



Berkshire  
Community College

*Let BCC be your pathway to success!*



BERKSHIRE

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# LET BCC BE YOUR PATHWAY TO ACADEMIC SUCCESS!

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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 educational programs or employment.*

## A MESSAGE FROM OUR PRESIDENT

Welcome to Berkshire Community College. Whether you are just beginning your educational journey, need some courses to complete your degree, want to take a class to enhance your skill set or are simply curious and want to learn something new, I encourage you to consider and explore BCC.

Our institution, which sits in the middle of 180 acres, is home to more than 4,000 students. As you'll see throughout this catalog, BCC offers many interesting programs and courses. We also have off site locations and online courses – giving our students the power to choose where and when they learn.

At BCC, we provide access, affordability and personal attention. Students are the reason we are all here. They inspire us with their commitment, their work ethic, their personalities, their sacrifices, and their achievements.

Every day our faculty skillfully and tirelessly share their knowledge and make themselves accessible to support and advise. At the same time, they are

improving their own skills and curricular offerings to meet the ever-changing educational needs of our students and our community. Our caring and efficient administrative and professional staff work to make the bureaucracy less bureaucratic and are committed to removing obstacles. There is a sense of camaraderie and a belief that every student can thrive and succeed at BCC.

Liberal arts is the foundation on which we build an education together – allowing for critical thinking, exploring our connectedness to history as well as other cultures, studying and practicing the art and the science of effective communication, and so much more. We offer 47 degree and certificate programs that are sure to inspire the learner within you.

Many students are recognizing the wisdom of beginning their educational journey at a community college, achieving an associates degree or certificate, and if appropriate, continuing at a four year college or university.



I encourage you to spend some time with this publication. Then come and spend some time with us. Observe the teaching and learning going on in our classrooms. Observe the support we all provide to each other every day – in exciting times and challenging times. Observe the smiles and friendships in the hallways, cafeteria and lounges between classes. Talk to our students. See for yourself.

Our 2013 class had graduates ranging from ages 18 to 60. Some students were the first in their families to graduate from college. Others came from a long line of BCC graduates. Many continued their education after BCC. Others launched or re-launched careers. And some gained knowledge for the sheer joy of it. All inspired us.

*I invite you to come to BCC and find out what inspires you.*

A handwritten signature in cursive script that reads "Ellen Kennedy". The signature is written in black ink and is positioned below the typed text of her name.





**WELCOME TO BERKSHIRE COMMUNITY COLLEGE**



## BCC MISSION STATEMENT

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. BCC 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; and
- 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.

## BCC VALUES

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.

## ACCREDITATION

Berkshire Community College is fully accredited by the New England Association of Schools and Colleges, Inc., Commission of Higher Education.

Following a comprehensive on-site evaluation in October 2009, the commission accredited BCC for 10 years, the maximum allowed. The next comprehensive evaluation will take place in Fall 2019. For more information, see "Accreditation" on page 35 or [www.berkshirecc.edu](http://www.berkshirecc.edu).

## COLLEGE OVERVIEW

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 35 associate degree and 16 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 coordinator is available to help facilitate the transitions. (*For more information, see "Articulation Agreements" on page 19; "MassTransfer" Fig. 12 on page 25.*)

#### ***Community Education***

In addition to credit offerings, the office of Community Education 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 (96%) percent coming from Berkshire County. More than half (61%) of the students are women. In addition, 49% of the student body consists of "nontraditional" students – that is, 23 years of age or older. In fall 2012, BCC also enrolled 8 international students from 7 different countries.

#### ***Graduation & Transfer Statistics***

BCC awarded its first two degrees, both to women, in 1961. In 2012, 317 degrees and certificates were conferred on students in 39 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. Thirty-six percent (36%) of the graduating class of 2012 transferred into a baccalaureate-level program. In addition, forty-four percent (44%) of 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.



Following their graduation from BCC, many students seek employment electing to work while at the same time continuing their education. Results from a recent (2012) follow-up survey indicated that 70% 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 catalog starting on page 33).*

## 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 142) may write to: One Ashburton Place, Room 1401, Boston, MA 02108-1696; or call 617-994-6950; fax 617-727-0955; or e-mail: [webmaster@bhe.mass.edu](mailto:webmaster@bhe.mass.edu).

### Board of Trustees

The Berkshire Community College Board of Trustees (see page 142) 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 PM 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 1st to June 30th. 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 cumulative 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 policies or changes, it makes such recommendations to the college's executive council. Senate meetings are open to all interested persons.

### 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 12:15 PM 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.

### BCC Foundation

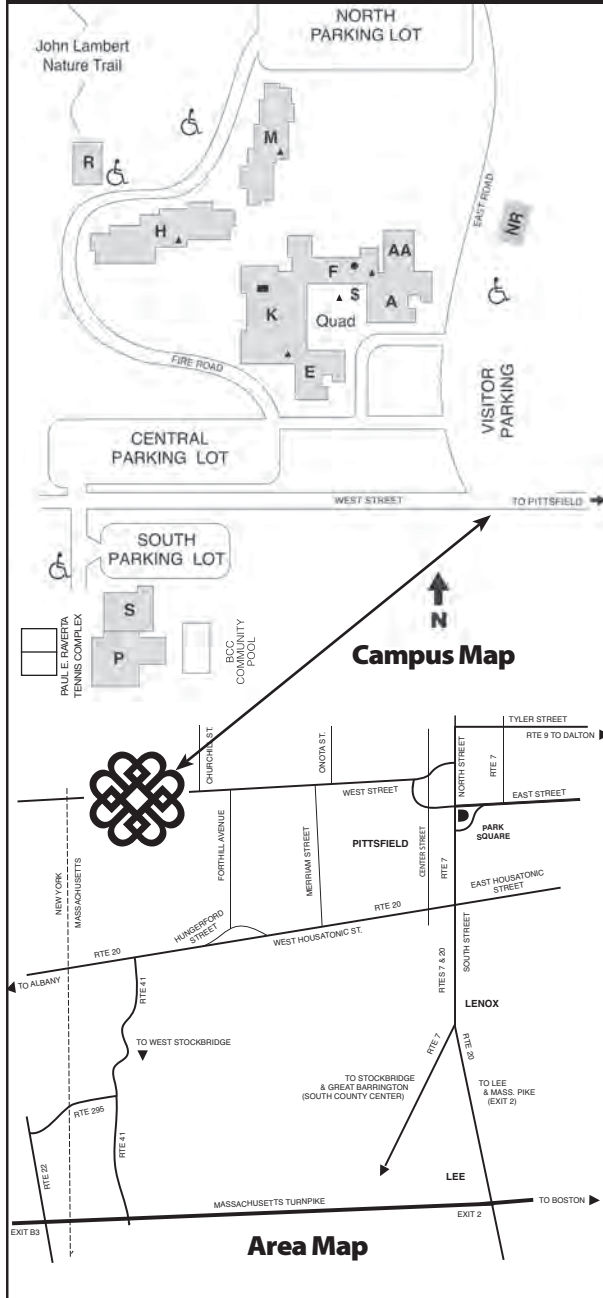
The Berkshire Community College Foundation is a non-profit corporation established to encourage and receive gifts in support of the mission of the college. Gifts from alumni, students, corporations, friends, and staff are used to further the college's commitment to academic excellence and community service. Under the auspices of the BCC Foundation, the office of Development and Alumni Relations work to engage alumni with the college through the *BCC News* and regional social events.

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 provides a permanent site for the college's South County Center.

The Foundation is governed by a board of volunteers (see page 142) made up of members from various communities throughout Berkshire County and surrounding areas. Anyone wishing to make a donation to the Foundation, should log on to the college's website or contact the Development Office 413-236-2185.



**Figure 1: Area and Campus Maps**



## DIRECTIONS TO BCC CAMPUS

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

### From the north

Follow Rte. 7 to Park Square in downtown Pittsfield. Cross North Street, go downhill on West Street, pass the Big Y Supermarket on the right, and turn left at the stop sign. Continue on West Street for 3.5 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 onto West Street and follow the directions 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. Take a left onto West Street and follow the directions from Park Square above.

### From the south

Follow Rte. 7 to Park Square. Turn left onto West Street 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 1.5 miles past the gas station). Bear left onto Forthill Avenue (underneath a railroad overpass). Turn left at the stop sign onto West Street.

### Key to Buildings

A	Susan B. Anthony Center
AA	Susan B. Anthony Annex
E	Jonathan Edwards Library
F	Field Administration Center
H	Hawthorne Hall
K	Koussevitzky Arts Center
M	Melville Hall
NR	Norman Rockwell Play Area
P	Paterson Field House
R	Ralph Hoffmann Environmental Science and Sustainable Energy Center
S	Stanley Power Plant

### Estimated Drive Times

Albany, NY.....	55 minutes
Boston, MA.....	2.5 hours
Chatham, NY.....	25 minutes
Great Barrington, MA.....	35 minutes
New Lebanon, NY.....	15 minutes
Northampton, MA.....	1.5 hours
North Adams, MA.....	40 minutes
Pownal, VT.....	55 minutes
Springfield, MA.....	75 minutes
Williamstown, MA.....	35 minutes

### Key to Select Facilities

- Admissions Office (F-113)
- \$ ATM Machine
- Box Office
- ▲ Elevators
- ♿ Handicapped & Special Permit Parking



1350 West Street, Pittsfield, MA 01201



## **PARKING**

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 previous page*) are assigned as follows:

### **Handicapped/Special Permit 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, or a special permit issued by the Facilities Office.

### **Student Parking**

Located in the north, central, and south lots in areas not designated as faculty/staff or handicapped spaces. Cars must park between painted lines, when applicable.

### **Faculty/Staff Parking**

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**

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 and on the BCC webpage. 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 and locations:

## **FIELD ADMINISTRATION CENTER**

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

### **Academic Advising Center**

(*First Flr., Rm. 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 18.

### **Admissions Office**

(*First Flr., Rm. 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 10 or visit [www.berkshirecc.edu/admissions](http://www.berkshirecc.edu/admissions).

### **Computer Laboratories**

(*First Flr., Rm. F-102 & 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. Hours of operation posted in lab.

### **Financial Aid Office**

(*First Flr., Rm. 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 15.

## **IT Help Desk**

(*First Flr., Rm. F-105*)

The IT Help Desk provides first-level technical support to all faculty, staff and students of BCC. We are committed to assisting the computer and telecommunication needs of all employees and students by providing detailed resolutions and general system information for common problems. IT Help Desk Hours are from 7:30 AM - 4:00 PM, Monday through Friday. For more information, contact [sdavis@berkshirecc.edu](mailto:sdavis@berkshirecc.edu) or 413-236-3004.

## **Registrar's Office**

(*First Flr., Rm. 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 28.

## **Student Billing Office**

(*First Flr., Rm. F-108*)

The Student Billing Office prepares student bills and collects required payments. For more information, see "Billing and Payment" on page 14.

## **Student Success Center**

(*First Flr., Rm. 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 29.

## **TRIO Office & Learning Center**

(*Second Flr., Rm. 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 32.



## **HAWTHORNE HALL**

In addition to classrooms, laboratories and faculty offices, Hawthorne Hall (*see campus map on page 6*) houses the following locations:

### **Berkshire Honors Scholar Center**

(*Second Flr., Rm. 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 27.

### **Project Link Office**

(*Second Flr., Rm. 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" on page 12.

### **Tech Prep Transitions Office**

(*Career Vocational Linkage Initiative, Second Flr., Rm. 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 programs of choice. For more information, see "Tech Prep Transitions" under "Current High School Students" on page 11.

## **JONATHAN EDWARDS LIBRARY**

The Jonathan Edwards Library (*see campus map on page 6*) welcomes the BCC community and members of the general public. It provides information resources, services, and equipment as well as a pleasant environment for research, study, tutoring, and quiet relaxation. For additional information, see "Library Resources and Services" on page 27.

## **KOUSSEVITZKY ARTS CENTER**

In addition to various faculty and staff offices, the Koussevitzky Arts Center (*see campus map on page 6*) houses the following locations:

### **Assessment & Testing Center**

(*Second Flr., Rm. K-213*)

The Assessment and Testing Center, located off the small lobby that connects to the Field Administration Building, 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, TOEFL 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 30.

### **Center for Teaching & Learning**

(*Second Flr., Rm. K-210*)

The Center for Teaching and Learning (CTL) provides faculty and staff professional development programs on pedagogy, technology, and other higher education topics. CTL activities include in-service workshops, professional development days, new faculty orientation, summer institutes, travel grants, special projects and guest speakers. The Center provides advanced workstations and technical training facilities to the BCC community to support the use of new teaching tools.

### **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.

### **Robert Boland Theatre**

(*First Flr., Rm. K-110*)

The Robert Boland Theatre is one of the largest stage houses 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 29.

### **Math Laboratory**

(*Second Flr., Rm. K-21A*)

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 126*).

### **Tutorial Center**

(*Second Flr., Rm. K-214*)

The Tutorial Center provides peer, professional and online tutoring; study skills workshops; 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 29.

## **MELVILLE HALL**

In addition to classrooms, laboratories and faculty offices, Melville Hall (*see campus map on page 6*) houses the following:

### **Language Laboratory**

(*First Flr., Rm. 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 6*) maintains a basketball court for indoor activities, as well as several soccer fields, 5K cross-country course, a fitness center, summer pool and tennis courts. 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. Hours of operation: Monday through Thursday, 8:00 AM - 8:00 PM; Friday, 8:00 AM - 6:00 PM. Summer Hours: Monday through Friday, 8:00 AM - 6:00 PM; Saturday and Sunday, 12:00 PM - 6:00 PM.

### **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 BCC Community Swimming Pool reopened in the summer of 2010. Pricing details and hours can be obtained at the office of Student Life, the Paterson Field House, or at [www.berkshirecc.edu/swimmingpool](http://www.berkshirecc.edu/swimmingpool).

## Tennis Courts

The Paul E. Raverta Tennis Complex consists of three standard adult courts and two, "10 and under" tennis courts. The newly constructed courts are open to students, staff and the general public. For hours of availability, visit [www.berkshirecc.edu/paterson](http://www.berkshirecc.edu/paterson).

## RALPH HOFFMANN ENVIRONMENTAL SCIENCE AND SUSTAINABLE ENERGY CENTER

The Ralph Hoffmann Environmental Science and Sustainable Energy Center (*see campus map on page 6*) is the focal point for environmental programs and activities. Built in 1976 and renovated in 2012, the Center houses a lecture room, laboratories, seminar areas, student lounge, and several work areas. Special features of the Environmental Center include:

### The John Lambert Nature Trail

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

### Renewable Energy Training Center

Constructed as part of Center renovations in 2012, the Renewable Energy Training Center is a classroom and laboratory space designed specifically for credit and non-credit classes and workshops on renewable energies such as solar, wind and geothermal.

## SUSAN B. ANTHONY (SBA) CENTER/ANNEX

The Susan B. Anthony Center (*see campus map on page 6*) houses the following offices and services:

### College Store

(Upper Level, Rm. 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 20.

### 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 30.

## Immunization Records & Allied Health Medical Records Office

(Upper Level, Rm. A-100)

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 10.

### Norman Rockwell Early Childhood Center

(Lower Level, Rm. A-G12)

This Center offers child care services for the children of BCC's students, faculty and staff. For more information, see "Child Care" on page 30.

### Student Life Office

(Upper Level, Rm. 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, as well as personal enjoyment and enrichment. For more information, see "Student Life" on page 31.

### Student Development Center

(Upper Level, Rm. 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 Services," "Disability Resource Center," "Personal Counseling," and "Transfer Counseling" headings in the Student Services section on pages 31-32.

### 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.

## OFF-CAMPUS SITES

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

### Education Center at Conte

The center, suitably located at 78 Center Street in downtown Pittsfield, includes four classrooms featuring interactive white boards, a computer lab and Wi-Fi Access, a student lounge, and a community conference room. Air conditioning is now available for the Summer. For more information, call Julie Hannum, Director of Off-Campus Sites, at 413-236-5201 or 800-816-1233 (*in Mass. only*), Ext. 5201.

### Intermodal Education Center

Conveniently accessible in downtown Pittsfield, the 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, credit courses, and an outreach program. For more information, call 413-236-2127.

### Community Education Office/Workforce Development

(Second Flr., Intermodal Education Center)

The office of Community Education develops, coordinates and implements the college's noncredit initiatives. For more information, see "Community Education" on page 32.

### 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 Julie Hannum, Director of Off-Campus Sites, at 413-236-5201 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 admission 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. For more information, call Julie Hannum, Director of Off Campus sites at 413-236-5201.

The Center serves new, returning, and prospective BCC students. For more information, call the 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 6*); South County Center; or
- Go online to BCC’s website at [www.berkshirecc.edu/admissions](http://www.berkshirecc.edu/admissions) followed by the “Admissions Application Form” link

## GENERAL ADMISSION POLICY

Students who want to enroll in one of BCC’s degree or certificate programs, whether full- or part-time, must be admitted to the college. Enrolling in a program is called matriculating. Generally, an official H.S. diploma or official GED scores is required for admission to BCC.

Some programs restrict entrance to applicants who have not 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 1. an official final high school transcript that includes senior grades and graduation date, or 2. official college transcripts, from a regionally accredited institution, demonstrating 60 or more credits earned, or 3. a General Diploma Equivalency (GED) official score report and certificate. The payment of an application fee - \$10 for Massachusetts residents or \$35 for “out-of-state” residents and international students – must also accompany the completed application form. Applications are available from the Admissions Office (Ext. 1630), the South County Center in Great Barrington (Ext. 5201 or 5202) or online at [www.berkshirecc.edu/admissions](http://www.berkshirecc.edu/admissions).

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 contacting the Admissions Office (Ext. 1630 or [admissions@berkshirecc.edu](mailto:admissions@berkshirecc.edu)).

### Full- & 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 per 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 per 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 30*). 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:

- One dose of Tdap;
- Two doses of MMR vaccine (*given at least one month apart beginning at or after 12 months of age*);
- Three doses of Hepatitis B; and
- Two doses of Varicella

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-100*) 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-100*).

### Online Learning

BCC offers fully online, hybrid, and web-enhanced courses that utilize the Moodle Learning Management System (*LMS*). This online resource provides learning tools such as course announcements, discussion forums, online assessments, web links, and audio/video tools. Moodle online learning improves educational access for students whose schedules make difficult a course load of exclusively on-campus classes. A student may obtain a Liberal Arts degree by taking online courses exclusively, with the exception of attending an on-campus science lab when fulfilling the laboratory science requirement. In addition to providing such expanded access for students, Moodle serves as a powerful “out-of-class” learning resource for instructors teaching courses on campus. The Academic Technology department provides ongoing LMS support and training for students and faculty.

### 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 28*).

## 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 MassTransfer program (*see Figure 12 on page 25*). Colleges and universities outside of Massachusetts that have joint admission and/or transfer articulation agreements with BCC are shown in Figure 13 on page 26.

### 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

Most Nursing and Health Care programs at BCC have specific entrance requirements listed in the “Programs of Study” section starting on page 37. 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 plus, a matriculation form specific to each individual program. 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 and Matriculation forms must be received by the Admissions Office by March 1 to be considered for the fall semester. This program has a selective admissions process. Decisions are mailed to students April 15. 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 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 Dean of Nursing, Health and 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 Martin, Assistant to the Vice President for Student Affairs and Enrollment Services (*Ext. 1602*).

## **STUDENT POPULATIONS**

In addition to general admission information provided, 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 (HSSST) 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 3.000 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 or letterhead, 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*).

