An introductory course for students interested in gaining an overview of basic counseling theories and techniques. Students examine interview goals and structure, the characteristics and dynamics of helping relationships, and stages in counseling relationships. Using simulations and videotapes, students practice counseling techniques and identify representative types of client behaviors. *Prerequisite: PSY 107.*

## **PSY 210 Psychology of the Mass Media** **4 Credits • SS/ss**

A seminar critiquing the ideological assumptions that shape daily life and national policy. Based on a study of cognitive dissonance and attribution theories, we will examine the means by which mass media, propaganda, and psychological mechanisms may combine to convince a population that irrational beliefs and inhumane policies are normative and just. Employing the perspectives of social psychology, sociology, and political science, this course is designed for those with advanced reading skills who are comfortable with nonfiction, non-textbook materials. Students should be willing to participate actively in discussions. *Prerequisite: SOC 105 or permission of the instructor.*

## **PSY 221 Psychology of Women** **3 Credits • As Needed • SS/ss**

An introduction to the psychology of women. Goals for the course include an exploration and evaluation of psychological theories and research about female development and the life experiences of girls and women. Topics will include the diversity of women's experiences as well as common themes in women's lives. The course will also examine the influence of current social context on women's experience. *Prerequisite: PSY 107.*

## **PSY 226 Abnormal Psychology** **3 Credits • SS/ss**

This course covers the history of mental illness and its treatment, approaches to prevention, research methods, modern classification and diagnosis, and causes of disorders. *Prerequisite: PSY 107.*

## **PSY 275 Independent Study in Psychology** **1-3 Credits**

Independent study for students with a foundation in the field. Student and instructor determine the project to be worked on and the number of credits to be earned. Regularly scheduled meetings between student and instructor are required. Pass/No Pass or traditional grading. *Prerequisite: PSY 107, and permission of the instructor and the department chair or program advisor.*

## **PSY 297 Special Topics in Psychology** **1-3 Credits • As Needed • SS/ss**

Specific course content at the discretion of the department. Details are in preregistration materials. *Prerequisite: PSY 107.*

## **RSP 105 Respiratory Care Practicum I** **2 Credits • Spring**

An introduction to the clinical aspects of respiratory care. Students develop the basic skills used in respiratory care such as infection control, vital sign measurement, medical record keeping, oxygen therapy, aerosol therapy, and chest physiotherapy. Pass/No Pass grading. *Skills prerequisite: ENG 020, ENG 060 and MAT 029C. Prerequisite: Admission to Respiratory Care program, and AHS 129 and AHS 148. Corequisite: RSP 106, CHM 150, and BIO 201.*

## **RSP 106 The Basics of Respiratory Care** **3 Credits • Spring**

An introduction to the theory and clinical application of basic respiratory care procedures. This lecture and laboratory course covers all the basic respiratory care procedures used in the clinical setting (RSP 105). Topics include infection control, vital sign measurement, oxygen therapy, aerosol therapy, and chest physiotherapy. *Skills prerequisite: ENG 020, ENG 060 and MAT 029C. Prerequisite: AHS 129 and AHS 148. Corequisite: RSP 105, CHM 150, and BIO 201.*

## **RSP 107 Respiratory Care Practicum II** **2 Credits • Summer**

A clinical experience in which the student applies the principles learned in RSP 105 and RSP 106. Topics include more advanced respiratory care procedures such as arterial blood gas puncture, manual resuscitation, and tracheobronchial aspiration. Pass/No Pass grading. *Prerequisite: RSP 105 and RSP 106.*

## **RSP 205 Respiratory Care Practicum III** **3 Credits • Fall**

A clinical experience focusing on the critical care setting. Particular attention is given to the mechanically ventilated patient. Pass/No Pass grading. *Prerequisite: RSP 107. Corequisite: RSP 241 and RSP 206.*

## **RSP 206 Mechanical Ventilation • 3 Credits • Fall**

A study of adult, pediatric, and neonatal mechanical ventilation. This lecture and laboratory course analyzes the different types of artificial airways, the physics of various types of mechanical ventilators, the management of the patient-ventilator circuit, ventilator troubleshooting, and ventilator discontinuance. *Prerequisite: RSP 107. Corequisite: RSP 241 and RSP 205.*