### **GetREAL**

GetREAL, Berkshire Community College's academic Coaching Center provides high-quality, innovative, student-centered services to those enrolled in developmental courses. The goal of the center is to promote commitment to BCC's mission by providing the resources that students need to achieve success. GetREAL values the importance of building a relationship between coach and student that, as it develops, encourages student independence to achieve educational, career, and personal goals through the use of a broad range of college resources. For more information, contact Peg Cookson at 413-236-1625 or Louise Hurwitz at 413-236-2172.

### **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 and 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 33.*)

### **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 Louise Hurwitz at BCC (*Ext. 2172*).

### **Non-Traditional 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*).

### **Homeschooled Students**

All homeschooled students, without a high school diploma or GED, are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws or the laws of their home state.

To determine whether a student has participated in an approved homeschool program, the student shall submit, with the application for admission, evidence that the homeschool program



was approved by the student's school district's superintendent or school committee. Additionally, if the homeschooled student is under the age of compulsory attendance, which is sixteen (16) years old in Massachusetts, a letter from the student's school district's superintendent or school committee is required stating that the student is not considered truant and would not be required to attend further schooling or continue to be homeschooled if the student has completed his/her homeschool program before the age of sixteen (16).

If the homeschool program was not supervised under a school district, BCC recommends that applicant completes a GED. For more information, please contact the admissions office at 413-236-1630 or [admissions@berkshirecc.edu](mailto:admissions@berkshirecc.edu)

The College reserves the right to limit or deny enrollment of any student under the age of sixteen (16) in a course or program based on a case-by-case consideration of a variety of factors, including but not limited to: the student's maturity, life experience, placement test scores, prior education, course content, instructional methodology, and potential risks associated with participation in a particular course or program.

### 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 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. 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 Admin-

istration, Business Careers, Fire Science, and Liberal Arts. Other programs may require a combination of day and evening study. Online courses also serve as an important resource in completing a program.

#### 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.

#### Toefl (International Students)

International students whose official language is not English must provide the scores of their TOEFL test. The scores would be 500 or above if the test was done on paper, 173 on the computerized test or 61 on the internet-base (iBT). To find out about the TOEFL; cost, test dates, preparation and most important testing sites, please visit their official website at [www.toefl.org](http://www.toefl.org). TOEFL scores must be sent to the Admissions Office at Berkshire Community College.

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 & 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 legal residents of Massachusetts, and 60 years of age or older, may qualify for a categorical tuition waiver. With the waiver, seniors pay no tuition and about one-third the credit course fees paid by non-senior students. Application forms for the tuition waiver are available in the Registrar's Office. Completed forms should be submitted along with proof of age. (*e.g., driver's license*). If qualified, the Registrar's Office will issue a tuition waiver certificate good for one academic year at a time. Qualified seniors who are non-degree students are issued a "space available" tuition waiver. Space available means that there is a sufficient paid enrollment to meet minimum class-size requirements, but the course is not full. Space available registration generally begins about two weeks before the start of each semester. Specific registration dates and fee amounts are announced in the semester registration schedule.

#### Students with Disabilities

It is the policy of the Disability Resource Center (*DRC*) at BCC to provide reasonable accommodations to qualified students with documented disabilities. To receive services, students must self-identify, provide documentation of their disability, and meet with the DRC staff to develop an individualized academic accommodation plan.

#### 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. Students may also request the granting of credit for transfer courses that are not degree requirements if the courses can be applied toward completion of the MassTransfer block provided the credits are added to the BCC transcript prior to graduation.

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 & Reserves

The Registrar assists veterans, their dependents or spouses, 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:

- Post 9/11 G.I. Bill Veterans Education Assistance Act of 2008;
- 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 1607;
- Survivors' and Dependents' Educational Assistance (*DEA*) Chapter 35; and
- Vocational Rehabilitation (*VR&E*), Chapter 31.

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. Students must score 3 or above on an advanced placement exam designed to assess college level work at a 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, artwork, seminars, licenses, and other similar documentation are required for "proof-of-experience." Non-collegiate training may also receive credit. This includes various

## 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.....	\$ 153.00 per credit
Technology Fee.....	\$ 13.00 per credit
Total .....	\$ 192.00 per credit

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.....	\$ 153.00 per credit
Technology Fee.....	\$ 13.00 per credit
Total .....	\$ 205.00 per credit

### ALL OTHER RESIDENTS

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

Tuition.....	\$ 260.00 per credit
College Service Fee.....	\$ 153.00 per credit
Technology Fee.....	\$ 13.00 per credit
Total .....	\$ 426.00 per credit

*Fees listed are for the 2013 - 2014 Academic Year.*

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

Affordable 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 15*), a statewide MassTransfer program (*see page 27*), 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 4:00 PM on Monday through Friday during the Fall and Spring semester, are based on the student's residency as shown in Figure 2 above.

### Evening and Online Courses

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

- (1) All courses starting at or after 4:00 PM;
- (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

### Health Insurance

Students covered under a comparable health insurance plan may waive the fee. A link to the waivers can also be found on BCC's website:

### Health Insurance Time Lines

- Fall (9/1 through 8/31)..... \$1,603.00
- Spring (1/1 through 8/31)..... \$1,067.00

## 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:

- Student Activity Fee..... \$25.00 semester
- Challenge Assessment ..... \$30.00/credit
- Additional Fees specific to individual programs may apply
- Late Payment/Reinstatement..... \$50.00/semester
- Life Experience ..... \$30.00/credit
- Returned Check ..... \$20.00/check
- Three Installment Payment Plan ..... \$30.00/semester

**Figure 3: Per Credit Refund Table**

	Before the First (1st) of Semester*	1-6 Days of Semester*	7-10 Days of Semester*	After the 10th Day of Semester
<b>Day Courses</b>				
Mass. Residents & All Evening Students	100%	75%	50%	\$0
New England & New York Residents	100%	75%	50%	\$0
International & "Out-of-State" Students	100%	75%	50%	\$0
<b>Summer Courses</b>				
All students	Before the First (1st) of Semester*	1-2 Days of Semester*	3-4 Days of Semester*	After the 4th Day of Semester
	100%	75%	50%	\$0

\*Includes tuition, college service, and technology fees. \*Days refer to business days (weekends, holidays, and other non-business days are excluded). Fees listed are for the 2012 - 2013 Academic Year. Tuition & Fees for 2013 - 2014 were not finalized at the time this catalog was published.

- Transcript..... \$3.00/copy
- Lost Check/Stop Payment Fee ..... \$30.00/check
- Registration Fee ..... \$20.00/semester

## BILLING & 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; or
- By mail to Student Billing, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201 (*do not send cash by mail*); or
- By telephone, 413-236-3042 or 413-236-3043 during business hours, 8:00 AM - 4:00 PM, Monday through Friday;
- By WebAdvisor 24 hours a day. Follow the link at: [www.berkshirecc.edu](http://www.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.

## 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 payment 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; and
- 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 canceled by the college; and
- Refunds are processed after the end of the refund period according to the table, Figure 3 in previous page. 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 financial aid should also see "Withdrawal/Refund Policy for Financial Aid Recipients" on page 17 for additional information.

## BCC 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 more than 1,800 students receive an average award of \$5,000 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; and
- 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. Forty-nine percent of BCC's 2012 graduating class have borrowed student loans with an average loan debt \$5, 185.

Day and evening, full- and part-time students 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 32).**

## Sources of Funding

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 Supplemental Educational Opportunity Grants..... (6)
- Federal Work-Study..... (6)
- Federal Direct Student Loans..... (6)
- Massachusetts Tuition Waivers..... (3)
- Massachusetts Cash Grants ..... (3)
- MASSGrants – Limited to four semesters for degree candidates; two semesters for certificates ..... (12)
- Massachusetts Part-Time Grants ..... (6)
- BCC Grants..... (6)
- BCC Book Grants..... (3)
- BCC Foundation Grants..... (3)

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

### Standard Requirements:

If You Have Attempted Credits	Minimum Percentage of Credits You Must Complete	Minimum Cumulative Grade Point Average
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, IN, RE, and W count towards attempted credits. A repeated course counts as another attempt, but only one of the attempts will be considered earned. Transfer credits from another college count towards both completed and attempted credits. To calculate your completion rate, divide the number of credits you have completed to date by the total number of credits you have attempted to date.

### Maximum Allowable Credits

A student can receive financial aid for up to 150% of the published credits required for graduation from his/her program (*excluding a maximum of 30 credits of any developmental coursework required*). This limit applies to all credits attempted, including any program changes. Consideration will be given to dual majors and students seeking a second degree or certificate.

**EXAMPLE:** If a program requires 60 credits to graduate, a student can receive financial aid for up to 90 credits in that program.



## BCC Foundation Scholarships

Once a year the BCC Foundation embarks on a scholarship campaign for transfer, returning and incoming students. The campaign for returning and transfer students begins in February, with applications usually due the first week of March and award notices sent to students the first week of May. Students must maintain a 3.000 GPA to be eligible for a scholarship. The campaign for incoming students begins the second week of March, with applications due mid-April and award letters mailed the end of May. This is the only time of year that the BCC Foundation awards scholarships.

Scholarships range from \$250 to full tuition and fees; however awards are contingent on the performance of the stock market and the economic climate. Over \$190,000 is given each year to worthy students. Only one application is necessary to qualify for all BCC Foundation scholarships and it is now an on-line application.

## Eligibility Requirements

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.

## Application Process

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.gov](http://www.fafsa.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 at 800-433-3243; or the BCC Financial Aid Office at 413-499-4660 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 - BCC's Free College

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*) and complete the financial aid process by July 1, receive priority award consideration. Priority awarding means:

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

Students who file their FAFSA after May 1st 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. Visit [www.berkshirecc.edu/freecollege](http://www.berkshirecc.edu/freecollege) for more information.

## Feeling Short-changed?

The only way to qualify for aid is to apply and to reapply 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 14*) that allows students to budget their payments over time. Many students view this as a better option than credit.

## Disbursements

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 health insurance.

Students are required to respond to their bills even if payment is covered in full by financial aid. Non-response to a bill could 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.

## FINANCIAL AID POLICY ON REPEAT COURSEWORK

Effective July 1, 2011, federal regulations (34 CFR Section 668.2 (b)) limit student eligibility for repeated coursework. Only one repetition is allowed for a course that has been previously taken and passed. This change does not limit students from retaking previously passed coursework multiple times; it simply limits federal Title IV payment for previously passed courses.

### Important points in this regulation:

- There is no limit on the number of times that financial aid can

- pay for repetition of a course that has not been passed;
- However, financial aid will pay for only one repetition of a course that was previously passed. (Passing includes grades of A, B, C or D.)
- This regulation applies to both full-time and part-time students.
- Full-time, for the purpose of determining repeat course eligibility, is defined as 12 credit hours. A student who is enrolled in 15 credits, for example, including a repeat course, will not be impacted because the student is enrolled in 12 credit hours which are not repeats.

Federal Title IV aid will be based on the student's adjusted enrollment status. This recalculation will be applied regardless of whether a student received financial aid for previous course enrollments. Students will be notified by mail if they are receiving Title IV aid and enrolled in non-repeatable coursework for a term.

### Example 1:

A student takes a course and receives a grade of "D." The student needs a "C" in the course to count toward requirements for the degree. The student retakes the course (and receives aid) and earns another "D." Although the student still needs to retake the course, s/he is no longer eligible to receive federal aid for that course.

### Example 2:

A student repeats a previously passed course. The student receives an "F" on the second attempt. The student attempts the course for a third time. The third course attempt will not be counted in the total enrollment hours and the student will not receive aid for that class.

### Example 3:

A student repeats a previously passed course. The student withdraws from the course on the second attempt. The student attempts the course for a third time. The third course attempt will not be counted in total enrollment hours and the student will not receive aid for that class.

**Appeals:** will be considered for students with extenuating circumstances and proper documentation of new program or transferring degree requirements and who are making Satisfactory Academic Progress for financial aid (see page 17).

**With respect to Satisfactory Academic Progress (SAP) and these new regulations:** a repeated course (along with the original attempt) must be counted towards maximum time frame and completion rate. In other words, if a student does **NOT** receive additional credit, the repetition may count toward total credits attempted in a semester, but **NOT** toward the total number completed. A student may fall into trouble with SAP if s/he repeats a significant number of classes for which credit has already been received.

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

In order to be eligible for financial aid consideration, a student must be making satisfactory academic progress according to the standard requirements shown in the box on page 15. 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 student loans. These requirements apply to all periods of enrollment including those for which the student did not receive financial aid. These requirements differ from BCC's academic standards for eligibility to enroll in classes. See Figure 4 on page 15.

### Review Process

#### Timing/Scope of Review

BCC will evaluate a student's academic progress each year for which the student receives financial aid. BCC reviews the student's entire academic history, not just terms for which he/she received aid and not just the most recent term.

#### Suspension

A student who fails to make satisfactory academic progress will be suspended from financial aid and can expect to receive a Financial Aid Suspension Letter and Appeal Form. A suspended student is not required to pay back grants or waivers already received, nor is he/she prevented from applying for financial aid at another college. However, the student is no longer eligible to receive future financial aid at BCC.

### Suspension Appeals

#### Grounds for Appealing

A student who meets with the Student Standing Committee and is allowed to re-enroll at BCC must still separately appeal a financial aid suspension or be prepared to pay college charges out-of-pocket. The student may appeal a financial aid suspension based on admissible conditions listed on the Financial Aid Suspension Appeal form. **Note: BCC will not consider appeals on the basis of pre-existing conditions or circumstances already cited on a previous appeal.**

Students may submit no more than 2 financial aid suspension appeals at BCC. However, if a student's appeal is denied, he/she may re-appeal if and when circumstances change.

#### Appeal Review

A suspended student should complete and submit the Financial Aid Suspension Appeal Form with supporting documents to the Financial Aid Office by the deadlines on the form. The Director of Financial Aid and the Financial Aid Appeals Review Committee will review the appeal and inform the student of their decision by mail.

#### Reinstatement/Probation

A student whose appeal is approved receives a Reinstatement of Financial Aid letter and is placed on Probation. The student will be required to limit his/her credit load to half-time status (*6 to 8 credits per term*) to ensure successful completion of all attempted credits and to bring the academic record into compliance with required standards as soon as possible. At BCC, a student can remain on Probation and remain eligible for financial aid for as many terms as needed to rehabilitate their academic record, providing the student makes satisfactory progress in all terms following the reinstatement of financial aid.

#### Regaining Eligibility

A student who is suspended can regain eligibility for financial aid consideration by successfully completing additional credits at his/her own expense or with the help of another agency, providing the student is still within maximum allowable credits. The student should notify the Financial Aid Office once he/she has rehabilitated their academic record to comply with satisfactory academic progress standards for financial aid.

For more information about the satisfactory academic progress/suspension policy for financial aid recipients, contact the Financial Aid Office (*F-122, Ext. 1641*).

## 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 a student drops out or completely withdraws 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 ninth 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 ( $30/110 = 27\%$ ).

## Figure 5: 2013 Fall Semester

<b>Professional Day</b> .....	Wednesday, August 28
<b>Orientation Day</b> .....	Thursday, August 29
<b>Labor Day</b> (No Classes) .....	Monday, September 2
<b>Classes Begin</b> .....	Tuesday, September 3
<b>Drop/Add Period</b> .....	Tuesday-Tuesday, September 3 - 10
<b>Columbus Day</b> (Observed; No Classes) .....	Monday, October 14
<b>Classes follow a Monday Schedule</b> ....	Wednesday, October 16
<b>Convocation</b> .....	Thursday, October 17
<b>Mid-Semester Grades Due</b> .....	Friday, October 25
<b>Deadline for Credit/Audit Changes</b> .....	Friday, October 25
<b>Last Day for Course Withdrawals</b> (W Grades) .....	Friday, November 8
<b>Veterans' Day</b> (Observed; No Classes) .....	Monday, November 11
<b>Priority Registration Advising Day</b> (No Classes) .....	Tuesday, November 19
<b>Professional Day for Adjunct Faculty</b> ...	Tuesday, November 19
<b>Thanksgiving Recess</b> (No Classes) .....	Thursday-Saturday, November 28-30
<b>Last Day for Course Withdrawals</b> (WP/WF Grades) .....	Monday, December 2
<b>Regularly Scheduled Classes End</b> .....	Saturday, December 14
<b>Final Class Meetings/Examinations</b> .....	Monday-Thursday, December 16 - 19
<b>Final Exam Snow Day</b> .....	Friday, December 20
<b>Final Class Meetings/Examinations</b> (For Saturday Classes) .....	Saturday, December 21
<b>Campus Closing at Noon</b> .....	Tuesday, December 24
<b>Final Grades Due at Noon</b> .....	Tuesday, December 24
<b>Christmas Day</b> (Observed) .....	Wednesday, December 25
<b>New Year's Day</b> (Observed) .....	Wednesday, January 1
<b>Campus Reopens</b> .....	Thursday, January 2

## Figure 6: 2014 Spring Semester

<b>Orientation Day</b> .....	Thursday, January 16
<b>Martin Luther King Day</b> (No Classes) .....	Monday, January 20
<b>Classes Begin</b> .....	Tuesday, January 21
<b>Drop/Add Period</b> .....	Tuesday-Tuesday, January 21 - 28
<b>Presidents' Day</b> (Observed; No Classes) .....	Monday, February 17
<b>Professional Day</b> (No Day Classes) .....	Thursday, March 6
<b>Mid-Semester Grades Due</b> .....	Friday, March 14
<b>Deadline for Credit/Audit Changes</b> .....	Friday, March 14
<b>Spring Recess</b> (No Classes) .....	Monday - Saturday, March 17 - 22
<b>Classes Resume</b> .....	Monday, March 24
<b>Last Day for Course Withdrawals</b> (W Grades) .....	Monday, April 7
<b>Priority Registration Advising Day</b> (No Classes) .....	Tuesday, April 15
<b>Professional Day for Adjunct Faculty</b> .....	Tuesday, April 15
<b>Patriots' Day</b> (Observed; No Classes) .....	Monday, April 21
<b>Classes follow a Monday Schedule</b> .....	Wednesday, April 23
<b>Last Day for Course Withdrawals</b> (WP/WF Grades) .....	Tuesday, April 29
<b>Regularly Scheduled Classes End</b> .....	Thursday, May 8
<b>Reading Day/Snow Day</b> .....	Friday, Monday, May 9, 12
<b>Reading Day/Snow Day for Saturday Classes</b> .....	Saturday, May 10
<b>Final Class Meetings/Examinations</b> .....	Tuesday - Saturday, May 13 - 17
<b>Final Class Meetings/Examinations</b> (For Monday Evening Classes) .....	Monday, May 19
<b>Final Grades Due</b> .....	Wednesday, May 21
<b>Memorial Day</b> (Observed) .....	Monday, May 26
<b>Awards Night</b> .....	Thursday, May 29
<b>Commencement</b> .....	Friday, May 30

### 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 page 15). 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" (see page 17).

### Save Money, Avoid Future Problems: Complete an "Official" Withdrawal

BCC recognizes that circumstances beyond a student's 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 4:00 PM.

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/financialaid](http://www.berkshirecc.edu/financialaid). The Financial Aid Office is located on the first floor of the Field Administration Center in Room F-122. Office hours are Monday through Friday 8:00 AM - 4:00 PM.

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:

- Rachel DeSchamps, Clerk;
- Natalia Eddy, Administrative Assistant;
- Karrie Trautman, Coordinator of financial Aid and Work-Study Programs
- Christopher Weingartner, Coordinator of Financial Aid and Student Loan Programs; and
- Anne Moore, Director of Financial Aid.

## 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 17 on page 160.

## 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 advisors 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 pages 17 & 18)

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 the summer sessions and during the January Intercession. Calendars for upcoming semesters appear on the BCC website.

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

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.