## **RSP 207 Respiratory Practicum IV** **3 Credits • Spring**

A clinical experience that explores the various respiratory care settings. These settings include critical care units, pulmonary function labs, neonatal intensive care units, and nursing home facilities. Additional elective rotations will include home care, EMT training, RC management, community service, and pulmonary rehabilitation. An additional 1 hour seminar class a week is also required. Pass/No Pass grading. *Prerequisite: RSP 241, 205, and 206. Corequisite: RSP 251.*

**RSP 241 Cardiopulmonary Anatomy and Physiology**  
**2 Credits • Fall**

A study of the gross and microscopic structure and function of the human cardiopulmonary system. Topics include heart and lung anatomy, acid-base balance, and the physiology of respiration. *Prerequisite: RSP 107. Corequisite: RSP 205 and RSP 206.*

**RSP 251 Advanced Cardiopulmonary Monitoring**  
**3 Credits • Spring**

A study of the theory and clinical skills needed in a critical care setting. Topics include neonatal respiratory care, hemodynamic monitoring, pulmonary function studies, neurological intensive care, and EKG monitoring. *Prerequisite: RSP 241, 205, and 206. Corequisite: RSP 207.*

**Science****SCI 126 Extreme Weather: Past, Present and Future**  
**3 Credits • SC/ns**

A study of extreme weather events (hurricanes, floods, tornadoes, blizzards, drought, etc.) from a variety of perspectives. The course examines the atmospheric processes involved in the formation, evolution and destruction caused by these events as well as the human impact in the region affected. Historic cases and real-time events will be utilized to illustrate these processes and impacts. In addition, the possible effect of global warming on the number and severity of different extreme weather events will be studied. In particular, evidence will be examined to help determine if there has already been a change over the past century and whether further, perhaps more profound change is likely in the future. The physical basis for these changes and possible impacts on human society will also be examined. *Skills prerequisite: ENG 020 and ENG 060.*

**Sociology****SOC 105 Introductory Sociology • 3 Credits • SS/ss**

The nature and scope of sociology. In this study of human groups and relationships, the course explores the origin, structure, and growth of human society; its basic institutions and processes; and problems resulting from social change. *Skills prerequisite: ENG 020.*

**SOC 121 Human Sexuality**  
**3 Credits • As Needed • SS/ss**

An interdisciplinary study of human sexuality including the perspectives of historical and cross cultural, biological and physiological, psychosocial developmental, and social cultural. *Skills prerequisite: ENG 020.*

**SOC 136 Sociology of Marriage and the Family**  
**3 Credits • As Needed • SS/ss**

Analysis of the family as a basic unit of society and the chief formative influence on the shaping of personality. The American family is studied from a historical and cross-cultural perspective. *Skills prerequisite: ENG 020.*

**SOC 197 Special Topics in Sociology**  
**1-3 Credits • SS/ss**

Specific course content at the discretion of the department. Details are in the preregistration materials.

**SOC 203 Issues Through Film and Video**  
**3 Credits • As Needed • SS/ss**

An examination of American society in the twentieth century landscape, via film and video, as a reflection of that society. This course also looks at the medium of film from the perspective of social issues and social change. *Prerequisite: SOC 105 or PSY 107 or permission of the instructor.*

**SOC 208 Contemporary Social Problems**  
**3 Credits • As Needed • SS/ss**

An analysis of social problems in contemporary American society from a sociological perspective. The course explores theories of problem causes and proposed solutions. *Prerequisite: SOC 105 or PSY 107 or permission of the instructor.*

**SOC 212 Social Welfare and Social Policy**  
**3 Credits • Spring • SS/ss**

A review of major events which have shaped social policy in this century, with analysis of current issues and trends. *Prerequisite: SOC 105.*

**SOC 216 Racial and Ethnic Minorities**  
**3 Credits • As Needed • SS/ss**

A study of the social, economic, and political conditions affecting the status of major racial and ethnic groups in the United States. Attention will be focused on selected minority groups, emphasizing immigration, intercultural conflict, accommodation, and assimilation. *Prerequisite: SOC 105 or PSY 107 or permission of the instructor.*

**SOC 219 Women and the Law**  
**3 Credits • As Needed • SS/ss**

A study of women as victims and perpetrators of crime in America. Historical and contemporary women's lives are examined through fictional portrayal and factual data. Theories of causality, the legal status of women, the impact of rising female criminality, and the presence of women in law enforcement professions are addressed. *Prerequisite: CRJ 105 or SOC 105 and ENG 101, or permission of the instructor.*