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 table above may be suspended or placed on probation at the discretion of the Student Standing Committee.

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.

## Adding Courses

(See *Dropping & Adding Courses*, page 22)

## 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 10.

## Application for Graduation or Certificate Completion

(See *Graduation or Certificate Application*, see page 25.)

## 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 13 on page 26*).

## Assessment & Testing

(See *Student Services*" section, page 30)

## 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 in an online course 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 Vice President for Student Affairs and Enrollment Services. 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 student(s) 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 student(s) 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 or at the South County Center in Great Barrington.

## Figure 7: 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/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/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/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. Department 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. Department 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 eligible student's consent. An 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. An eligible student must notify the college's registrar within two weeks of the beginning of each academic semester if the 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, student's age, levels of education, and major(s).

If an 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 non-consensual 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.

### 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, candy, novelties, office supplies, reference books, 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 8:00 AM to 4:00 PM.

During the first week of the fall and spring semesters, hours are extended to 6:00 PM, Monday through Thursday. Hours are also extended to 6:00 PM 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 education records. These rights and other information may be found in Figure 7 at left.

### Convocation

This BCC tradition recognizes the academic excellence of students as measured by grade point average (*GPA*). 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 a minimum of 45 hours of on-site work during the semester; a three credit experience therefore would necessitate 135 hours or approximately 10 hours each week.

Work sites throughout the surrounding area may be 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 work site 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 Requirement

Core Competencies are 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 8 and 9 on pages 21 and 22.

## 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; and a
- 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*).

Course	Grade	=	Grade Points	x	Credit Hours	=	Points
ENG 101	A	=	4.000	x	3	=	<b>12.000</b>
BIO 101	D	=	1.000	x	4	=	<b>4.000</b>
MAT 101	C	=	2.000	x	1	=	<b>2.000</b>
MAT 115	B	=	3.000	x	1	=	<b>3.000</b>
HIS 113	B	=	3.000	x	3	=	<b>9.000</b>
PHL 101	F	=	0.000	x	3	=	<b>0.000</b>
					<b>15</b>	=	<b>30.000</b>

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

In the example above, 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/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

## Figure 8: Core Competencies Requirement

*(All Items must be graded "C" or better.)*

*In addition to the embedded core competency route (see below) students may complete assignments that are 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 1 – 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 2

*(One of the following is required):*

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

### Group 3

*(One of the following is required):*

- 1. Historical Knowledge and Reasoning (CC-HK)**
- 2. Arts Literacy (CC-AA)**
- 3. Community & Global Awareness (CC-CG)**
- 4. Human Understanding & Interaction (CC-HU)**

A description of these competencies is contained on the following page (see Figure 9). 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/her acceptance of a student's work as demonstrating a competency. This office will keep track of the competencies completed as part of the student's academic record.

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 competency requirements must be done and certified during the semester the student is enrolled in the course.

Some courses have **embedded core competencies** (see page 95). In these courses the opportunity to demonstrate a particular competency is built-in to the curriculum. A student completing the course with a grade of "C" or better is certified as having demonstrated the competency. The course description section of the catalog identifies courses that have embedded core competencies. Students not needing an embedded competency may inquire of the instructor whether a different competency could be achieved in the course.

Core competencies are a graduation requirement for A.A. and A.S. students beginning with the 2004 catalog year. Students who have earned a degree from an accredited higher education institution, who have completed 15 or more degree credits prior to 2004 or who have transferred in 15 or more credits are exempt from the requirement.

Certificate and non-degree students are not required to complete the core competency requirement. They are, however, encouraged to do so since they may later wish to apply their coursework toward a degree.

Students required to complete the core competencies for graduation may, in extraordinary circumstances, request a substitution or waiver for part of the requirement. Such requests should be addressed to the Program Advisor for Liberal Arts, who will make recommendations to the Vice President for Academic Affairs. Students should contact their academic advisor if they have questions concerning the core competency portfolio.



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. Part-time 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 or My BCC.

### 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.

### 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 aid; students should check this carefully before dropping a course.

## Figure 9: Core Competencies Portfolio Items

(All Items must be graded "C" or better.)

ITEM	CATEGORY	DESCRIPTION OF PORTFOLIO ITEM
CC-CT	Critical Thinking	<ul style="list-style-type: none"> <li>To consider information to form purposeful judgments by using cognitive skills in conscious, organized processes; and</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	Oral Communication Written Communication	<ul style="list-style-type: none"> <li>To respond to complex questions in creative and thoughtful ways, considering multiple points of view; and</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; and</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	Technological Literacy	<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; and</li> <li>To be able to gather, analyze, evaluate, and integrate information electronically.</li> </ul>
CC-SK	Scientific Knowledge and Reasoning	<ul style="list-style-type: none"> <li>To understand patterns and processes related to life and the physical universe; to understand and knowledge causes of observed phenomena and apply this understanding to prediction of future events; and</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	Quantitative Reasoning and Logical Thinking	<ul style="list-style-type: none"> <li>To demonstrate the application of mathematical understanding either through elementary functions or algebraic equations or by appropriate graphing or modeling requiring analysis of a given problem. To show flexibility within the basis of analysis; and</li> <li>To appraise problem solving options using sequential or systemic logic.</li> </ul>
CC-HK	Historical Knowledge and Reasoning	<ul style="list-style-type: none"> <li>To demonstrate knowledge of historical events, which may include understanding the causal relationship between historical events, and the ability to develop a thesis based on historical evidence; and</li> <li>To interpret historical evidence from primary and/or secondary sources; and</li> <li>To apply historical knowledge and interpretation toward the analysis of current events, and to understand connections between history and other disciplines.</li> </ul>
CC-AA	Arts Literacy	<ul style="list-style-type: none"> <li>To demonstrate knowledge of the creative process or of aesthetic form, or demonstrate an ability to act artistically utilizing that knowledge.</li> </ul>
CC-CG	Community and Global Awareness	<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; and</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	Human Understanding and Interaction	<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; and</li> <li>To recognize group, institutional, and societal dynamics; to understand human similarities and differences.</li> </ul>

**Figure 10: BCC Grading System**

Letter Grade	Numerical Equivalent	Grade (GPA)
<b>A</b> .....	93-100 .....	4.000
<b>A-</b> .....	90-92 .....	3.670
<b>B+</b> .....	87-89 .....	3.330
<b>B</b> .....	83-86 .....	3.000
<b>B-</b> .....	80-82 .....	2.670
<b>C+</b> .....	77-79 .....	2.330
<b>C</b> .....	73-76* .....	2.000
<b>C-</b> .....	70-72 .....	1.670
<b>D+</b> .....	67-69 .....	1.330
<b>D</b> .....	63-66 .....	1.000
<b>D-</b> .....	60-62 .....	0.670
<b>F</b> .....	0-59 .....	0.000

The college also uses the following grading symbols:

Code	Grading
<b>P/PA/PB/PC</b> .....	Pass
<b>NP</b> .....	No Pass
<b>W</b> .....	Withdrawn without penalty
<b>WA</b> .....	Withdrawn Audit
<b>WF</b> .....	Withdrawn Failing (Calculates as an F in the GPA.)
<b>WP</b> .....	Withdrawn Passing
<b>IP</b> .....	In Progress
<b>AU</b> .....	Audit (no credit given)
<b>IN</b> .....	Incomplete (Grades must be completed three weeks after final grades are due.)
<b>RE</b> .....	Re-enroll (No credit given.) *A minimum of "75" is required as a passing grade in Nursing (NUR and LPN) courses.

**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 Thursdays from 12:15 PM to 1:15 PM, some week-day afternoons prior to evening classes, on Priority Registration Day, and some Saturdays. Students are also given Forum credit for many other campus events, such as those sponsored by The Committee for Diversity, GIRO, and the Office of Student Life. The College monthly calendar indicates with a bold "F" events conferring Forum credit.

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 recommendations. 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, page 28)

**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 Vice President for 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 human kind's past in language, art, science, mathematics, history, and the social sciences; and
- 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 14 (see page 93).

**Figure 11: Honor Opportunities at BCC**

TYPE OF HONOR	PURPOSE	ELIGIBLE STUDENTS	CRITERIA	NOTIFICATION & RECOGNITION
<b>Dean's List (Full-time students)</b>	Recognizes the academic achievement of students who were full-time for a single fall or spring semester	Full-time matriculated students who complete at least 12 credit hours during fall or spring semester of one academic year. Courses must be traditionally graded*, cannot be repeated courses, must be 100 or 200 level.	<ul style="list-style-type: none"> <li>GPA of 3.250 to 3.749 for Honors</li> <li>GPA of 3.750 to 4.000 for High Honors</li> </ul>	<ul style="list-style-type: none"> <li>Congratulatory letter after completion of the fall or spring semester</li> <li>Press release listing of students on Dean's List</li> <li>Notation on student's academic transcript</li> </ul>
<b>Dean's List (Part-time students)</b>	Recognizes the academic achievement of students who were part-time for both fall and spring semesters	Part-time matriculated students who complete at least 12 credit hours during both fall and spring semesters of one academic year. Courses must be traditionally graded*, cannot be repeated courses, must be 100 or 200 level.	<ul style="list-style-type: none"> <li>GPA of 3.250 to 3.749 for Honors</li> <li>GPA of 3.750 to 4.000 for High Honors</li> </ul>	<ul style="list-style-type: none"> <li>Congratulatory letter after completion of spring semester</li> <li>Press release listing of students on Dean's List</li> <li>Notation on student's academic transcript</li> </ul>
<b>Honors Convocation</b>	Recognizes the academic excellence of students measured by GPA	Matriculated students currently enrolled in fall semester for at least 3 credits who have also completed at least 12 BCC credits with at least 6 of these credits taken during the prior academic year. These 12 credits must be 100 or 200 level; must be traditionally graded.	<ul style="list-style-type: none"> <li>Top 5% of the student body, with a cumulative GPA of 3.750 or higher</li> </ul>	<ul style="list-style-type: none"> <li>Recognition at fall semester Honors Convocation Ceremony</li> <li>Library books dedicated to the honored students</li> </ul>
<b>Graduation Honors</b>	Recognizes the cumulative achievement of associate degree recipients at the time of graduation	Students graduating from associate degree programs	<ul style="list-style-type: none"> <li>GPA of 3.250 to 3.749 for Honors</li> <li>GPA of 3.750 to 4.000 for High Honors</li> </ul>	<ul style="list-style-type: none"> <li>Notation in commencement program and on student's academic transcript</li> <li>Gold tassel awarded at commencement to signify high honors</li> <li>Silver tassel awarded at commencement to signify honors</li> </ul>

For more information on the above honors, contact the Registrar's Office at 413-236-2137

\* Courses with earned grades of P/NP (Pass/No Pass) are not eligible. Students who fail to complete a course are not eligible for the Dean's List whether they are part-time or full-time students.

**NATIONALLY RECOGNIZED**

<b>Phi Theta Kappa</b> International Honor Society of American Community and Junior Colleges Contact: Geoffrey Tabor @ 413-236-1610	BCC's chapter of Phi Theta Kappa (PTK) is known as Xi Alpha. The purpose of this society is to recognize and encourage scholarship among junior and community college students. An Induction program is held in April or May. Students must be currently enrolled at the college and have accumulated 12 or more BCC credits that apply toward graduation. Students are provided with leadership opportunities and are encouraged to participate in community service projects. PTK membership qualifies students for special scholarships at many four-year institutions.	<ul style="list-style-type: none"> <li>Students who have earned between 12 and 29 degree credits with a 3.800 cumulative GPA</li> <li>Students who have earned 30 or more credits with a 3.600 cumulative GPA</li> </ul>	<ul style="list-style-type: none"> <li>Invitation to join Xi Alpha chapter (<i>membership fee required</i>)</li> <li>Membership and Induction Ceremony in National Honor Society</li> <li>Notation on student's academic transcript</li> <li>Embossed membership certificate</li> <li>PTK honors stole</li> <li>Scholarship and transfer resources</li> </ul>
<b>Berkshire Honors Scholar Program</b> Contact: Stacy Evans at 413-236-4563	The Berkshire Honors Scholars Program at BCC provides a creative and challenging 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, and who are interested in courses that ask students to go a bit further, to look a bit more deeply, and to work more independently.	<ul style="list-style-type: none"> <li>Current BCC students with 12 or more 100 or 200 level credits with GPA of 3.25 or higher</li> <li>Transfer students with 12 or more 100 or 200 level credit with GPA from transfer</li> <li>Recent high school graduates with 3.25 school GPA of 83 or higher**</li> </ul>	<ul style="list-style-type: none"> <li>Eligibility to take designated Honor courses</li> <li>Use of the Berkshire Honors Scholar Center</li> <li>Identification of honors course work on student's academic transcript</li> <li>Designation as Berkshire Honors Scholar in Commencement Program and on student's academic transcript if student completes all program/graduation requirements.</li> </ul>

(Students who are close but do not meet these criteria may meet with Honors Coordinator to create alternate application)\*\*



## Grade Points & Grade Point Averages

(See Credits, Grade Points & Grade Point Averages, page 21)

### Grading

BCC uses the grading system shown in Figure 10 on page 23.

### 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 with the Registrar's Office for specific deadlines for each graduation date. The earlier a student applies, the sooner a degree audit of his/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 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 10. 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.

## Figure 12: 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 (2.500 GPA or higher), and a tuition discount (3.000 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 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</b>	<b>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
2.000 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, additional credits/two courses, if admitted</li> </ul>
2.500 GPA	<ul style="list-style-type: none"> <li>Guaranteed admission, plus all of the above benefits</li> </ul>
3.000 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 2012):

Minimum Final GPA	Benefits
2.000 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 Coordinator or go to [www.mass.edu](http://www.mass.edu).*

## Figure 13: Transfer Articulation & Joint Admission Agreement

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

### Biological Science

MCLA Massachusetts College  
of Liberal Arts.....MA  
Western New England University.....MA

### Business Administration

Clarkson University.....NY  
MCLA Massachusetts College  
of Liberal Arts.....MA  
Quinnipiac College.....CT  
Rensselaer Polytechnic Institute.....NY  
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.....NY  
School of Business and  
Public Management.....NY  
UMass at Amherst.....MA  
Western New England University.....MA

### Business Careers

MCLA Massachusetts College  
of Liberal Arts.....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  
MCLA Massachusetts College  
of Liberal Arts.....MA

### Computer Information Systems

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

### Computer Information Systems cont.

Union College.....NY

### Criminal Justice

Anna Maria College.....MA  
Hesser College.....NH  
MCLA Massachusetts College  
of Liberal Arts.....MA  
SUNY at Albany.....NY  
Western New England University.....MA  
Westfield State University.....MA

### Early Childhood Education

MCLA Massachusetts College  
of Liberal Arts.....MA

### Elementary Education

Bridgewater State University.....MA  
Fitchburg State University.....MA  
Framingham State University.....MA  
Worcester State University.....MA  
MCLA Massachusetts College  
of Liberal Arts.....MA

### Engineering

UMass at Amherst.....MA  
Pratt Institute.....NY  
Rensselaer Polytechnic Institute.....NY  
SUNY at Binghamton.....NY  
Union College.....NY  
Western New England University.....MA  
Worcester Polytechnic Institute.....MA

### Engineering Technology

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

### Environmental Science

Colorado State University College  
of Forestry & Natural Resources.....CO  
MCLA Massachusetts College  
of Liberal Arts.....MA  
SUNY College of Environmental  
Science & Forestry at Syracuse.....NY

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

MCLA 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  
MCLA 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 University.....MA  
Westfield State University.....MA

### Liberal Arts

Bay Path College.....MA  
Boston University.....MA  
Clark 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 University.....MA  
Russell Sage College.....NY  
Southern Vermont College.....VT  
UMass/Dartmouth.....MA

### Physical Therapy

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

### Joint Admissions Agreements

University of Massachusetts.....MA  
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

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 37-92). Any substitutions must be approved by the program advisor and, in the case of general education requirements (on page 23), the Vice President for 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); and
- 12 FORUM units (see page 23); and
- 30 hours of Health/Fitness participation (see below).

### 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, 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 97-138. A consolidated list of these courses is also shown in Figure 14 on page 93.

### 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 Health Science (HLSC) program before transferring to another college. Example of programs that can be started at BCC include Dental Careers, Occupational Therapy, Pharmacy, Physician Assistant, Physical Therapy, and X-ray Technologist among others. Students are encouraged to contact the Nursing and Health Programs advisor at the Academic Advising Center.

\*Additional information on Transfer Agreements can be found at [www.mass.edu/masstransfer/](http://www.mass.edu/masstransfer/)

## Honors Program & 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 8*) 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 re mediation prior to return as determined by 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 Vice President for Academic Affairs and Enrollment Services, 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 Vice President for Academic Affairs and Enrollment Services. The decision of the Vice President 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 BCC community and members of the general public. It provides appropriate information resources, services, and equipment as well as a pleasant environment for research, study, tutoring, and quiet relaxation. Students are urged to explore the library, ask questions, and become acquainted with its many offerings.

The main floor houses circulation, reference, and other offices in addition to the periodical stacks, browsing room, display and audio-visual areas, and BCC archives. Also located here are a revamped, multi-use library instruction area, two group study rooms, and other options for group and individual study. Circulating books and study carrels are located on the lower level. Resources include 60,000 printed books and access to thousands of electronic volumes. There are databases for online research as well as collections of periodical, AV and archival materials. Journal articles are available in various formats. A photocopier, printer, microfilm equipment, AV equipment, and reference computer workstations are also provided. The library web page offers links to many resources (*click on “Library” at [www.berkshirecc.edu](http://www.berkshirecc.edu) or go to [www.berkshirecc.edu/Library](http://www.berkshirecc.edu/Library)*).

The library also offers reference and circulation services, including class reserves, Forum videos, and interlibrary loan. BCC belongs to various resource-sharing networks such as C/W MARS, MLS, and OCLC. Students use their library barcodes to check out materials, access their borrowing records, request items from other libraries, and enter restricted databases from off-campus. The online catalog is used to locate BCC materials and items at other libraries. A security system protects the collection and ensures that materials are available for everyone’s use.

Librarians provide reference service and prepare resource guides and displays on topics of current interest. They also conduct library orientation and information literacy sessions for groups and individuals. All English 101 classes are given an introduction to the library, while other groups may receive instruction about resources in a particular subject area. 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 11 on page 24.*

## Matriculation

Students who want to enroll in one of BCC’s degree or certificate programs, whether full- or part-time, must be admitted to the college (*see page 10*). Enrolling in a program is called matriculating.

## Mid-Semester & Final Grades

Students may view and/or print their mid-semester (*if assigned*) and final grades by using their BCC WebAdvisor account or My BCC (*see page 33*). 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,” page 25*)

## 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, Vice President for 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.

## Online Learning

BCC offers fully online, hybrid, and web-enhanced courses that utilize the Moodle Learning Management System (*LMS*). This online resource provides learning tools such as course announcements, discussion forums, online assessments, web links, and audio/video tools. Moodle online learning improves educational access for students whose schedules make difficult a course load of exclusively on-campus classes. A student may obtain a Liberal Arts degree by taking online courses exclusively, with the exception of attending an on-campus science lab when fulfilling the laboratory science requirement. In addition to providing such expanded access



for students, Moodle serves as a powerful “out-of-class” learning resource for instructors teaching courses on campus. The Academic Technology department provides ongoing LMS support and training for students and faculty.

## Orientation

(See page 10)

## Permanent Student Records

(See “Student Records” on page 29)

## Phi Theta Kappa

PTK is the international honor society of American community and junior colleges. BCC’s chapter is known as Xi Alpha. The purpose of this society 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. 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 & Plagiarism” on page 23)

## Probation

(see “Academic Suspension & Probation” on page 19)

## Programs of Study

Berkshire Community College currently offers 35 associate degree programs of study, including options and concentrations, and 16 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, graduate from a program, 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 readmitted 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” on page 30) 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 20. 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 three dollar (\$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 is also available.