**SOC 228 Death and Dying**  
**3 Credits • As Needed • SS/ss**

An examination of death in American society from the perspectives of sociology, psychology, philosophy, religion, and literature. Topics include the meaning of death, the experience of dying, funeral rites, suicide, fear of death, the value of life in American culture, and immortality. *Prerequisite: SOC 105 or PSY 107 or permission of the instructor.*

**SOC 275 Independent Study in Sociology**  
**1-3 Credits**

Independent study for students with a foundation in the field. Student and instructor determine the project and the number of credits to be earned. Regularly scheduled meetings between student and instructor are required. *Pass/No Pass or traditional grading. Prerequisite: SOC 105, and permission of the instructor and the department chair or program advisor.*

**SOC 297 Topical Seminar in Sociology**  
**1-3 Credits • As Needed • SS/ss**

Specific course content at the discretion of the department. Details are in preregistration materials. *Prerequisite: SOC 105 or permission of the instructor.*

## Spanish

**SPA 101 Introductory Spanish I**  
**4 Credits • Fall • HU/hu**

An introduction to Spanish, appropriate for beginners. Students develop listening and speaking skills through immersion in the language. Contextualized interactive activities as well as short reading and writing assignments teach vocabulary, elementary grammatical structures, and Hispanic culture. This class, conducted in Spanish, meets four hours a week. One additional hour of laboratory is required. *Skills prerequisite: ENG 020 and ENG 060.*

**SPA 102 Introductory Spanish II**  
**4 Credits • Spring • HU/hu**

A continuation of SPA 101. More complex grammatical structures, vocabulary, and readings are presented. Students conduct interviews and debates in Spanish, and research topics on Hispanic culture. Focused drill and practice include audio, video, computer, and internet applications. This class, conducted in Spanish, meets four hours a week. One additional hour of laboratory is required. *Prerequisite: C- or better in SPA 101, SPA placement, or permission of the instructor.*

**SPA 131 Spanish for the Workplace I**  
**3 Credits • HU/hu**

A course for those who expect to interact with Spanish speakers in the workplace. Designed to enable students to communicate in job-related situations, this course covers basic Spanish language skills and strategies as well as issues involved in cross-cultural communication.

**SPA 132 Spanish for the Workplace II**  
**3 Credits • HU/hu**

A continuation of SPA 131. Complex grammatical structures are presented. Students develop listening, speaking, reading, and writing skills in a variety of authentic contexts. Vocabulary, communicative activities, and cultural topics relate to the workplace. *Prerequisite: SPA 131 or permission of the instructor.*

**SPA 201 Intermediate Spanish I**  
**4 Credits • Fall • HU/hu**

The development of language skills and cultural awareness of the Spanish-speaking world through readings and discussions and authentic audio and video materials. The course is a review of basic grammatical structures through activities emphasizing oral and written expression in Spanish. This class, conducted in Spanish, meets four hours a week. One additional hour of laboratory is required. *Prerequisite: C- or better in SPA 102, SPA placement, or permission of the instructor.*

**SPA 202 Intermediate Spanish II**  
**4 Credits • Spring • HU/hu**

A continuation of SPA 201. Class activities are designed to develop mastery of listening, reading, speaking, and writing in Spanish. Students work with written and audio materials of increasing difficulty to further promote accuracy and fluency. In addition to studying works from Spain and Latin America, students write essays and conduct debates on contemporary topics. This class, conducted in Spanish, meets four hours a week. One additional hour of laboratory is required. *Prerequisite: C- or better in SPA 201, SPA placement, or permission of the instructor.*

**SPA 275 Independent Study in Spanish**  
**1-3 Credits**

Independent study for students with a foundation in Spanish. Student and instructor determine a project and the number of credits to be earned. Regularly scheduled meetings between the student and instructor are required. *Prerequisites: Previous course-work in Spanish and permission of the instructor.*

## Theatre

**THR 101 Introduction to the Theatre**  
**3 Credits • Fall • HU/hu**

An introduction to the personalities and technological innovations that make up the dynamics of the theatre experience. The origin of modern-day theatrical practice and conventions are explored.

**THR 102 Stagecraft I • 3 Credits • Fall**

An introduction to the technology of theatre production. This course concentrates on the construction techniques for building stage scenery and costumes. Students devote class time to building sets for BCC productions. *Skills prerequisites: MAT 018C or MAT 018. Prerequisite: THR 106.*

**THR 103 Stagecraft II • 3 Credits • Spring**

An introduction to the technology of theatre production. This course concentrates on the equipment and techniques for implementing stage lighting and sound. Students devote class time to executing lighting and sound designs for BCC productions. *Skills prerequisite: MAT 018C or MAT 018. Prerequisite: THR 106.*

**THR 104 Acting I • 3 Credits • Fall • HU/hu**

A study of the basic principles of acting with emphasis on Stanislavski techniques. Focus will be placed on the rehearsal and performance processes including discipline, collaboration and evaluation. The course will include sections on the business of acting and auditioning. *Skills prerequisite: ENG 020 and ENG 060.*

**THR 105 Acting II • 3 Credits • Spring • HU/hu**

Continued study of the principles of acting with emphasis on scene study, script analysis, and ensemble performance. Focus will be placed on acting within various dramatic styles including Shakespeare, Beckett, Mamet and others. The course will include sections on improvisation and script-making. *Skills prerequisite: ENG 020 and ENG 060.*

**THR 106 Fundamentals of Theatre Design  
3 Credits • HU/hu**

An introduction to theatrical design. This course focuses on creating the visual and aural elements necessary for a live stage production as well as cultivating artistic expression. Aspects include script analysis, interpretation, research, and presentation. The course will also include basic drafting and rendering techniques for the different facets of theatre design. *Skills prerequisite: ENG 020 and ENG 060.*

**THR 111 History of Theatre and Drama I  
3 Credits • HU/hu**

A study of the history, plays, players, and playhouses from classical Greece to the early Renaissance. *Skills prerequisite: ENG 020 and ENG 060.*

**THR 112 History of Theatre and Drama II  
3 Credits • HU/hu**

A study of the history of European and American theatre from the Renaissance through the Twentieth Century. Emphasis is placed on the new theatre movements and the accompanying technical innovations. Far-Eastern contributions paralleling the Western experience will be discussed. *Skills prerequisite: ENG 020 and ENG 060.*

**THR 113 Drama in Your Own Words  
3 Credits • HU/hu**

The purpose of this course is to turn everyday stories, situations, and/or ideas into dramatic or comic vignettes which the students spontaneously create and perform. Through the exploration and observation of what makes situations dramatic, students will learn to work as a cohesive unit, developing the skills for building upon one another's ideas and actions. *Prerequisite: COM 105, THR 104 or THR 105 or permission of the instructor.*

**THR 118 Dance Through the Ages  
3 Credits • HU/hu**

This course is designed to enhance one's understanding and appreciation of dance, with emphasis on ballet, modern, and musical comedy theatre. An intimate view of why dancers dance will be presented through films, field trips, guest dancers, and some student participation.

**THR 119 Dance I • 3 Credits • As Needed • HF**

An introductory dance course exploring movement, technique, composition, improvisation, and choreography. The focus of this course is body awareness and control as well as use of the body as a means of self-expression and communication. Previous dance training is not required.

**THR 120 Dance II • 3 Credits • HU**

A continuation of THR 119, with more advanced study of dance technique, musicality, staging, and compositional skills. *Prerequisite: THR 119 or permission of the instructor.*

**THR 121 Choreography I • 1 Credit**

Studio work in choreography with a focus on the kinesthetic, dramatic, sculptural, musical and visual approaches to designing the human body moving in space. *Prerequisite: THR 119 or THR 233 or permission of the instructor.*

**THR 122 Choreography II • 1 Credit**

A continuation of THR 121 with further work in choreography with a focus on the kinesthetic, dramatic, sculptural, musical and visual approaches to designing the human body in space. *Prerequisite: THR 121.*

**THR 198 Theatre Practicum • 1 Credit**

A theatre experience open to all students participating in college theatre productions. Credit is granted for responsible effort and achievement in a production crew or on stage. Students must attend rehearsals or crew sessions. *Prerequisite: Open to theatre majors only, or by permission of the instructor.*

**THR 199 Theatre Practicum • 1 Credit**

A theatre experience open to all students participating in college theatre productions. Credit is granted for responsible effort and achievement in a production crew or on stage. Students must attend rehearsals or crew sessions. *Prerequisite: THR 198.*

**THR 205 Directing****3 Credits • As Needed • HU/hu**

A study of the principles and techniques of play direction primarily designed for theatre majors or students with theatrical experience. This course is also helpful to majors in recreation, human services, and education. Class exercises include discussion and analysis of methods used to achieve focus, emphasis, pacing and visual design.