## 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.

## Second Option or Concentration

Students may complete a second option or concentration in a degree program from which they have already earned a degree. Completion of the second option will be noted on the student’s academic transcript, but does not lead to another degree or formal award.

## 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*).

## Snow Days

In the event of a delay, the opening time will be the top of the hour (*9:00 AM, 10:00 AM, 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 AM opening, the 9:25 AM class will be the first to convene; for a 10:00 AM opening, the 10:50 AM class will be the first to meet*). Any classes that were scheduled to start prior to the stated opening will be considered canceled. Class cancellation/delays are announced on the following:

**The Internet:** [www.berkshirecc.edu/snowdays](http://www.berkshirecc.edu/snowdays).

## Massachusetts Radio Stations

- WSBS 860 AM - Great Barrington
- WBEC 1420 AM - Pittsfield
- WBRK 1340 AM - Pittsfield
- STAR 101.7 FM - Pittsfield
- WUPE 1110 AM/100.1 FM - Pittsfield
- WNMB 100.1 FM - North Adams
- WNAW 1230 AM - North Adams

## Connecticut and New York Radio Stations

- WRCH 100.5 FM - Hartford, CT
- WTIC 1080 AM/96.5 FM - Hartford, CT
- WZMX 93.7 FM - Hartford, CT
- WRVE 99.5 FM - Albany, NY
- WFLY 92.3 FM - Latham, NY
- WYJB 95.5 /FM - Latham, NY
- WGY 810 AM - Schenectady, NY

## Television Media Stations in Massachusetts & New York

- WWLP - Channel 14 - Springfield, MA
- WRGB - Channel 6 - Schenectady, NY
- WNYT - Channel 13 - Albany, NY
- WTEN - Channel 10 - Albany, NY
- YNN - Capital News 9 - Channel 9 - Albany, NY

Students may also check for cancellations by calling the college at 413-499-4660, or by utilizing the “**Emergency Notification System**”

(see page 32). We try to make a decision by 6:00 AM. 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 7 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 Academic Probation**

(see “*Academic Suspension and Probation*” on page 19)

### **Testing Services**

(see “*Assessment and Testing*” on page 30)

### **Theatre at BCC**

The Robert Boland Theatre is 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 concentration of BCC’s Fine and Performing 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 *Spamalot*, *Shakespeare’s Love and Greed* and *The Producers*. 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 three dollar (\$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 Massachusetts Transfer Compact and through articulation agreements with numerous colleges and universities (see also “*Transfer Counseling*” on page 32).

### **Tutorial Services**

#### **Tutoring**

Tutorial Services provides free tutoring for currently enrolled students for most BCC credit classes. Tutors meet with students one-to-one, in small groups, and in Drop-in Help sessions. Most Tutors are BCC students, or Peer Tutors, who are recommended by faculty of an individual course or field of study. Many are also Community Tutors with expertise in a variety of areas. Students may request a tutor at the Tutoring Center (K-214). Drop-in Help Centers are also available for Math and Writing. Drop-in schedules are found in the Tutoring Center, or call the Center at Ext. 1650 or 1652.

#### **Student Success Skills**

Tutorial Services provides Student Success Skills Workshops throughout the academic year on helpful topics, such as: Getting and Staying Organized, Effective Listening and Notetaking, Textbook Reading, Your Preferred Learning Style, Conquering Procrastination, and Critical Thinking. These topics and others are also available as printed documents found in the Tutoring Center. Tutorial service also provides individual support for study/success skills.

### **Online Tutoring**

BCC students also have access to free Online Tutoring through Smarthinking®. The log-in link for Smarthinking® can be found in “My Bookmarks” on the student MyBCC page, online. Online one-to-one tutoring in Math and Writing are available along with Writing submission and response, submitting specific questions to a Tutor for a response and academic support topics.

### **WebAdvisor**

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.

All students seeking to withdraw from a course after the end of the Drop/Add period and before the course withdrawal deadline are required to complete and sign a drop form and provide evidence of having notified both the course instructor and their academic advisor of their intent to withdraw. Evidence of notification may be in the form of either a faculty/advisor signature on the drop form or a printed copy of an e-mail from the faculty/advisor attached to the drop form that demonstrates they have been notified. Completed drop forms are submitted to the Registrar’s Office or the South County Center.

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*) or at the South County Center in Great Barrington. Evening students may fill out the withdrawal form from 4:00 PM to 7:00 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 Vice President for Academic Affairs, who will consult with appropriate faculty members and college officers, and then report a decision to the petitioner and to the Registrar.

### Students on Financial Aid

Students receiving financial aid should also see "Withdrawal/Refund Policy for Financial Aid Recipients" on page 17 for additional information.

## 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 17 on page 162.

Students receiving financial aid should also see "Withdrawal/Refund Policy for Financial Aid Recipients" on page 17 for additional information.

### Adult Students

Specially trained counselors in the Admissions, TRIO and Project Link Offices offer services to adult students (*also known as non-traditional 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 9*).

### Assessment & 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 age 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. The TOEFL Test is also administered on several Saturdays during the year.

### ATM

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 6*).

### Bus Transportation

Public transportation is available between downtown Pittsfield and BCC with buses arriving on campus every hour. The first bus arrives at 6:49 AM and the last bus leaves BCC at 5:05 PM. Schedules and discounted bus passes for BCC students with ID's are available in the office of Student Life. The bus stops on the main campus followed by a stop at Paterson Field House. If you would like more information about the BRTA (*Berkshire Regional Transit Authority*), please go to [www.berkshirerta.com](http://www.berkshirerta.com) or call 413-499-2782.

### 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, pasta, fresh fish, casseroles, overstuffed

and prepared sandwiches, a salad bar buffet, and assorted natural juices and sodas.

Cafeteria hours are Monday through Thursday from 7:30 AM to 2:30 PM and Friday, 7:30 AM to 2:00 PM during the fall and spring semesters. During the summer, the cafeteria is open Monday through Friday from 7:30 AM to 10:30 AM (*Breakfast*); 11:00 AM to 1:45 PM (*Lunch*); and 1:45 PM to 2:00 PM (*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 32*).

### Career Services

Career choice is an integral part of study here at BCC, ensuring that the knowledge and skills you are learning lead to work that is fulfilling for you and meets your economic 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 exploration. A career counselor is available to assist you in any aspect of career development.

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, as well as on the career services blog. For more information, call the Career Services Office (*Ext. 1611 or 1605*).

### 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. The center is open to the public, however, priority is given to 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 7:15 AM to 5:15 PM. 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 413-236-3060.

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 413-236-3061.

### 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 qualified 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.

Adaptive computing services and training are available for qualified students with disabilities through the Adaptive Computer Lab located in the DRC. The Lab provides access for students with disabilities to computer technology through specially designed adaptive software/hardware. Students with disabilities planning to apply for admission to BCC are encouraged to contact the Center at Ext. 1605 to schedule an appointment to meet with either the Coordinator of the DRC or the Learning Specialist at least six months prior to enrollment.

## Emergency Notification System (ENS)

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 29*) and fill in your contact information in the "Emergency Notification" link under "User Account." For more information, contact the ENS Help Desk (*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 student's 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 15, as well as the BCC website at: [www.berkshirecc.edu/financialaid](http://www.berkshirecc.edu/financialaid).

## Student 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, Library Services and receive grant and work study checks from the Business Office. Pictures for the cards are taken in the office of Student Life at any time from 9:00 AM through 3:00 PM. Returning students have their cards validated at the beginning of each semester with a sticker available at the office of Student Life. Students must have a valid photo ID.

## 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 14.*)

## 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.

## My BCC

My BCC is a single sign-on application which allows the BCC student, staff or faculty, to log in once to a customizable screen with an immediate access to their WebAdvisor account, their on-line courses in Moodle, their e-mail and also see an "At-A-Glance" calendar of events happening on campus.

## Personal Counseling

Personal counseling works 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 provided. The counseling staff, located in the Student Development Center, offers seminars on issues such as conflict resolution, assertiveness and communication skills. The staff also holds psycho-educational forums on important topics and has materials on personal growth available free of charge, and important links on website. *For further information, contact Ext. 1605.*

## Recreational Facilities

(*see "Paterson Field House" on page 8*)

## Special Events

Throughout the year, a wide array of activities and events are held on campus. An event calendar is published each semester along with the *Weekly Stall*. Events are also posted to BCC's web page, [www.berkshirecc.edu](http://www.berkshirecc.edu).

## Student E-mail

BCC has implemented a student electronic mail system that provides all enrolled students a college e-mail account with the domain name of "[student.berkshirecc.edu](mailto:student.berkshirecc.edu)." The college will send official correspondence to these student accounts periodically throughout the semester. Your instructors can also correspond with you using this system. Instructions for initiating your student e-mail account can be found on the college's home page by clicking on the Student E-mail "Instructions" link. For more information, or for technical support, contact the IT Help Desk at Ext. 3004 (*Off campus at 413-236-3004*).

## Student Employment

Students interested in part-time employment are encouraged to review all campus and community service positions, regardless of their financial aid 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 5.

## 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, Weekly Stall, Student email, My BCC, and with the office of Student Life for current information.

## 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 Coordinator 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 the BCC website in the Student Development Center and the 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 have academic need as defined by the Federal government and meet one 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.

Students who are accepted into the program work with the TRIO staff's counselors and advisors to facilitate their graduation from BCC with an Associate's Degree and transfer to a four-year college. More information on the benefits belonging to the TRIO Program is available at the TRIO Center.

## 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**
  - (*Snack, cold beverage*)
- **Melville Hall**
  - (*Snack, cold beverage*)
- **Koussevitzky Arts Center**
  - Lobby (*Snack, cold beverage, food vendor*)
- **Field Administration Center**
  - Outside Computer Lab (*Cold beverage*)
- **Paterson Field House**
  - (*Snack, cold beverage*)
- **South County Center**
  - (*Cold beverage*)

## COMMUNITY EDUCATION & 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.

## COMMUNITY EDUCATION

BCC's office of Community Education 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.

## 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 non-credit workshops at a 20% discount. For more information, call 413-236-2127.

## 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, science, 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 grant from The Bernard Osher Foundation of San Francisco. It is one of the 117 similar OLLIs located at colleges and universities across the nation.

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 or [www.berkshireolli.org](http://www.berkshireolli.org).

## Road Scholar

Thought-provoking, Community Education also takes place through BCC's participation in the national Road Scholar program. The college offers about eight to ten 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 413-236-2127.

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## COMMUNITY EDUCATION/ WORKFORCE DEVELOPMENT

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

The primary beneficiaries of BATC 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.

### **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 or 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 5 (*see pages 56 and 57*). For more information, call 413-236-4640.

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## STATEMENT & GENERAL DISCLOSURES

### **Student Right-To-Know**

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 Vice President for Student Affairs and Enrollment Services or at the Jonathan Edwards Library.

### **Disclosure of Institutional Graduation & Transfer-Out Rates**

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 2009 was 25%. The four year average graduation rate from 2006 - 2009 is 23% with a four year transfer out average rate of 19%.

It should be understood that the full-time, first-time degree-seeking freshman population represents only 34% of the fall 2009 incoming class. The performance of the remaining 66% of the incoming class, by law, is not included in the rate reported above.

### **Audited Financial Statement**

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

### **Licensure Exam Pass Rates For the Class of 2012**

Ninety-two percent (92%) of BCC’s Associate degree students in Nursing who were first-time takers of the National Council Licensure Examination (NCLEX-RN) achieved a passing mark and eligibility for RN licensure. Ninety percent (90%) of BCC’s certificate students in Practical Nursing who completed the National Council Licensure Examination (NCLEX-PN) achieved a passing mark and eligibility for LPN licensure.

### **For the Class of 2010**

*(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 2011**

*(Most recent year tested for PTA)*

One hundred percent (100%) of BCC’s associate degree students in the Physical Therapist Assistant program (PTA) who completed the National Physical Therapist Assistant Examination achieved a passing mark and eligibility for PTA Licensure.



## STATEMENT OF NON-DISCRIMINATION

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, Vice President for 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.

### Persons with Disabilities

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 non-discrimination 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 Vice President for Student Affairs and Enrollment Services and the Vice President for Human Resources & Affirmative Action Officer.

### Athletic Equity Related & Campus Crime Disclosures

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (*20 USC 1092(a) and (f)*), commonly known as the Clery Act, BCC files with the Federal Government and publishes an Annual Security Report that includes crime statistics and institutional policies concerning campus security and safety matters. The report is available through the college's website <http://www.berkshirecc.edu/CampusSecurityandReport>. A printed copy of the report is available at the offices of Public Safety and Student Affairs. Students may have a copy of the report mailed to them by contacting Public Safety at 413-236-0110.

### 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; and
- 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 and accidents. 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 Vice President for Student Affairs and Enrollment Services 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 & 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 Vice President for Student Affairs and Enrollment Services Office. This policy will be distributed to every club or organization at BCC. *(More specific information may be obtained by contacting the Vice President for Student Affairs and Enrollment Services or the Director of Student Engagement.)*

### 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.

### Smoke-Free Campus Policy

#### I. Individuals Affected by this Policy:

All individuals on Berkshire Community College's campus.

#### II. Policy Statement:

Smoking is prohibited on all property owned or operated by Berkshire Community College (BCC). This consists of all buildings, all grounds, including exterior open spaces, parking lots, on-campus sidewalks, roadways and driveways, recreational spaces and practice facilities; and in all College-owned or leased vehicles. Smoking will only be allowed in private vehicles, lawfully parked on campus lots (North, Central and/or South lots), in which the smoker is authorized to be.

#### III. Rationale for Policy:

Berkshire Community College recognizes the medical evidence that indicates that smoking is a serious health hazard, and that this health hazard extends to non-smokers subjected to second-hand smoke. BCC is committed to promoting a healthy and safe environment for everyone on campus. This policy is intended to reduce the health risks related to secondhand smoke for the campus community, providing a healthy learning and working environment.

#### IV. Definition:

Smoking - the burning of tobacco or any other material in any type of smoking equipment, including but not restricted to cigarettes, cigars, pipes, or electronic vapor-cigarettes.

#### V. Procedures:

**A.** Effective implementation of the policy depends on the courtesy, respect and cooperation of all members of the campus community. All members of the College community may, but are not required to, assist in this endeavor to make BCC smoke free through supportive and non-confrontational efforts to inform the offending party of the existence of this policy and/or by requesting that he or she adhere to its conditions.

**B.** Complaints concerning employees of the College should be brought to the attention of the employee's immediate supervisor, or in the alternative to the Vice President for Human Resources. Complaints concerning students should be brought to the attention of Campus Security or the Vice President for Student Affairs and Enrollment Services (the College's Student Code of Conduct Officer). Any disciplinary measures will be reserved for repeat infractions or infractions that interfere with the College's academic or workplace needs or responsibilities, consistent with applicable collective bargaining agreement procedures or the Student Code of Conduct.

C. Visitors who fail to comply with the policy may be prohibited from remaining on or returning to campus. Off-Campus Resources:

(1) **American Cancer Society**

31 Capital Drive  
W. Springfield, MA 01089-1344  
413-734-6000 • 800-227-2345

(2) **American Lung Assoc. of Western Mass.**

393 Maple Street  
Springfield, MA 01105  
800-586-4872

(3) **Tobacco Treatment**

Carol McMahon, Program Director  
BMC/Hillcrest Hospital 165 Tor Court, Pittsfield, MA 01201  
413-499-2602

### 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 the 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 to the: 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 & VALUES STATEMENT

See "BCC Mission Statement" and "BCC Values" on page 4.







# **LET BCC BE YOUR PATHWAY TO ACADEMIC SUCCESS**

***Programs of Study: Associates of Arts and Sciences & Certificate Programs***



## PROGRAMS OF STUDY

**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.

## Over 50 Associate Degree and Certificate Programs

*Berkshire Community College currently offers 36 degree (Associate Arts & Associate Science) and 16 certificate programs of study. BCC also offers general education and foundation courses for the Bachelor's Nursing Degree conferred by University of Massachusetts (UMass).*

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# ALLIED HEALTH

## MASSAGE THERAPY and BODYWORK

### Certificate Program

**Program Advisor: Judith Gawron, 413-236-4604**

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 health care field in various settings, including private practice.

### Admission Requirements

Students must submit an application and a Massage Therapy Bodywork Certificate Matriculation form. 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 Health Science 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 high school college prep Biology within the past five years, or a "C" or better in College Biology (BIO 105 or BIO 101);
- 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 health care 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 lifelong learning; and
- 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 and Alternative Medicine.....	2
AHS 131 Orientation to Musculoskeletal System .....	2
AHS 162 Applied Visceral Anatomy.....	2
AHS 230 Pathophysiology.....	3
BIO 150 Intro to the Human Body.....	4
COM 104 Intro to Interpersonal Communication <b>OR</b>	
ENG 101 Composition I.....	3
MBW 110 Therapeutic Massage I.....	5
MBW 120 Therapeutic Massage II.....	4
MBW 130 Therapeutic Massage Practicum ( <i>see footnote 1</i> ) .....	2
MBW 131 Therapeutic Massage Seminar .....	1
MBW 150 Bus. Practice for Massage Therapy & Bodywork.....	1

Additional	As Shown
Minimum Cumulative Average Overall.....	2.000
Minimum grade required in each program course.....	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 101 Intro to Complementary Care (online).....	2
AHS 131 Orientation to Musculoskeletal System .....	2
AHS 162 Applied Visceral Anatomy.....	2
BIO 150 Intro to the Human Body.....	4
MBW 110 Therapeutic Massage I.....	5

Second Semester	14 Credits
AHS 230 Pathophysiology.....	3
COM 104 Intro to Interpersonal Communication <b>OR</b>	
ENG 101 Composition I.....	3
MBW 120 Therapeutic Massage II.....	4
MBW 130 Therapeutic Massage Practicum ( <i>see footnote 1</i> ) .....	2
MBW 131 Therapeutic Massage Seminar .....	1
MBW 150 Bus. Practice for Massage Therapy (online).....	1

### Footnotes:

1. Students must complete CPR and First Aid certification prior to enrollment in MBW 130 and maintain certification throughout the program.

**Note:** MBW students must follow College immunization policy (*see Immunizations on page 10*). Additional immunizations required by the program must be completed prior to MBW-130 and remain current throughout the course.

**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 11 for details.

## ESSENTIAL FUNCTIONS - MASSAGE THERAPY AND BODYWORK Certificate Program

Berkshire Community College seeks to provide equal access to its programs, services and activities for people with disabilities. Therefore, to the extent practicable, the College will endeavor to make a reasonable academic adjustment for an applicant with a disability who is otherwise qualified.