**THR 209 Dramatic Literature I – Realism  
3 Credits • HU/hu**

An examination of significant plays and musicals that represent the realistic and naturalistic styles of dramatic literature. Plays will be studied in relation to their historical and cultural contexts, theatrical styles, production and performance techniques. This course does NOT fulfill the general education requirement for ENG literature. *Skills prerequisites: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

**THR 210 Dramatic Literature II - Non-Realism  
3 Credits • Spring • HU/hu**

An examination of significant plays and musicals that represent the non-realistic styles of dramatic literature. Representative plays from the styles of Surrealism, Symbolism, Expressionism, Absurdism, and contemporary eclectic theatre will be examined. Plays will be studied in relation to their historical and cultural contexts, theatrical styles, production and performance techniques. This course does NOT fulfill the general education requirement for ENG literature. *Skills prerequisites: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

**THR 214 Modern Dramatic Literature  
3 Credits • HU/hu**

An examination of significant, contemporary plays and musicals from the twentieth and twenty-first centuries. Plays will be studied in relation to their historical and cultural contexts, theatrical styles, production and performance techniques. This course does NOT fulfill the general education requirement for ENG literature. *Skills prerequisites: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

**THR 233 Movement for Actors • 3 Credits • HU/hu**

A movement course designed for acting students and theatre majors. This course focuses on two distinct areas: musical theatre/jazz dance technique and Rudolph Laban's 'Effort Actions,' including an examination of their relevance to speech, character development and stage movement. *Prerequisite: THR 104 or THR 105 or permission of the instructor.*

**THR 275 Independent Study in Theatre I  
1-3 Credits**

Independent study for students with a foundation in the field. Student and instructor determine the project and the number of credits to be earned. Projects may involve acting, directing, designing, and lighting. Regularly scheduled meetings between student and instructor are required. *Prerequisite: Permission of department chair or program advisor.*

**THR 276 Independent Study in Theatre II  
1-3 Credits**

Independent study for students with a foundation in the field. Student and instructor determine the project and the number of credits to be earned. Projects may involve acting, directing, designing, and lighting. Regularly scheduled meetings between student and instructor are required. *Prerequisite: Permission of department chair or program advisor.*

**THR 297 Special Topics in Theatre  
3 Credits • HU/hu**

Specific course content at the discretion of the department. Details are included in preregistration materials.

**THR 298 Theatre Practicum • 1 Credit**

A theatre experience open to all students participating in college theatre productions. Credit is granted for responsible effort and achievement in a production crew or on stage. Students must attend rehearsals or crew sessions. *Prerequisite: THR 199.*

**THR 299 Theatre Practicum • 1 Credit**

A theatre experience open to all students participating in college theatre productions. Credit is granted for responsible effort and achievement in a production crew or on stage. Students must attend rehearsals or crew sessions. *Prerequisite: THR 298.*