The essential functions of a student enrolled in Massage Therapy Program requires that the student, with or without reasonable accommodations, must be able to accomplish the following:

### 1. Critical thinking

- a. Integrate information from a variety of sources such as (knowledge content) text books, reference books, palpation, observation, communication (verbal/nonverbal) to guide decision making.
- b. Evaluate and implement appropriate actions for self-care to prevent injury and burn-out.
- c. Interpret information from multiple sources (tactile, verbal/nonverbal communication, knowledge of physiologic effects), while maintaining massage flow
- d. Recognize emergency or possible emergency situations and react in safe and effective manner
- e. Perceive signs of client discomfort by palpation, observation, and receiver's verbal/non verbal response
- f. Determine if massage is indicated, needs modification, is contra indicated, requires clearance from medical provider, requires referral (beyond your scope of practice)



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## 2. Communication

- Maintain professional verbal and nonverbal communication
- Demonstrate active listening
- Develop rapport
- Understand and respond appropriately to nonverbal communication
- Use effective written, verbal and nonverbal communication which is accurate and appropriate to the audience

## 3. Professional Presence

- Demonstrate attributes of empathy, compassion, tolerance, and respect
- Function autonomously, effectively and ethically in an intimate environment
- Align with professional ethics and standards
- Maintain mental focus for uninterrupted repeated periods of 60-90 minutes
- Ensure physical and emotional safety of the environment

## 4. Physical

- Maintain continuous standing and moving with periods of sitting for 60-90 minutes
- Perform repetitive gross motor movements of arms and legs for 60-90 minutes at a time
- Maintain appropriate body mechanics for 60-90 minutes at a time
- Assist a person on and off massage table
- Lift a person's limbs while on massage table
- Perform repetitive fine motor skills with hands to manipulate tissue
- Use sensation of touch to accurately respond to tissue changes

## PHYSICAL FITNESS

### Certificate

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

The Physical Fitness certificate program offers personal and professional opportunities in the world of fitness. Multiple approaches to exercise are combined to theories of wellness as students learning and practice the benefits of aerobic exercise, strength training, stress reduction, healthy nutrition and life habits. Completion of the program requirements leads to employment as group exercise instructors, personal trainers or fitness instructors at health and fitness clubs, and community organizations or other fitness facilities. 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.

### 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 142 Exercise Science .....	3
AHS 148 Responding to Medical Emergencies .....	2
AHS 150 Introduction to Nutrition .....	3
AHS 155 Stress and Your Health .....	3
COM 105 Introduction to Oral Communications .....	3
PED 135 Ultimate Functional Training Workout.....	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 196 Physical Fitness Practicum I.....	1
PED 197 Physical Fitness Practicum II.....	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 15 Credits

AHS 142 Exercise Science .....	3
AHS 148 Responding to Medical Emergencies .....	2
AHS 150 Introduction to Nutrition.....	3
COM 105 Intro to Oral Communication .....	3
PED 136 Weight Training.....	1
PED 180 Fitness for Life.....	2
PED 196 Practicum I.....	1

### Second Semester 14 Credits

AHS 155 Stress and Your Health .....	3
PED 135 Ultimate Functional Training Workout.....	2
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 197 Practicum II.....	1

**Notes:** Any prior criminal offense could hinder placement in clinical agencies and the ability to become licensed in this field. See Criminal Offender Record Checks on page 11 for details.

## ESSENTIAL FUNCTIONS – PHYSICAL FITNESS CERTIFICATE AND DEGREE PROGRAMS

Berkshire Community College seeks to provide equal access to its programs, services and activities for people with disabilities. Therefore, to the extent practicable, the College will endeavor to make a reasonable academic adjustment for an applicant with a disability who is otherwise qualified.

The essential functions of a student enrolled in Physical Fitness program requires that the student, with or without reasonable accommodations, must be able to:

- Demonstrate the ability to coordinate simultaneous motions
- Perform movements that require supination, pronation, flexion, extension, adduction, abduction, hyperextension, rotation, circumduction
- Operate strength training equipment which requires, pushing, pulling, rotating, or moving objects and weights

4. Demonstrate ability to retain and evaluate information for use in supervision and evaluation of clients
5. Display cognitive (thinking) abilities to measure, calculate, reason, and analyze information and data
6. Demonstrate ability to manipulate dials on equipment
7. Effectively communicate to clients and other health professionals by:
  - a. Explaining procedures
  - b. Receiving information from others
  - c. Receiving information from written documents
  - d. Exhibiting appropriate interpersonal skill (to motivate clients)
  - e. Analyzing and documenting assessment findings and intervention
  - f. Demonstrating the ability to critically read and interpret charts, instruction, and manuals
8. Demonstrate the ability to stretch, bend, lunge, sit, step up, step down, and chop
9. Perform exercise skills in both fast and slow cadences
10. Maintain a level of energy and endurance necessary to complete essential functions
11. Demonstrate safe body mechanics when moving clients or equipment including lifting and carrying small equipment (under 50 pounds) and moving large equipment (over 50 pounds)
12. Function within the ethical and legal standards of fitness settings
13. Demonstrate the ability to effectively manage two or more activities or sources of information
14. Utilize problem-solving skills in making a decision
15. Detect an unsafe environment and carry out appropriate emergency procedures

## 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.

<u>Program</u>	<u>42 Credits</u>
AHS 142 Exercise Science .....	3
AHS 148 Responding to Medical Emergencies .....	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 Ultimate Functional Training Workout .....	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 196 Practicum I .....	1
PED 197 Practicum II .....	1
PED 207 Prevention/Care Exercise Injuries .....	2
PED 241 Advanced Practicum I .....	1
PED 242 Advanced Practicum II .....	1
PED 250 Psychology of Sport .....	3

#### General Education 22 Credits

BIO 150 Intro to the Human Body .....	4
COM 105 Intro to Oral Communication .....	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 Responding to Medical Emergencies .....	2
AHS 150 Introduction to Nutrition .....	3
COM 105 Introduction to Oral Communication .....	3
PED 136 Weight Training .....	1
PED 180 Fitness for Life .....	2
PED 196 Practicum I .....	1

#### Second Semester 14 Credits

AHS 155 Stress and Your Health .....	3
PED 135 Ultimate Functional Training Workout .....	2
PED 137 Aerobics .....	1

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PED 144	Stretching and Flexibility.....	1
PED 152	Group Exercise Instruction.....	2
PED 161	Advanced Strength Training.....	1
PED 170	Personal Trainer.....	3
PED 197	Practicum II.....	1

### Third Semester 17 Credits

AHS 220	Principles of Fitness Components.....	3
AHS 235	Fitness Program Planning.....	3
BIO 150	Introduction to the Human Body ( <i>see footnote 3</i> ).....	4
ENG	English Composition/Writing.....	3
PED 241	Advanced Practicum I.....	1
PSY 107	Introductory Psychology.....	3

### Fourth Semester 18 Credits

AHS 238	Mind/Body Theory and Methods.....	3
PED 207	Prevention/Care of Exercise Injuries.....	2
PED 242	Advanced Practicum II.....	1
PED 250	Psychology of Sport.....	3
ENG	English Composition/Writing.....	3
MAT 136	Math for the Health Sciences.....	3
	General Education Elective ( <i>see footnote 1</i> ).....	3

#### Footnotes:

1. General Education Elective chosen from History or Humanities and Fine Arts.
2. Fulfilled by successful completion of PED 135.  
**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 11 for details.
3. BIO 201 and BIO 202 can be taken in place of BIO 150.

## PHYSICAL THERAPIST ASSISTANT

### Accredited by:

### The Commission on Accreditation in Physical Therapy Education

**Program Advisor: Michele Darroch, P.T., MEd, D.P.T.  
413-236-4525**

Physical Therapist Assistant (PTA) provides a unique form of medical treatment, where science and art become one, and patients are given individualized care. PTA 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.

PTA's 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.

### Transferring to PT School

BCC has transfer agreements with American International College and Russell Sage College that provide opportunities for BCC's PTA graduates to continue their education in physical therapy programs at either school. For more information, contact Michele Darroch, P.T., MEd, D.P.T., director of BCC's PTA program.

### Admission Requirements

Students must submit an application and a Physical Therapist Assistant Matriculation form. Students who meet all admission requirements are accepted into the PTA program on a space available basis. Those who do not initially qualify for the program may become eligible through BCC's Health Science program in Pre-PTA.

The sequence of PTA courses begins in the fall semester on a cyclical basis. The next cycle begins in 2015. 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 within 5 years of current application, college level Biology or Anatomy and Physiology with a "C" or better, or completion of a high school biology course, with a "C" or better, that qualifies the student to take BIO-201;
- 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.

### Three-Year Program

#### Student Outcomes (2010-2012)\*

*Graduates of this program should be able to demonstrate:*

- graduation rate - 84.6%,
- licensure examination pass rate - 100%,
- employment rate - 100% (based on 68.2% response rate)

*\*2010-2012 represents one graduating class*

### 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 ( <i>see footnote 7</i> ).....	2



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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 ( <i>see footnote 7</i> ) .....	4
PTA 260	Clinical Education III ( <i>see footnote 7</i> ) .....	4

### General Education 18 Credits

COM	Communication ( <i>see footnote 1</i> ) .....	3
ENG	English Composition/Writing ( <i>see footnote 2</i> ) .....	6
MAT	Mathematics ( <i>see footnote 3</i> ) .....	3
PHY	Physics ( <i>see footnote 4</i> ) .....	3
	Behavioral and Social Science .....	3
	General Education Elective ( <i>see footnote 5</i> ) .....	3

### Additional As Shown

Core Competencies Portfolio .....	6 items
Forum .....	12 units
Health/Fitness ( <i>see footnote 6</i> ) .....	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 ( <i>see footnote 2</i> ) .....	3
PHY	Physics ( <i>see footnote 4</i> ) .....	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 ( <i>see footnote 1</i> ) .....	3

### Summer Session 2 Credits

PTA 150	Clinical Education I ( <i>see footnote 7</i> ) .....	2
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### Third Semester 14 Credits

PTA 200	Rehab Neurology .....	3
PTA 202	Therapeutic Exercise .....	4
PTA 250	Clinical Education II ( <i>see footnote 7</i> ) .....	4
ENG	English Composition/Writing ( <i>see footnote 2</i> ) .....	3

### Fourth Semester 15 Credits

PTA 201	Physical Therapist Assistant II .....	2
PTA 203	PTA Seminar .....	3
PTA 260	Clinical Education III ( <i>see footnote 7</i> ) .....	4
	Behavioral and Social Science .....	3
	General Education Elective ( <i>see footnote 5</i> ) .....	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 11 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.

## ESSENTIAL FUNCTIONS - PHYSICAL THERAPIST ASSISTANT PROGRAM

(Adapted with permission from "Essential Requirements of Physical Therapy Education" at the University of Washington Division of Physical Therapy)

Berkshire Community College seeks to provide equal access to its programs, services and activities for people with disabilities. Therefore, to the extent practicable, the College will endeavor to make a reasonable academic adjustment for an applicant with a disability who is otherwise qualified.

The essential abilities required by the curriculum are in the following areas: motor, sensory, communication, intellectual (conceptual, integrative, and quantitative abilities for problem solving and patient assessment) and the behavioral and social aspects of the performance of a physical therapist assistant. The Essential Functions of a student enrolled in the Physical Therapist Assistant Program requires that the student, with or without reasonable accommodations, must be able to:

### 1. Cognitive Abilities

- a. Have the ability to master information presented in course work in the form of lectures, written material, and projected images.
- b. Master relevant content in basic science and clinical courses at a level deemed appropriate by the faculty. These skills may be described as the ability to comprehend, memorize, analyze and synthesize material.
- c. Discern and comprehend dimensional and spatial relationships of structures, and be able to develop reasoning and decision making skills appropriate to the practice of a physical therapist assistant.

### 2. Communication

- a. Communicate effectively with patients and family, physicians and other members of the health care team.
- b. Assess all information provided to allow for appropriate, well-focused follow-up inquiry.
- c. Be capable of responsive, empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- d. Process and communicate information on the patient's status with accuracy in a timely manner to the supervising physical therapist and other members of the health care team. This information then needs to be communicated in a succinct yet comprehensive manner and in settings in which time available is limited.
- e. Completely and accurately write or dictate patient assessments.

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- f. Make a correct judgment in seeking supervision and consultation in a timely manner.

### 3. Physical Abilities

- a. Have the ability to perform both gross and fine motor activities within reasonable limits.
- b. Safely assist a patient in moving, for example, from a chair to a bed, or from a wheelchair to a commode or to measure and adjust assistive devices.
- c. Move him or herself and the patient in three-dimensional space in order to perform motor function tests and interventions.
- d. Ensure the physical safety of a patient at all times.
- e. Perceive the signs of disease, especially neuromusculoskeletal dysfunction. Such information is derived from observation and palpation of the body surface, palpable changes in tissues, and auditory information (such as patient voice and heart tones).
- f. To discern skin, subcutaneous masses, muscles, bones and joints.

### 4. Ethics and Stress Management

- a. Understand the basis and content of ethical physical therapy practice.
- b. Possess attributes which include compassion, empathy, altruism, integrity, responsibility and tolerance.
- c. Have the emotional stability to function effectively under stress and to adapt to an environment which may change rapidly without warning and/or in unpredictable ways.

## RESPIRATORY CARE

### Accredited by:

The Commission on Accreditation for Respiratory Care (CoARC) • [www.CoARC.com](http://www.CoARC.com)

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. **The next cycle begins Fall 2016.** 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);
  - 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 this 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, below.

Program		44 Credits
AHS 121	The Essentials of Pharmacology.....	3
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 I: Theory and Practice.....	7
RSP 107	Respiratory Care Practicum.....	2
RSP 205	Respiratory Care II: Theory and Practice.....	7
RSP 207	Respiratory Care III: Theory and Practice.....	8
RSP 241	Cardiopulmonary Anatomy and Physiology.....	2

General Education		21 Credits
CHM	Chemistry ( <i>see footnote 4</i> ).....	3
COM	Communication ( <i>see footnote 1</i> ).....	3

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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

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 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	16 Credits
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
Behavioral and Social Science.....	3

Second Semester	17 Credits
AHS 121 The Essentials of Pharmacology.....	3
BIO 202 Anatomy and Physiology II.....	4
RSP 105 Respiratory Care I.....	7
ENG English Composition/Writing (see footnote 2) .....	3

Summer Session	2 Credits
RSP 107 Respiratory Care Practicum .....	2

Third Semester	16 Credits
AHS 230 Pathophysiology.....	3
BIO 207 Microbiology .....	4
RSP 205 Respiratory Care II .....	7
RSP 241 Cardiopulmonary Anatomy and Physiology .....	2

Fourth Semester	14 Credits
RSP 207 Respiratory Care III .....	8
COM Communication (see footnote 1) .....	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 RSP 105.

**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 11 for details.

## ESSENTIAL FUNCTIONS - RESPIRATORY CARE PROGRAM

Berkshire Community College seeks to provide equal access to its programs, services and activities for people with disabilities. Therefore, to the extent practicable, the College will endeavor to make a reasonable academic adjustment for an applicant with a disability who is otherwise qualified.

The Essential Functions of a student enrolled in the Respiratory Care Program requires that the student, with or without reasonable accommodations, must be able to:

### 1. Physical Stamina Required (Description)

- a. Lift - up to 50 lbs to assist moving patients, supplies, equipment.
- b. Stoop - adjust equipment.
- c. Kneel - manipulate equipment, perform CPR, plug in electrical equipment.
- d. Reach overhead lights, equipment, cabinets, attach oxygen to outlets, stocking.
- e. Motor skills, manual dexterity - small and large equipment for storing, moving; apply sterile gloves; take BP; operate computers; perform CPR; utilize syringes, tubes, catheters; set up and maintain sterile field.
- f. Stand for prolonged periods of time (to deliver therapy, check equipment and patient; perform surgical procedures).

- g. Feel - palpate pulses; perform physical exams; feel arteries or veins for puncture; assess skin temperature.
- h. Push/Pull large wheeled equipment, i.e. mechanical ventilators, wheelchairs, patients, x-ray, equipment, EKG machines, and office equipment.
- i. Walk for extended periods of time.
- j. Walk quickly or run to respond to emergency calls or assist in critically ill patient transports.
- k. Manipulate – knobs, dials associated with diagnostic or therapeutic devices; small instruments, syringes.
- l. Hear verbal directions, alarms, . telephone; hear through a stethoscope for heart sounds, lung sounds, and blood pressure.
- m. See patient conditions such as skin color, work of breathing; read small print and calibration on equipment; perceive color.
- n. Talk - communicate goals and procedures to patients in English.
- o. Read typed, handwritten, computer information in English.
- p. Write, communicate pertinent information (patient assessment, outcome assessments) in English.

### 2. Mental Attitude (Description)

- a. Function safely, effectively and calmly under stressful situations.
- b. Maintain composure and concentration while managing multiple tasks simultaneously.
- c. Prioritize multiple tasks.
- d. Social skills necessary to interact with patients, families, co-workers – of the same or different cultures; respectful, polite, discrete; able to work as a team.
- e. Maintain personal hygiene consistent with close contact during direct patient care.
- f. Display actions, attitudes consistent with ethical standards of the profession.
- g. Exposure to blood borne pathogens Hepatitis, HIV.



# HEALTH SCIENCE

## HEALTH SCIENCE

### Health Science Option – A.S. Degree

**Program Advisor: Anna Foss, 413-236-2107**

The Health Science option is designed for students who are tracking toward a Nursing or Allied Health programs or who wish to increase their knowledge and skills in health care as a generalist. This option also makes it possible for students to complete an Associate degree in Health Science and provide a basic foundation for transfer to a four-year institution.

### Expected Outcomes

*Graduates of the Health Sciences option should be able to:*

- use communication effectively to provide information to clients in the health care environment;
- be employed in entry level, non-technical health areas;
- identify skills and knowledge necessary for the health care worker;
- apply critical thinking and problem solving skills in health care environments;
- acquire skills and information to make them better health care consumers;
- transfer to a four-year institution in areas of health care administration, health or nursing program at Berkshire Community College or elsewhere.

### Graduation Requirements

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

Program	35 Credits
AHS 111 Patient Skills/Career Exploration.....	3
AHS 129 Medical Terminology .....	3
AHS 150 Introduction to Nutrition.....	3
BIO 201 Anatomy and Physiology I.....	4
BIO 202 Anatomy and Physiology II.....	4
PSY 107 Introductory Psychology .....	3
SOC 105 Introductory Sociology.....	3
Specialized Electives (see footnote 1).....	12

General Education	29 Credits
COM Communication.....	3
ENG English Composition/Writing.....	6
MAT 136 Mathematics for the Health Sciences OR other MA designated math course .....	3
CHM 150 Essentials of Chemistry <b>OR</b>	
PHY 111 The Ideas of Physics (see footnote 2) .....	3
General Education Electives (see footnote 3).....	9
Program/Free Electives.....	5

Additional	As Shown
Core Competencies Portfolio.....	6 items
Forum.....	12 units
Health/Fitness.....	30 hours
Minimum Cumulative Average 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 four years. The actual time needed to complete the program will vary according to each student's individual needs.

First Semester	15 Credits
AHS 111 Introduction to Patient Care Skills & Health Career Exploration.....	3
AHS 129 Medical Terminology .....	3
CHM 150 Essentials of Chemistry <b>OR</b>	
PHY 111 Ideas of Physics (see footnote 2) .....	3
ENG 101 English Composition I .....	3
PSY 107 Introductory Psychology .....	3

Second Semester	16 Credits
ENG 102 English Composition II.....	3
MAT 136 Mathematics for Health Sciences .....	3
SOC 105 Introductory Sociology.....	3
General Education Elective (see footnote 3).....	3
Program Elective.....	4

Third Semester	16 Credits
AHS 150 Introduction to Nutrition.....	3
BIO 201 Anatomy and Physiology I.....	4
General Education Electives (see footnote 3).....	6
Specialized/Program Elective.....	3

Fourth Semester	17 Credits
BIO 202 Anatomy and Physiology II.....	4
Communication .....	3
Specialized/Program Elective.....	7
General Education Elective.....	3

### Footnotes:

1. Specialized electives can be taken from departments in Health and Sciences. It is recommended that you consult with your advisor for appropriate selection of courses.
2. Students interested in the Physical Therapy Assistant program should take PHY 111.
3. General education electives chosen from two or more of the following: History, Humanities and Fine Arts, or Environmental Studies.

## HEALTH SCIENCE

### McCANN/BCC OPTIONS

#### Dental Assisting Option – A.S. Degree

#### Dental Assisting Studies (AHS 172)

#### Offered Only at McCann Technical School

#### Program Advisor: Anna Foss, 413-236-2107

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.

#### McCann Program Advisor: Michelle Rchette mrchette@mccanntech.org, 413-663-5383

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 below.

Program	43 Credits
AHS 172 Dental Assisting Studies ( <i>see footnote 1</i> ).....	32
AHS 150 Introduction to Nutrition.....	3
BIO 150 Introduction to the Human Body.....	4
CIS 102 Fundamental Computer Literacy.....	4

General Education	21 Credits
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 ( <i>see footnote 2</i> ).....	3

Additional	As Shown
Core Competencies Portfolio.....	6 items
Forum.....	12 units
Health/Fitness ( <i>see footnote 3</i> ).....	30 hours
Minimum Cumulative Average Overall.....	2.000
Area of Specialization (All Program Requirements).....	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 ( <i>see footnote 1</i> )
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 ( <i>see footnote 2</i> )

#### Footnotes:

1. Dental Assisting studies are only offered at McCann Technical School in North Adams, Massachusetts.
2. General Education Elective chosen from History or Humanities and Fine Arts.
3. Fulfilled by successful completion of AHS 172.

# HEALTH SCIENCE

## McCANN/BCC OPTIONS

### Medical Assisting Option – A.S. Degree

### Medical Assisting Studies (AHS 170)

### Offered Only at McCann Technical School

**Program Advisor: Anna Foss, 413-236-2107**

Medical assistants work in a physician's office or health care 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) ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the American Association of Medical Assisting Education Review Board (MAERB). **Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756. Tel. 727-210-2350.** 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 (AAMA).

**McCann Program Advisor: Terry LeClair**  
**[tleclair@mccanntech.org](mailto:tleclair@mccanntech.org), 413-663-5383**

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.

Program	43 Credits
AHS 170 Medical Assisting Studies ( <i>see footnote 1</i> ) .....	32
BIO 150 Introduction to the Human Body.....	4
BIO 207 Microbiology .....	4
PSY 204 Human Growth and Development.....	3

General Education	21 Credits
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 ( <i>see footnote 2</i> ) .....	3

Additional	As Shown
Core Competencies Portfolio	6 items
Forum	12 units
Health/Fitness ( <i>see footnote 3</i> )	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 ( <i>see footnote 1</i> )
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 ( <i>see footnote 2</i> )

#### Footnotes:

1. Medical Assisting Studies are only offered at McCann Technical School in North Adams, Massachusetts.
2. General Education Elective chosen from History or Humanities and Fine Arts.
3. Fulfilled by successful completion of AHS 170.



## HEALTH SCIENCE

### McCANN/BCC OPTIONS

**Surgical Technology Option – A.S. Degree  
Surgical Technology Studies (AHS 170)  
Offered Only at McCann Technical School  
Program Advisor: Anna Foss, 413-236-2107**

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). ([www.caahep.org](http://www.caahep.org)), 1361 Park Street, Clearwater, FL 33756. Tel. 727-210-2350, Fax 727-210-2354 upon the recommendation of the Accreditation Review Council on Education and Surgical Technology and Surgical Assisting ([www.arcst.org](http://www.arcst.org)), (6 West Dry Creek Circle, Suite 110, Littleton, CO 80112. Tel. 303-694-9262, Fax 303-741-3655. McCann graduates are eligible to sit for the national board exam given by the National Board of Surgical Technology and Surgical Assisting ([www.nbstsa.org](http://www.nbstsa.org)). In 1990 the Association of Surgical Technologists, Inc., declared the associate degree to be the preferred educational model for entry level practice.

**McCann Program Advisor: Jocelyne Hesoch  
[jhesoch@mccanntech.org](mailto:jhesoch@mccanntech.org), 413-663-5383, ext.180**

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.

Program	43 Credits
AHS 171 Surgical Technology Studies ( <i>see footnote 1</i> ) .....	32
AHS 121 Essentials of Pharmacology.....	3
BIO 150 Introduction to the Human Body.....	4
BIO 207 Microbiology .....	4

General Education	21 Credits
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 ( <i>see footnote 2</i> ) .....	3

Additional	As Shown
Core Competencies Portfolio.....	6 items
Forum .....	12 units
Health/Fitness ( <i>see footnote 3</i> ).....	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 ( <i>see footnote 1</i> )
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 ( <i>see footnote 2</i> )

#### 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 171.

# BIOLOGY

## ANIMAL CARE

### Certificate

**Program Advisor: Ann 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 2014.**

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.

<u>Program</u>	<u>29 Credits</u>
AHS 129 Medical Terminology .....	3
BIO 103 Introductory Animal Science.....	4
BIO 116 Animal Care Practicum ( <i>see footnote 1</i> ).....	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

<u>Additional</u>	<u>As Shown</u>
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.

<u>First Semester</u>	<u>14 Credits</u>
AHS 129 Medical Terminology .....	3
BIO 103 Introductory Animal Science.....	4
BIO 118 Animal Behavior.....	3
BIO 201 Anatomy and Physiology I.....	4
<u>Second Semester</u> <u>15 Credits</u>	
BIO 116 Animal Care Practicum ( <i>see footnote 1</i> ).....	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.

**Note:** Any prior criminal offense could hinder placement in clinical agencies and the ability to become licensed in this field. See Criminal Offender Record Checks on page 11 for details.

# BIOLOGY

## 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 25).*

### 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 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.

Program	25 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) .....	7

General Education	37 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 <b>OR</b>	
HIS 121 World History Since 1500 .....	3
HIS 114 Western Civilization Since 1500 <b>OR</b>	
HIS 122 World History to 1500 .....	3
MAT 121 Precalculus I (or higher, see footnote 2).....	4
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	18 Credits
BIO 101 General Biology I.....	4
CHM 101 Introductory Chemistry I .....	4
ENG English Composition/Writing.....	3
MAT 121 Precalculus I.....	4
Behavioral and Social Science.....	3

Second Semester	16 Credits
MAT 123 Elementary Statistics.....	3
Science Elective (see footnote 1) .....	3
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 Since 1500 <b>OR</b>	
HIS 121 World History to 1500 .....	3

Fourth Semester	14 Credits
CHM 202 Organic Chemistry II.....	4
ENG Literature .....	3
HIS 114 Western Civilization Since 1500 <b>OR</b>	
HIS 122 World History 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; BIO 230, Biotechnology; 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.
2. Students meeting this requirement with a 3 credit mathematics course will need 8 credits to complete the Science electives.



# BIOLOGY

## BIOTECHNOLOGY CONCENTRATION

Liberal Arts – A.A. Degree

Program Advisor: Gina Foley, 413-236-4522

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. *This is a MassTransfer eligible program (see page 25).*

### 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 bio-technologies;
- 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.

<u>Program</u>	<u>25 Credits</u>
BIO 101 General Biology I .....	4
BIO 102 General Biology II <b>OR</b>	
BIO 111 Botany .....	4
BIO 132 Biological Laboratory Techniques .....	1
BIO 230 Biotechnology.....	4
BIO 275 Independent Study <b>OR</b>	
Professional Elective (see footnotes 1 and 2) .....	2
CHM 201 Organic Chemistry .....	4
ENG Literature .....	3
MAT 123 Elementary Statistics .....	3
<u>General Education</u>	<u>37 Credits</u>
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 <b>OR</b>	
HIS 121 World History to 1500 .....	3
HIS 114 Western Civilization Since 1500 <b>OR</b>	
HIS 122 World History Since 1500 .....	3
MAT 121 Precalculus I (or higher, see footnote 3) .....	4
Behavioral/Social Science.....	6
Environmental Studies .....	1
<u>Additional</u>	<u>As Shown</u>
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.

<u>First Semester</u>	<u>18 Credits</u>
BIO 101 General Biology I.....	4
CHM 101 Introductory Chemistry I .....	4
MAT 121 Precalculus I (or higher) .....	4
ENG English Composition/Writing .....	3
Behavioral and Social Science.....	3
<u>Second Semester</u>	<u>18 Credits</u>
BIO 102 General Biology II <b>OR</b>	
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
<u>Third Semester</u>	<u>14 Credits</u>
BIO 230 Biotechnology.....	4
CHM 201 Organic Chemistry I.....	4
HIS 113 Western Civilization Since 1500 <b>OR</b>	
HIS 121 World History Since 1500 .....	3
ENG Literature .....	3
<u>Fourth Semester</u>	<u>12 Credits</u>
BIO 275 Independent Study <b>OR</b>	
Professional Elective (see footnote 1).....	3
HIS 114 Western Civilization Since 1500 <b>OR</b>	
HIS 122 World History to 1500 .....	3
ENG Literature .....	3
Behavioral and Social Science.....	3
Environmental Studies (see footnote 1).....	1

#### 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.
3. Students meeting this requirement with a 3 credit mathematics course will need 3 credits to complete their professional elective.

# 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 25).*

### Expected Outcomes:

*Graduates of this program 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	26 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 .....	1

General Education	37 Credits
COM Communication.....	3
ECO 211 Principles of Microeconomics .....	3
ENG English Composition/Writing.....	6
HIS History.....	3
MAT 121 Precalculus I (or higher, see footnote 4).....	4
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
Minimum Cumulative Averages:	
- Overall.....	2.000
- Area of Specialization: BUS & ECO Courses & CIS 102 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
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) .....	4

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	15 Credits
ECO 211 Principles of Microeconomics .....	3
HIS History.....	3
Environmental Studies (see footnote 2).....	1
Free Elective .....	1
Humanities and Fine Arts .....	3
Natural or Physical Science (see footnote 2) .....	4

### Footnotes:

1. Mathematics to be chosen from 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 251, Business Law I; BUS 255, Principles of Finance; BUS 260, Business Ethics. Substitutions must be approved by the program advisor.
4. Students meeting this requirement with a 3 credit course will need 2 credits to complete their free elective.

# BUSINESS

## 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 <b>OR</b>	
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
Minimum Cumulative Averages:	
- 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 BSS, BUS, CIS, CUL, ECO, and HSP courses.
4. General Education Elective chosen from History, Natural or Physical Science, Environmental Studies.

# BUSINESS

## BUSINESS CAREERS HEALTH INFORMATION MANAGEMENT OPTION

### A.S. Degree

**Program Advisor: Charles Kaminski, 413-236-2105**

This flexible program is designed for students seeking a higher credential towards a first-level management position in a professional field requiring a knowledge of Health Information Management systems. In addition to the knowledge and technical skills required for a successful career in Health Information Management, students also study accounting, computer literacy, economics, and oral and written communications to provide them with the broad-base skills needed for a successful career in the growing field of health records management and informatics.

### Expected Outcomes:

*Graduates of this program should be able to:*

- Have a basic understanding of the workplace;
- Recognize, analyze, and calculate financial data to make informed decisions;
- Possess excellent communication skills in the workplace;
- Demonstrate ethical and social responsibility as they go to work in the real world;
- Describe the anatomy and physiology of the human body;
- Demonstrate proficiency in use of ICD and CPT coding systems;
- Demonstrate computer skills;
- Demonstrate knowledge of the health care delivery system, health care reimbursement and health occupations;
- Demonstrate an understanding of the fundamentals of disease process in relationship to the human body, including pharmacology;
- Describe the functions of health information services;
- Be eligible to take the CCA and CCS credentialing examinations.

### 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	Credits
<b>37 Credits</b>	
AHS 115	Fundamentals of Human Disease .....3
AHS 121	Essentials of Pharmacology.....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
CIS 102	Fundamental Computer Literacy .....4
HIM 102	Basic Procedure Coding .....3
HIM 105	Medical Coding I.....3
HIM 106	Medical Coding II.....3
HIM 132	Reimbursement Methodologies .....3
HIM 144	Intro to Health Info Management .....3

Program	Credits
<b>24 Credits</b>	
BUS 105	Business Mathematics OR
MAT	Mathematics ( <i>see footnote 1</i> ) ..... 3
COM	Communication..... 3
ECO 211	Principles of Microeconomics ..... 3
ECO 212	Principles of Macroeconomics ..... 3
ENG	English Composition/Writing..... 6
	General Education Elective ( <i>see footnote 2</i> ) ..... 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 HIM Courses.....	2.000

### Footnotes:

1. Mathematics to be chosen from any MAT course with the "MA" General Education code.
2. General Education elective chosen from History, (HI) Natural or Physical Science (SC) or Environmental Studies (ES).



# BUSINESS

## 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® Office Specialist exams. In addition, the BSS program has articulation agreements with American International College, Elms College, and MCLA.

### 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 <b>OR</b>	
Behavioral and Social Science.....	3
Humanities and Fine Arts.....	3
Natural or Physical Science <b>OR</b>	
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 <b>OR</b>	
Behavioral and Social Science.....	3
Humanities and Fine Arts.....	3
Natural or Physical Science <b>OR</b>	
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

## BUSINESS SOFTWARE

### Certificate Program

**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® Office 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
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
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
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.

### 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 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.

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	16 Credits
BSS 202 Microsoft® Access.....	3
CIS 155 Web Development .....	3
CIS 231 Computer Science I with Java .....	4
ECO 212 Principles of Macroeconomics.....	3
MAT 123 Elementary Statistics.....	3

Fourth Semester	17 Credits
CIS 203 Systems Analysis & Design.....	3
CIS 232 Computer Science II with Java .....	4
ECO 211 Principles of Microeconomics .....	3
COM Communication .....	3
Professional Elective (see footnote 2) .....	4

### 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 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.

### 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;
- 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 ( <i>see footnote 1</i> ) .....	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

General Education	22 Credits
COM Communication .....	3
ENG English Composition/Writing .....	6
ENM 151 Engineering Calculus I .....	3
ENT 161 Engineering Physics I ( <i>see footnote 2</i> ) .....	4
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 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
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 ( <i>see footnote 2</i> ) .....	4

Second Semester	17 Credits
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
CIS 231 Computer Science I with Java .....	4
CIS Computer Science Elective ( <i>see footnote 1</i> ) .....	3
ENT 233 Digital Circuits .....	4
MAT 123 Elementary Statistics .....	3
Behavioral and Social Science .....	3

Fourth Semester	14 Credits
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

## COMPUTER INFORMATION SYSTEMS

### Networking Option – A.S. Degree

**Program Advisor: Gregory Panczner, 413-236-4574  
or Email: gpanczne@berkshirecc.edu**

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.

**Note:** The core networking courses for the CIS networking program (CIS 180, 181, 240, 241, 255) will not be offered during the 2013-2014 academic year as the curriculum, facilities, and equipment are being updated. Students interested in the program should make an appointment with John Ostoff, Program Advisor, to determine what effect this may have on a timeline for program completion.

### 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 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

## 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 58*).

### 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 <b>OR</b>
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

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 <b>OR</b>
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 ( <i>see footnote 1</i> ) ..... 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

## 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 or the Computer Information Systems – Networking Option A.S. Degree (see page 60).

### 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;
- depending on the elective track either:
  - analyze business problems through data analysis and create viable solutions through the use of technology;
  - 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 science 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 153	Systems Operations ..... 4
COM	Communication <b>OR</b>
ENG	English Composition/Writing ..... 3
	Professional Electives * ..... 10

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
CIS 153	Systems Operations ..... 4
COM	Communication <b>OR</b>
ENG	English Composition/Writing ..... 3

Second Semester	14 Credits
CIS 125	C++ Programming II ..... 4
	Professional Elective * ..... 10

* Options for Professional Electives	Credits
CIS 155	Web Development ..... 3
CIS 180	Network Fundamentals ..... 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. MAT requires MAT 102 or higher.

**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 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.

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 <b>OR</b>	
SOC 219 Women and the Law.....	3
PSY 107 Introductory Psychology.....	3
SOC 105 Introductory Sociology.....	3
Professional Elective (see footnote 3).....	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 <b>OR</b>	
Environmental Studies.....	3

Additional	As Shown
Core Competencies Portfolio.....	6 items
Forum.....	12 units
Health/Fitness (see footnote 4).....	30 hours
Minimum Cumulative Averages:	
- 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 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 <b>OR</b>	
Environmental Studies.....	3

Fourth Semester	15 Credits
CRJ 125 Juvenile Justice Process.....	3
CRJ 126 Criminal Investigation.....	3
CRJ 200 Introduction to Criminology <b>OR</b>	
SOC 219 Women and the Law.....	3
Professional Elective (see footnote 3).....	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. 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.
4. Fulfilled by successful completion of CRJ 108.

**Note:** Any prior criminal offense could hinder placement in clinical agencies and the ability to take national licensure examinations. See Criminal Offender Record Information Checks on page 11 for details.



# 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 25).*

### 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; and
- 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.

Program	27 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

### Graduation Requirements continued

ECE 124 Early Childhood Ed. Seminar I.....	1
ECE 241 Creativity – A Child's Perspective.....	3
ENG Literature ( <i>see footnote 1</i> ).....	3
Humanities and Fine Arts ( <i>see footnote 2</i> ).....	3
MAT 113 Survey of College Mathematics.....	3
Free Elective ( <i>see footnote 3</i> ).....	2

### General Education 35 Credits

COM Communication.....	3
ENG English Composition/Writing.....	6
ENG Literature.....	3
HIS History ( <i>see footnote 6</i> ).....	3
HIS 117 United States History to 1877.....	3
MAT Mathematics.....	3
PSY 107 Introductory Psychology.....	3
SOC Sociology ( <i>see footnote 4</i> ).....	3
Environmental Studies ( <i>see footnote 5</i> ).....	1
Natural or Physical Science ( <i>see footnote 5</i> ).....	7

### 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 History ( <i>see footnote 6</i> ).....	3

### Suggested block for program completion

#### 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 Education.....	3
COM Communication.....	3
ENG Literature ( <i>see footnote 1</i> ).....	3
MAT Mathematics.....	3

#### Fifth Semester 10 Credits

ENG Literature.....	3
SOC Sociology ( <i>see footnote 4</i> ).....	3
Natural or Physical Science ( <i>see footnote 5</i> ).....	4

#### Sixth Semester 12 Credits

MAT 113 Survey of College Mathematics.....	3
Humanities and Fine Arts ( <i>see footnote 2</i> ).....	3
Environmental Studies ( <i>see footnote 5</i> ).....	1
Free Elective ( <i>see footnote 3</i> ).....	2
Natural or Physical Science ( <i>see footnote 5</i> ).....	3

#### 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. ECE 223 and ECE 224 strongly recommended.
  4. Sociology course chosen from SOC 105 or SOC 136.
  5. The Natural or Physical Science requirement must be fulfilled by one four credit laboratory science and one three credit non-laboratory science or by two four credit laboratory sciences. Completion of an environmentally focused laboratory science, such as BIO 109, BIO 110, ENV 101, ENV 102, fulfills both the Natural and Physical Science and Environmental Studies requirements.
- Note:** Any prior criminal offense could hinder placement in practicum agencies and the ability to take national licensure examinations. See Criminal Offender Record Information Checks on page 11 for details.
6. Chosen from HIS 113, 114, 121 or 122.

## EDUCATION

### ESSENTIAL FUNCTIONS - EARLY CHILDHOOD EDUCATION PROGRAM

Berkshire Community College seeks to provide equal access to its programs, services and activities for people with disabilities. Therefore, to the extent practicable, the College will endeavor to make a reasonable academic adjustment for an applicant with a disability who is otherwise qualified.