# FIGURE 13: WHO TO CALL FOR MORE INFORMATION (499-4660)

EXECUTIVE/DIVISIONS	NAME	ROOM	EXT	OFFICE/FUNCTION	NAME	ROOM	EXT
President's Office:				Financial Aid			
President	Paul Raverta	F-226	1003	Director	Anne Moore	F-124	1641
Staff Assistant	Alyson Beach-Weatherwax	F-227	1003	Coord./Student Loans	Christopher Weingartner	F-121	1642
Academic Affairs:				Coord./Work-Study	Deirdre Bairstow-Allen	F-123	1643
Dean	Frances Feinerman	F-229	2102	Food Services			
Assistant Deans:				Director	Arthur Doucette	A-G3	3045
Business, Science, Math & Technology:				Assistant Director	Kevin Kennedy	A-GC3	3046
	Charles Kaminski	F-208	2105	FORUM Records			
Humanities	Thomas Curley	F-205	2103		Paula Perry	F-111	2136
Nursing, Health & Social Sciences:				Honors Program			
	Anna Gallo Foss	F-211	2107		Stacy Evans	H-235	4563
Staff Assistant	Pamela Coty	F-228	2102	Human Resources:			
Administration & Finance:				Director	Deborah Cote	AA-21	1022
Dean	Ellen Kennedy	F-225	3001	Assistant Director	Suzanne Grant	AA-21	1021
Staff Assistant	Kim St. Pierre	F-224	3002	Immunization Records			
Institutional Advancement:					Donna Connors	A-117	1614
Dean	Jeff Doscher	F-230	2186	Institutional Research, Planning & Grants Development			
Staff Assistant	Ann Phillips	F-232	2185	Director	John Paskus	F-212	2109
LifeLong Learning & Workforce Development:				Grant Writer	Gina Stec	F-214	2110
Dean	Bill Mulholland	F-125	2121	Administrative Assistant	Katherine Timoshenko	F-213	2111
Staff Associate	Linda Pierce	F-126	2122	Instructional Technology			
Student Affairs & Enrollment Services:					Natalie Friend	K-203	2161
Dean	Michael Bullock	A-124	1601	Library			
Staff Assistant	Mary Daigneault	A-123	1602	Director	Nancy Walker	E-102	2151
				Services Coordinator	Karen Carreras-Hubbard	E-103	2153
				Microsoft Certified Application Specialist:			
					Kathy Gowdey	M-242	4640
				Noncredit Workshops	Linda Pierce	F-126	2122
				Off-Campus Centers	Phylene Farrell	SCC	5201
				Parking Clerk	Diane Kitterman	AA-15	3016
				Personal Counseling	Lisa Mattila	A-113	1609
				Project Link	Joe Hennessey	H-208A	2175
				Registrar	Donald Pfeifer	F-112	2131
				Service Learning	Mary Parkman	H-215	2176
				South County Center:			
				Director	Phylene Farrell	SCC	5201
				Administrative Assistant	Cathy Dargi	SCC	5202
				Student Billing			
					Rochelle Daverin	F-108	3042
				Student Government			
					Ambassadors	A-119	1665
				Student Life			
				Director	Dane Wested	A-120	1661
				Assistant Director	Beth Wallace	A-121	1662
				Student Success Center			
					Vicki Kane	F-118	1625
				Tech Prep Program			
					Julie Hannum	H-215	2180
				Theatre Technical Director			
					Christopher Gregory	K-110C	4713
				Transfer Counselor			
					Geoffrey Tabor	A-116	1610
				Transfer-In Evaluation			
					TBA	F-115	1631
				TRIO Program			
				Coordinator	Christine DeGregorio	F-201	1681
				Academic Counselor	Marguerite Cookson	F-236	1682
				Academic Counselor	Peggy Williams	F-239	1683
				Tutorial Services			
					John Case	K-214	1651
				Veteran's Certification			
					Donald Pfeifer	F-112	2131
				Workforce Development			
					Denise Johns	ITC*	2125
				* Intermodal Education Center			
OFFICE/FUNCTION	NAME	ROOM	EXT				
Academic Advising Center:							
	Anne Fortune	F-117	4555				
Admissions:							
Coordinator	TBA	F-115	1631				
Counselor	Tina Schettini	F-113	1635				
Counselor (Bilingual)	Eleanore Velez	F-116	1636				
Advanced Standing	TBA	F-115	1631				
Affirmative Action	Deborah Cote	AA-21	1022				
Alumni & Friends	Beth Wallace	A-121	1662				
Assessment & Testing	Elizabeth Recko-Morrison	K-113D	1656				
BCC Foundation:							
Executive Director	Jeff Doscher	F-230	2186				
Career Services	John Cornman	A-116	1611				
CCNA Certification	John Ostoff	M-224	4616				
College Senate	Dane Wested	A-120	1661				
College Store	(Follett Inc.)	A-102	3065				
Manager	Kristin Scala	A-102	3068				
Computer Lab	Michael Shakeshaft	F-106	2165				
Development	Jennifer Kerwood	F-215	2188				
Disability Resource Center:							
	Tara Romeo	A-112	1608				
Distance Learning	Natalie Friend	K-203	2161				
Diversity Committee/Films:							
	Susan Pinsker	H-248	4576				
Elderhostel	Lynette Cornwell	FC-213	2124				
Enrollment Services	Michael Bullock	A-124	1601				
Facilities & Grounds	Scott Richards	AA-17	3015				

# WHO'S WHO

The faculty and staff of BCC are committed to helping students achieve their educational goals.

Students are encouraged to get to know their professors and instructors, many of whom are BCC graduates themselves, on an individual basis.

If a student has a concern or question, whatever it might be, chances are that someone on the following pages will have an answer.

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