The essential functions of a student enrolled in the Early Childhood Education program requires that the student, with or without reasonable accommodations, must be able to:

1. Conduct observations of children to assess their development. Therefore, the student must demonstrate the ability to see children's actions and hear children's words.
2. Communicate effectively, safely and efficiently by:
  - a. Explaining procedures
  - b. Receiving information from others
  - c. Receiving information from written documents
  - d. Exhibiting appropriate interpersonal skills
3. Develop and carry out lesson plans in a classroom.
4. Stand and move about a classroom and assist young children with tasks involving dressing, eating, manipulating classroom materials.
5. Facilitate the development of a child's self-esteem, trust and respect through positive, constructive interactions in both group and individual settings.
6. Use hands to grasp and manipulate scissors, glue, etc. Sitting on floor or small chairs is necessary, as is the ability to stand for prolonged periods.
7. Assist with child guidance and discipline.
8. Help prepare and maintain classroom environment.
9. Pay attention to the safety of children at all times.
10. Anticipate and respond to the needs of children and staff.
11. Interact in a manner appropriate to a child's developmental level
12. Ensure that out-of-classroom pressures (personal, home, school) do not interfere with overall effective student-teaching performance.
13. Possess emotional openness to constructive feedback from supervising teacher.
14. Other essential functions may be site-specific.

### 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	

**Note:** Any prior criminal offense could hinder placement in clinical agencies. See Criminal Offender Record Information Checks on page 11 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 Education .....	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 <b>OR</b>	
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 <b>OR</b>	
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 57). 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 11 for details.

# EDUCATION

## ELEMENTARY EDUCATION

### Liberal Arts – A.A. Degree

**Program Advisor: Thomas Curley, 413-236-2103**

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 25).*

### Expected Outcomes.

Graduates of this 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	27 Credits
EDU 105 Foundations of Education.....	3
ENG 205 Children's Literature.....	3
ENG Literature (see footnote 1).....	3
GEO 125 World Geography.....	3
MAT 113 Survey of College Mathematics.....	3
PSY 107 Introductory Psychology.....	3
PSY 204 Human Growth & Development.....	3
Free Electives.....	6

### Graduation Requirements continued

General Education	35 Credits
COM Communication.....	3
ECO Economics.....	3
ENG English Composition/Writing.....	6
GOV Government (see footnote 2).....	3
HIS 113 Western Civilization to 1500 <b>OR</b> HIS 114 <b>OR</b>	
HIS 121 World History to 1500 <b>OR</b> HIS 122.....	3
HIS 117 United States History to 1877.....	3
Mathematics.....	3
Environmental Studies (see footnote 3).....	1
Humanities and Fine Arts (see footnote 4).....	3
Natural and Physical Science (see footnote 3).....	7

Additional	As Shown
Core Competencies Portfolio.....	6 items
Forum.....	12 units
Health/Fitness.....	30 hours
Minimum Cumulative Averages:	
- Overall.....	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 3).....	4
PSY 107 Introductory Psychology.....	3
HIS 113 Western Civilization to 1500 <b>OR</b> HIS 114	
HIS 121 World History to 1500 <b>OR</b> HIS 1221.....	3
Second Semester	15 Credits
PSY 204 Human Growth & Development.....	3
COM Communication.....	3
ENG English Composition/Writing.....	3
MAT 113 Survey of College Mathematics.....	3
GOV Government (see footnote 2).....	3

### Suggested block for program completion continued

Third Semester	15 Credits
ENG 205 Children's Literature.....	3
GEO 125 World Geography.....	3
HIS 117 United States History to 1877.....	3
ECO Economics.....	3
Mathematics.....	3
Physical Science (see footnote 3).....	3
Fourth Semester	16 Credits
HIS 117 US History to 1877.....	3
ENG Literature (see footnote 1).....	3
Environmental Studies (see footnote 3).....	1
Humanities and Fine Arts (see footnote 4).....	3
Free Electives.....	6

### Footnotes:

1. ENG 215, Introduction to Literature, is recommended.
2. GOV 105 recommended.
3. Natural Science selected from BIO 101, 102, 111, 112 or 180; or ENV 101, 102 or 121. Physical Science selected from BIO 109 or 110; CHM 101, ENV 148, PHY 101 or ATM 126. The requirement must be fulfilled by taking one four credit laboratory science and one three credit non-laboratory science or by two four credit laboratory sciences. Completion of an environmentally focused laboratory science, such as BIO 109 or 110, or ENV 101 or 102 also fulfills the environmental studies requirement.
4. Must have prefix FAS, MUS, THR.

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# APPLIED MANUFACTURING

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## APPLIED MANUFACTURING

### Applied Manufacturing Technical Skills Certificate

Program Advisor: John Tatro, 413-236-4630

The course sequence and content will provide the quantitative 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.

#### Graduation Requirements

To earn a certificate in Applied Manufacturing Technical Skills, a student must complete all program credits and the additional requirements shown below:

<u>Program</u>	<u>22 Credits</u>
ENM 125 Technical Mathematics I.....	3 credits
ENM 126 Technical Mathematics II ( <i>or higher</i> ).....	3 credits
ENT 135 Interpreting Engineering Drawings I.....	4 credits
ENT 136 Interpreting Engineering Drawings II.....	4 credits
ENT 151 Introduction to Manufacturing .....	4 credits
ENT 152 Advanced Manufacturing.....	4 credits

<u>Additional</u>	<u>As Shown</u>
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Minimum cumulative average overall 2.000

Minimum cumulative average in program 2.000

## APPLIED MANUFACTURING

### Technology – Certificate

Program Advisor: John Tatro, 413-236-4630

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.

<u>Program</u>	<u>28 Credits</u>
ENM 125 Technical Mathematics I.....	3
ENM 126 Technical Mathematics II ( <i>or higher</i> ).....	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

<u>Additional</u>	<u>As Shown</u>
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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



# ENGINEERING

## 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.

### 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.....	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
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.

# ENGINEERING TECHNOLOGY

## 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 .....	4
ENM 127 Technical Mathematics III ( <i>or higher</i> ).....	3
ENT 129 Intro to Electricity/Electronics .....	4
ENT 135 Interpreting Engineering Drawings I.....	4
ENT 185 Engineering Computer Applications ( <i>see footnote 1</i> )....	4
ENT 233 Digital Circuits.....	4
ENT 234 Microprocessors.....	3
ENT 260 Industrial Control Systems.....	4
PHY 111 Ideas of Physics ( <i>see footnote 2</i> ) .....	3
Technical Electives ( <i>see footnote 3</i> ).....	6
General Education	22 Credits
COM Communication.....	3
ENG English Composition/Writing.....	6
ENM 126 Technical Mathematics II ( <i>or higher</i> ).....	3
PHY 101 College Physics I ( <i>see footnote 2</i> ) .....	4
General Education Electives ( <i>see footnote 4</i> ).....	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 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 ( <b>see footnote 2</b> ).....	3
ENT 135 Interpreting Engineering Drawings I.....	4
ENT 185 Engineering Computer Applications ( <i>see footnote 1</i> )....	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 ( <i>see footnote 3</i> ).....	3
ENG Composition/Writing .....	3
Third Semester	19 Credits
CIS 153 Systems Operations .....	4
ENT 233 Digital Circuits .....	4
ENT 260 Industrial Control Systems.....	4
PHY 101 College Physics I.....	4
General Education Elective ( <i>see footnote 4</i> ).....	3
Fourth Semester	16 Credits
CIS 180 Network Fundamentals .....	4
ENT 234 Microprocessors.....	3
COM Communication .....	3
General Education Elective ( <i>see footnote 4</i> ).....	3
Technical Elective ( <i>see footnote 3</i> ).....	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; CIS 181, Routing Concepts and Protocols; 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.

# ENGINEERING TECHNOLOGY

## MANUFACTURING TECHNOLOGY

### Engineering Technology – A.S. Degree

**Program Advisor: John Tatro, 413-236-4630**

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 with 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	Communication ..... 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 items
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	Communication..... 3
	General Education Elective (see footnote 3) ..... 3

#### Footnotes:

1. Students planning to transfer should take PHY 101, PHY 102 and a technical elective in the 1st, 2nd and 3rd semesters respectively.
2. Technical Electives are chosen from ENT 122, Computer Aided Drafting/Design I; ENT 210, Computer Aided Drafting/Design II; ENT 136, Interpreting Engineering Drawings II; 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.

### Expected Outcomes

*Graduates of this 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 understanding of principles and processes of evolution and systematics;
- demonstrate and 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; and
- 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 <b>OR</b>	
BIO 111 Introductory Botany.....	4
BIO 102 General Biology II <b>OR</b>	
BIO 112 Zoology.....	4
BIO 109 Introductory Ecology I.....	4
CIS 102 Fundamental Computer Literacy.....	4
ENV 101 Conservation of Natural Resources I <b>OR</b>	
ENV 102 Conservation of Natural Resources II.....	4
ENV 121 Intro to Environmental Science I.....	3
Free Elective.....	
Science Electives ( <i>see footnote 3</i> ).....	12

General Education	26 Credits
CHM 101 Introductory Chemistry I ( <i>see footnote 2</i> ).....	4
CHM 102 Introductory Chemistry II ( <i>see footnote 2</i> ).....	4
COM Communication.....	3
ENG English Composition/Writing.....	6
MAT Mathematics ( <i>see footnote 1</i> ).....	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 <b>OR</b>	
BIO 111 Introductory Botany.....	4
ENV 101 Conservation of Natural Resources I <b>OR</b>	
ENV 102 Conservation of Natural Resources II.....	4
CHM 101 Introductory Chemistry I ( <i>see footnote 2</i> ).....	4
MAT Mathematics ( <i>see footnote 1</i> ).....	3

Second Semester	15 Credits
BIO 102 General Biology II <b>OR</b>	
BIO 111 Zoology.....	4
Science Elective ( <i>see footnote 3</i> ).....	4
ENG English Composition/Writing.....	3
CHM 102 Introductory Chemistry II ( <i>see footnote 2</i> ).....	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 ( <i>see footnote 3</i> ).....	4
ENG English Composition/Writing.....	3

Fourth Semester	17 Credits
Free Elective.....	4
Science Elective ( <i>see footnote 3</i> ).....	4
COM Communication.....	3
Behavioral and Social Science.....	3
Humanities and Fine Arts.....	3

#### Footnotes:

1. MAT 102, Intermediate Algebra, or any the "MA" General course with 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 & 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 25).*

### Expected Outcomes

*Graduates of this program should be able to:*

- hear, identify and work conceptually with the elements of music;
- perform in solo and ensemble performances,
- demonstrate an understanding of the importance of major composers throughout music history,
- be able to use music technology for notation and for sound recording to create original work,
- develop a music repertoire appropriate for the instrument studied,
- be prepared, through applied music study, to compete the audition process at four-year colleges and music schools.

### 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	31 Credits
MUS 108 Music Theory I .....	3
MUS 132 Recording Technology I.....	3
MUS 138 Class Piano I.....	1
MUS 139 Class Piano II.....	1
MUS 156 Musicianship I.....	2
MUS 187 Music Theory II.....	3
MUS 216 Musicianship II .....	2
MUS Music History (see footnote 1) .....	6
MUS Ensembles (see footnote 2).....	4
MUS Applied Music I-IV .....	6

### Graduation Requirements

General Education	35 Credits
COM Communication.....	3
ENG English Composition/Writing.....	6
ENG Literature .....	3
MUS 110 American Popular Music.....	3
Behavioral or Social Science.....	3
Environmental Studies (see footnote 4).....	1
History (HI) (see footnote 3) .....	6
Mathematics.....	3
Natural or Physical Science (see footnote 4).....	7

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 the 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
MUS 101 Applied Music I.....	1
MUS 108 Music Theory I .....	3
MUS 110 American Popular Music.....	3
MUS 138 Class Piano I.....	1
MUS 156 Musicianship I.....	2
MUS Ensemble (see footnote 2).....	1
ENG English Composition/Writing.....	3
History (HI) .....	3

### Suggested Block for Program Completion

Second Semester	17 Credits
MUS 102 Applied Music II.....	1
MUS 139 Class Piano II.....	1
MUS 187 Music Theory II.....	3
MUS 216 Musicianship II .....	2
MUS Ensemble (see footnote 2).....	1
COM Communication .....	3
ENG English Composition/Writing.....	3
History (HI) .....	3

Third Semester	16 Credits
MUS 201 Applied Music III.....	2
MUS Ensemble (see footnote 2).....	1
MUS Music History (see footnote 1).....	3
ENG English Literature.....	3
Mathematics .....	3
Natural or Physical Science (see footnote 3).....	4

Fourth Semester	16 Credits
MUS 132 Recording Technology I.....	3
MUS 202 Applied Music IV .....	2
MUS Ensemble (see footnote 2) .....	1
MUS Music History (see footnote 1) .....	3
Behavioral or Social Science.....	3
Environmental Science (see footnote 3) .....	1
Natural or Physical Science (see footnote 3).....	3

Footnotes:

1. MUS 225 and MUS 226.
2. Ensembles chosen from Choral Ensemble (MUS 120, MUS 130, MUS 220, and MUS 230); Jazz Ensemble (MUS 163, MUS 164, MUS 263, and MUS 264); and/or Instrumental Ensemble (MUS 151, MUS 152, MUS 251 and MUS 252).
3. History courses must have "HI" designation.
4. The Natural or Physical Science requirement must be fulfilled by one 4-credit laboratory science and one 3-credit non-laboratory science or by two 4-credit laboratory sciences. Completion of an environmentally focused laboratory science course, such as BIO 109, BIO 110, ENV 101 and ENV 102, fulfills both the Natural/Physical science requirement and the Environmental Studies

**MUSIC PRODUCTION**

**Certificate**

**Program Advisor: Ellen Shanahan, 413-236-4703**

The Music Production Certificate program emphasizes recording technology (Sonar; Audacity; and Pro Tools) and Finale, music notation software for creating, editing, printing, and publishing musical scores. Graduates will achieve 28 credits for transfer to higher education institutions that offer degrees in related areas such as Entertainment Business, Film, Game Music, Recording Arts, and Show Production. Graduates may also seek immediate employment in recording studios and other areas related to the music production industry.

**Expected Outcomes:**

Graduates of this program should be able to:

- Create and/or follow a musical score
- Apply knowledge of musical editing software to a recording process
- Apply knowledge of basic sound production and sound production equipment
- Understand and utilize music notation
- Understand and address practical solo and ensemble musical performance issues
- Communicate clearly, succinctly, and accurately.
- Transfer to a specializing institution for advanced training and/or degrees in related areas

**Graduation Requirements**

Program	28 Credits
ENG 101 Composition I .....	
MUS 101 Applied Music I .....	1
MUS 102 Applied Music II .....	1
MUS 108 Music Theory I .....	3
MUS 132 Recording Technology I .....	3
MUS 138 Class Piano I .....	1
MUS 139 Class Piano II .....	1
MUS 156 Musicianship I.....	2
MUS 185 Computer Music Notation .....	3
MUS 187 Music Theory II .....	3
MUS 216 Musicianship II .....	2
MUS 132 Recording Technology II .....	3
MUS Ensembles ( <i>see footnote 1</i> ) .....	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**

**First Semester 14 Credits**

ENG 101 Composition I .....	3
MUS 101 Applied Music I .....	1
MUS 108 Music Theory I .....	3
MUS 132 Recording Technology I .....	3
MUS 138 Class Piano I .....	1
MUS 156 Musicianship I .....	2
MUS Ensembles ( <i>see footnote 1</i> ) .....	1

**Second Semester 14 Credits**

MUS 102 Applied Music II .....	1
MUS 139 Class Piano II .....	
MUS 185 Computer Music Notation .....	3
MUS 187 Music Theory II .....	3
MUS 216 Musicianship II .....	2
MUS 232 Recording Technology II .....	3
MUS Ensembles ( <i>see footnote 1</i> ) 1	

*Footnotes:*

1. Ensembles chosen from Choral Ensemble (MUS 120 and 130); Jazz Ensemble (MUS 163 and 164); or Instrumental Ensemble (MUS 151 and 152).

# FINE & PERFORMING ARTS

requirement.

## THEATRE CONCENTRATION

### Fine Arts • A.A. Degree

**Program Advisor: Ellen Shanahan, 413-236-4703**

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 25).*

### Expected Outcomes

*Graduates of this 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; and
- develop an appreciation of world culture through the beauty

and discipline of the art of theatre.

### 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	31 Credits
THR 102 Stagecraft I <b>OR</b>	
THR 103 Stagecraft II .....	3
THR 104 Acting I .....	3
THR 105 Acting II .....	3
THR 106 Fundamentals of Theatre Design .....	3
THR 110 Acting for TV and Film <b>OR</b>	
THR 205 Directing .....	3
THR 111 History of Theatre I <b>OR</b>	
THR 112 History of Theatre II.....	3
THR 206 Acting Styles .....	3
THR 233 Movement for Actors.....	3
THR Dramatic Literature.....	3
THR Practicum ( <i>see footnote 1</i> ) .....	4

General Education	35 Credits
COM Communication .....	3
ENG English Composition/Writing.....	6
ENG Literature .....	3
THR 101 Introduction to Theatre .....	3
Behavioral and Social Sciences.....	3
Environmental Studies ( <i>see footnote 3</i> ).....	1
History (HI) ( <i>see footnote 3</i> ) .....	6
Mathematics.....	3
Natural or Physical Science ( <i>see footnote 3</i> ).....	7

Additional	As Shown
Core Competencies Portfolio .....	6 items
Forum.....	12 units
Health/Fitness ( <i>see footnote 4</i> ).....	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 106 Fundamentals of Theatre Design .....	3
THR 198 Practicum .....	1
ENG English Composition/Writing.....	3
History (HI) .....	3

Second Semester	16 Credits
THR 105 Acting II.....	3
THR 199 Practicum .....	1
THR 233 Movement for Actors.....	3
THR Stagecraft ( <i>see footnote 5</i> ) .....	3
ENG English Composition/Writing.....	3
History (HI) .....	3

Third Semester	17 Credits
THR 206 Acting Styles .....	3
THR 298 Practicum .....	1
THR History ( <i>see footnote 6</i> ).....	3
ENG Literature .....	3
Mathematics .....	3
Natural or Physical Science ( <i>see footnote 3</i> ).....	4

Fourth Semester	17 Credits
THR 299 Practicum .....	1
THR Acting or Directing ( <i>see footnote 7</i> ).....	3
THR 214 Modern Dramatic Literature.....	3
COM Communication .....	3
Environmental Studies ( <i>see footnote 3</i> ).....	1
Natural or Physical Science ( <i>see footnote 3</i> ).....	3
Social or Behavioral Science.....	3

### Footnotes:

1. THR 198, THR 199, THR 298 and THR 299
2. The Natural or Physical Science requirement must be fulfilled by one 4-credit laboratory science and one 3-credit non-laboratory science or by two 4-credit laboratory sciences. Completion of an environmentally focused laboratory science course, such as BIO 109, BIO 110, ENV 101 and ENV 102, fulfills both the Natural/Physical science requirement and the Environmental Studies requirement.
3. History courses must have “HI” designation..

# FINE & PERFORMING ARTS

## VISUAL ARTS CONCENTRATION

### Fine Arts – A.A. Degree

**Program Advisor: Lisa Griffith, 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 MassTransfer eligible program (see page 26).*

### Expected Outcomes

*Graduates of this 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	31 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 163 Two-Dimensional Design II.....	3
FAS 210 Fundamentals of Painting.....	3
FAS 222 Advanced Studio Art .....	4
FAS 225 Figure Drawing <b>OR</b>	
FAS 227 Figure Painting.....	3
FAS Specialized Electives (see footnote 1).....	6

General Education	35 Credits
COM Communication .....	3
ENG English Composition/Writing.....	6
ENG Literature .....	3
FAS Art History (see footnote 2) .....	3
Behavioral and Social Sciences.....	3
Environmental Studies (see footnote 3).....	1
History (HI) .....	6
Mathematics.....	3
Natural or Physical Science (see footnote 4) .....	7

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 2) .....	3

Second Semester	18 Credits
FAS 120 Drawing II .....	3
FAS 163 Two-Dimensional Design II.....	3
FAS Specialized Elective (see footnote 1).....	3
COM Communication .....	3
ENG English Composition/Writing.....	3
Behavioral or Social Science.....	3

Third Semester	17 Credits
FAS 210 Fundamentals of Painting.....	3
FAS Specialized Elective (see footnote 1).....	3
ENG Literature .....	3
Environmental Studies (see footnote 3) .....	1
History (HI) .....	3
Natural or Physical Science (see footnote 3).....	4

Fourth Semester	16 Credits
FAS 222 Advanced Studio Art .....	4
FAS 225 Figure Drawing <b>OR</b>	
FAS 227 Figure Painting.....	3
History (HI) .....	3
Mathematics .....	3
Natural or Physical Science (see footnote 3) .....	3

#### Footnotes:

1. Specialized electives are a two course sequence that creates a focus for the capstone course, FAS 222. One of the following sequences must be chosen:  
-FAS 114 Landscape Painting and FAS 240 Intermediate Painting;  
-FAS 103 Printmaking I and FAS 113 Printmaking II;  
-FAS 245 Watercolor Painting and FAS 246 Watercolor Painting II;  
-FAS 144 Digital Imagery and FAS 242 Digital Art.
2. Art History chosen from FAS 156, FAS 171, FAS 172, FAS 173.
3. History courses must have "HI" designation.
4. The Natural or Physical Science requirement must be fulfilled by one 4-credit laboratory science and one 3-credit non-laboratory science or by two 4-credit laboratory sciences. Completion of an environmentally focused laboratory science course, such as BIO 109, BIO 110, ENV 101 and ENV 102, fulfills both



# FIRE SCIENCE

*the Natural/Physical science requirement and the Environmental Studies requirement.*

## FIRE SCIENCE

### A.S. Degree

**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, with all FIS-designated coursework aligned with FESHE Standards, 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 this 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 fire ground;
- 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.

<u>Program</u>	<u>41 Credits</u>
CIS 102 Fundamentals of Computer Literacy.....	4
FIS 101 Principles of Emergency Services.....	3
FIS 106 Fire Behavior and Combustion.....	3
FIS 123 Building Construction.....	3
FIS 128 Protection Systems.....	3
FIS 145 Fire Prevention.....	4
FIS 221 Principles of Fire and Emergency Services, Safety and Survival .....	3
FIS Professional Electives ( <i>see footnote 1</i> ).....	12
PHY 111 Ideas of Physics ( <i>see footnote 2</i> ).....	3
SOC 105 Introductory Sociology.....	3

<u>General Education</u>	<u>21 Credits</u>
CHM 150 Essentials of Chemistry ( <i>see footnote 2</i> ) .....	3
COM Communication.....	3
ENG English Composition/Writing.....	6
MAT Mathematics ( <i>see footnote 3</i> ) .....	3
PSY 107 Introductory Psychology .....	3
Humanities and Fine Arts.....	3

<u>Additional</u>	<u>As Shown</u>
Core Competencies Portfolio.....	6 items
Forum.....	12 units
Health/Fitness.....	30 hours
Minimum Cumulative Averages:	
- Overall.....	2.000
- Area of Specialization:	

All required 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

CHM 150	Essentials of Chemistry
FIS 101	Principles of Emergency Services
FIS 106	Fire Behavior and Combustion
FIS 123	Building Construction ( <i>prerequisite PHY 111 and FIS 101</i> )
FIS 127	Fire Protection Hydraulics and Water Supply
FIS 128	Protection Systems
FIS 129	Emergency Incident Management
FIS 145	Fire Prevention
FIS 201	Hazardous Materials I: ( <i>Prerequisite CHM 150</i> )
FIS 205	Legal Aspects of Emergency Services
FIS 206	Fire Investigation I
FIS 210	Principles of Fire and Emergency Service Administration
FIS 221	Principles of Fire and Emergency Services, Safety and Survival

#### Footnotes:

1. Professional Electives: any FIS elective or SPA 131, Spanish For the Workplace.
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 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 26).*

### 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	27 Credits
ENG Literature .....	3
Foreign Language ( <i>see footnote 1</i> ) .....	16
Free Electives ( <i>see footnote 3</i> ).....	8

General Education	35 Credits
COM Communication.....	3
ENG English Composition/Writing.....	6
ENG Literature .....	3
HIS 113 Western Civilization to 1500 <b>OR</b>	
HIS 121 World History Since 1500 .....	3
HIS 114 Western Civilization Since 1500 <b>OR</b>	
HIS 122 World History to 1500 .....	3
MAT Mathematics.....	3
Behavioral and Social Science.....	6
Environmental Studies ( <i>see footnote 2</i> ).....	1
Natural or Physical Science ( <i>see footnote 2</i> ) .....	7

Additional	As Shown
Core Competencies Portfolio.....	6 items
Forum .....	12 units
Health/Fitness.....	30 hours

Minimum Cumulative Averages:

- Overall..... 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 ( <i>see footnote 1</i> ) .....	4
COM Communication .....	3
ENG English Composition/Writing.....	3
HIS 113 Western Civilization to 1500 <b>OR</b>	
HIS 121 World History Since 1500 .....	3
Behavioral and Social Science.....	3

Second Semester	16 Credits
Foreign Language ( <i>see footnote 1</i> ) .....	4
ENG English Composition/Writing.....	3
HIS 114 Western Civilization Since 1500 <b>OR</b>	
HIS 122 World History to 1500 .....	3
MAT Mathematics.....	3
Behavioral and Social Science.....	3

Third Semester	14 Credits
ENG Literature .....	3
Foreign Language ( <i>see footnote 1</i> ) .....	4
Free Elective ( <i>see footnote 3</i> ).....	3
Natural or Physical Science ( <i>see footnote 2</i> ) .....	4

Fourth Semester	16 Credits
Foreign Language ( <i>see footnote 1</i> ) .....	4
Free Elective ( <i>see footnote 3</i> ).....	5
ENG Literature .....	3
Environmental Studies ( <i>see footnote 2</i> ) .....	1
Natural or Physical Science ( <i>see footnote 2</i> ) .....	3

### 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 credits total for this degree.*
2. *The Natural or Physical Science requirement must be fulfilled by one four credit laboratory science and one three credit non-laboratory science or by two four credit laboratory sciences. 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.*

# HEALTH INFORMATION MANAGEMENT

## MEDICAL CODING

### Technical Skills Certificate

**Program Advisor: Charles Kaminski, 413-236-2105**

The Medical Coding Technical Certificate at BCC provides students with the foundational knowledge and technical skills needed to work as an entry-level medical coder in a medical care facility. Coursework in the program is designed to prepare students to sit for the CCA (Certified Coding Associate) examination.

### Expected Outcomes

*Graduates of this program should be able to:*

- Describe the anatomy and physiology of the human body
- Demonstrate proficiency in the application of medical terminology
- Demonstrate proficiency in use of ICD and CPT coding systems
- Demonstrate computer skills
- Be eligible to take the CCS (Certified Coding Specialist) credentialing exam which will qualify a student for entry level coding positions in health care facilities and/or provider clinics and offices

### Graduation Requirements

<u>Program</u>	<u>17 Credits</u>
AHS 129 Medical Terminology.....	3
BIO 150 Introduction to the Human Body.....	4
CIS 102 Fundamental Computer Literacy.....	4
HIM 102 Basic Procedure Coding.....	3
HIM 105 Medical Coding I.....	3

<u>Additional</u>	<u>As Shown</u>
Minimum Cumulative Averages:	
- Overall.....	2.000
- Overall in Program.....	2.000

## HEALTH INFORMATION MANAGEMENT Certificate

**Program Advisor: Charles Kaminski, 413-236-2105**

The Health Information Management Certificate is designed for students with a background in medical coding that look towards expanding their knowledge and skill set to qualify for higher level positions in the Health Information Management field. This program will prepare students to sit for the CCS (Certified Coding Specialist) examination. In addition to serving as a valuable careers-building credential, this program also allows students continuation in the Health Information Management option of BCC's Business Careers Associate's Degree Program.

### Expected Outcomes

*Graduates of this program should be able to:*

- Describe the anatomy and physiology of the human body
- Demonstrate proficiency in use of ICD and CPT coding systems
- Demonstrate computer skills
- Demonstrate knowledge of the health care delivery system, health care reimbursement and health occupations
- Demonstrate an understanding of the fundamentals of disease process in relationship to the human body, including pharmacology
- Ability to communicate effectively both orally and in writing with members of the health care provider team
- Be eligible to take the CCA (Certified Coding Associate) credentialing exam which will qualify a student for a mid-level coding position in health care facilities and/or provider clinics and offices

### Graduation Requirements

<u>Program</u>	<u>23 Credits</u>
AHS 115 Fundamentals of Human Disease.....	3
AHS 121 Essentials of Pharmacology.....	3
BIO 150 Introduction to the Human Body.....	4
CIS 102 Fundamental Computer Literacy.....	4
ENG 101 Composition I.....	3
HIM 106 Medical Coding II.....	3
HIM 132 Reimbursement Methodologies.....	3

<u>Additional</u>	<u>As Shown</u>
Demonstrated College-level Skills in Reading and Writing	
- Minimum Cumulative Average Overall.....	2.000
- Minimum Cumulative Average in Program.....	2.000

# 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	16 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
Second Semester	12 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 118 Dining Room Management .....	3
HSP 285 Cooperative Education I.....	3



# HOSPITALITY

## 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

### Graduation Requirements

General Education	21 Credits
COM Communication.....	3
ECO 211 Principles of Microeconomics .....	3
ENG English Composition/Writing.....	6
BUS 105 Business Mathematics <b>OR</b>	
MAT Mathematics ( <i>see footnote 1</i> ) .....	3
General Education Electives ( <i>see footnote 2</i> ).....	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 (Professional Concentration/electives*) .....	2.000

\*The professional concentration/electives, shown below, should be chosen in consultation with the student's advisor and should be consistent with career goals:

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* ( <i>see footnote 3</i> ).....	3
ENG English Composition/Writing.....	3
BUS 105 Business Mathematics OR	
MAT Mathematics ( <i>see footnote 1</i> ) .....	3

Second Semester	15 Credits
HSP 125 Hospitality Management.....	3
Professional Electives* ( <i>see footnote 3</i> ).....	6
COM Communication .....	3
ENG English Composition/Writing.....	3

Third Semester	16 Credits
HSP 285 Cooperative Education I.....	3
Professional Elective* ( <i>see footnote 3</i> ).....	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* ( <i>see footnote 3</i> ).....	3
ECO 211 Principles of Microeconomics .....	3
General Education Electives ( <i>see footnote 2</i> ) .....	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.
3. HSP 117 highly recommended.

# HOSPITALITY

## 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 MassTransfer eligible program (see page 25).*

### 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 Communication.....	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
- Graduation Requirements: All program requirements	

### 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 Communication .....	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

**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 below.

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 <b>OR</b>	
SOC 208 Contemporary Social Problems .....	3
SOC 105 Introductory Sociology.....	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 <b>OR</b>	
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, Responding to Medical Emergencies; AHS 150, Introduction to Nutrition; COM 105, Introduction to Oral Communication; ENG 102, Composition II; HSV 244, Working with Elders; PSY 208, Interviewing and Counseling; SOC 136, Marriage and the Family and HSV 244, Working with Elders.

**Note:** Any prior criminal offense could hinder placement in fieldwork agencies. See Criminal Offender Record Information Checks on page 11 for details.

## ESSENTIAL FUNCTIONS - HUMAN SERVICES CERTIFICATE AND A.S. DEGREE PROGRAMS

Berkshire Community College seeks to provide equal access to its programs, services and activities for people with disabilities. Therefore, to the extent practicable, the College will endeavor to make a reasonable academic adjustment for an applicant with a disability who is otherwise qualified. The Essential Functions of a student enrolled in the Human Services A.S. and Certificate programs requires that the student, with or without reasonable accommodations, must be able to:

1. Demonstrate appropriate conduct, as defined by BCC's student Code of Conduct and the BCC publication "Civility in the Classroom: A Student Guide," while on campus, off campus when engaging in a BCC assignment or activity, and at field work placements.
2. Demonstrate the capacity to understand and implement professional ethics by adhering to the code: "Ethical Standards of Human Service Professionals." This code is printed in the Program's publication: "Field Work in Human Services: Policies and Procedures."
3. Demonstrate academic mastery of course content pre-requisite to entry into field work courses by earning specified grades in these courses
4. Demonstrate the ability to form helping relationships with clients by exhibiting appropriate interaction, which includes appropriate eye contact, appropriate and professional verbal interaction, and respect for personal boundaries
5. Demonstrate the ability to understand and respect persons from diverse populations
6. Demonstrate the ability to focus consistently on the needs of the client and the subject being discussed
7. Demonstrate professional responsibility concerning attendance, punctuality, and work deadlines
8. Demonstrate the ability to comprehend and follow verbal and written instructions
9. Demonstrate the ability to accept and use supervision, suggestions, and constructive criticism of one's work

## HUMAN SERVICES

10. Demonstrate the ability to effectively participate in a small group such as a college seminar or an agency staff meeting. Participation includes both respectful listening and making appropriate contributions.
11. Demonstrate the ability to write in a manner which indicates the ability to provide appropriate documentation in agency records, using brief focused statements, accurate English, and legible handwriting or sufficient skills to use a computer for documentation.

## 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	41 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 ( <i>see footnote 3</i> ).....	3

General Education	21 Credits
COM Communication .....	3
ENG English Composition/Writing.....	6
General Education Electives ( <i>see footnote 2</i> ) .....	9
Mathematics ( <i>see footnote 1</i> ) .....	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 ( <i>see footnote 3</i> ).....	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 ( <i>see footnote 2</i> ) .....	3
Mathematics ( <i>see footnote 1</i> ) .....	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 ( <i>see footnote 2</i> ) .....	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 fieldwork agencies. See Criminal Offender Record Information Checks on page 11 for details.



# HUMAN SERVICES

## HUMAN SERVICES

### Social Work Transfer Concentration

#### A.S. Degree

**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.

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.....	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

General Education	28 Credits
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

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 & Development .....	3
SOC 216 Racial and Ethnic Minorities .....	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
General Education Electives (see footnote 3).....	6
Mathematics (see footnote 1) .....	3

Fourth Semester	16 Credits
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 fieldwork agencies. See Criminal Offender Record Information Checks on page 11 for details.

# LIBERAL ARTS

## LIBERAL ARTS – INTERNATIONAL STUDIES CONCENTRATION

### A.A. Degree

**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 25).*

### 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	27 Credits
ECO 150 World Economy <b>or</b>	
ECO 212 Principles of Macroeconomics.....	3
ENG Literature (see footnote 1).....	3
Foreign Language (see footnote 2) .....	8
Free Electives.....	7
International Electives*.....	6

### Graduation Requirements and General Education continued

General Education	35 Credits
ANT 101 Cultural Anthropology.....	3
COM Communication (see footnote 3) .....	3
ENG English Composition/Writing.....	6
ENG Literature (see footnote 1).....	3
GEO 125 World Geography.....	3
HIS 113 Western Civilization to 1500 <b>OR</b>	
HIS 121 World History Since 1500.....	3
HIS 114 Western Civilization Since 1500 <b>OR</b>	
HIS 122 World History to 1500.....	3
MAT Mathematics (see footnote 3).....	3
Environmental Studies (see footnote 4).....	1
Natural or Physical Science (see footnote 4).....	7

Additional	As Shown
Core Competencies Portfolio .....	6 items
Forum .....	12 units
Health/Fitness.....	30 hours
Minimum Cumulative Average.....	2.00

### \*Options for International Electives

ANT 197 Special Topics with an International Focus	
BUS 233 International Business	
ECO 150 World Economy	
ECO 212 Principles of Macroeconomics	
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	
HIS 225 Comparative Religions	
HIS 232 The World Since 1945	
HIS 238 History of the Holocaust	
HON 298C 17th Century: Emergence of Modern World	
MUS 225 Music History I	
MUS 226 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 Since 1500 <b>OR</b>	
HIS 121 World History 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 <b>OR</b>	
HIS 122 World History to 1500.....	3
MAT Mathematics (see footnote 3) .....	3

Third Semester	16 Credits
ECO 150 World Economy <b>OR</b>	
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.....	4
International Elective*.....	3
ENG Literature (see footnote 5).....	3
Environmental Studies (see footnote 4).....	1
Natural or Physical Science (see footnote 4).....	3

#### Footnotes:

1. One ENG literature course must be chosen from ENG 204, ENG 221, ENG 222, or ENG 297 with an international focus.
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. COM 104, Intro to Interpersonal Communication, recommended. 3.
4. MAT 123, Elementary Statistics, recommended.
5. The Natural or Physical Science requirement must be fulfilled by one four-credit laboratory science and one-three credit non-laboratory science or by two four-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 the Environmental Studies requirements. BIO 109, BIO 110, ENV 101, ENV 102, and GEY 101 are recommended.

# LIBERAL ARTS

## LIBERAL ARTS

### A.A. Degree

**Program Advisor: Maura Delaney, 413-236-4684**

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 25).*

### Expected Outcomes

*Graduates of this 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 below.

Program		27 Credits
ENG	Literature .....	6
	Free Electives .....	21

General Education		35 Credits
COM	Communication .....	3
ENG	English Composition/Writing .....	6
HIS 113	Western Civilization to 1500 <b>OR</b>	
HIS 121	World History to 1500 .....	3
HIS 114	Western Civilization Since 1500 <b>OR</b>	
HIS 122	World History Since 1500 .....	3
MAT	Mathematics .....	3
	Behavioral and Social Science .....	6
	Environmental Studies ( <i>see footnote 1</i> ) .....	1
	Humanities and Fine Arts .....	3
	Natural or Physical Science ( <i>see footnote 1</i> ) .....	7

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 <b>OR</b>	
HIS 121	World History to 1500 .....	3
MAT	Mathematics .....	3
	Natural or Physical Science ( <i>see footnote 1</i> ) .....	4

Second Semester		16 Credits
	Free Electives .....	6
ENG	English Composition/Writing .....	3
HIS 114	Western Civilization Since 1500 <b>OR</b>	
HIS 122	World History Since 1500 .....	3
	Environmental Studies ( <i>see footnote 1</i> ) .....	1
	Natural or Physical Science ( <i>see footnote 1</i> ) .....	3

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 one four-credit laboratory science and one three-credit non-laboratory science or by two four-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 the Environmental Studies requirements.*

# PEACE & WORLD ORDER

## LIBERAL ARTS • PEACE & 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 26).*

### Expected Outcomes

*Graduates of this 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	27 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 .....	15

General Education	35 Credits
COM Communication .....	3
ENG English Composition/Writing.....	6
ENG Literature .....	3
HIS 113 Western Civilization to 1500 <b>OR</b>	
HIS 121 World History Since 1500 .....	3
HIS 114 Western Civilization Since 1500 <b>OR</b>	
HIS 122 World History to 1500 .....	3
MAT Mathematics .....	3
Behavioral and Social Science .....	6
Environmental Studies (see footnote 1).....	1
Natural or Physical Science (see footnote 1) .....	7

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 <b>OR</b>	
HIS 121 World History 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 .....	3
ENG English Composition/Writing.....	3
HIS 114 Western Civilization Since 1500 <b>OR</b>	
HIS 122 World History Since 1500 .....	3
Environmental Studies (see footnote 1).....	1
Natural or Physical Science (see footnote 1) .....	3

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 one four-credit laboratory science and one three-credit non-laboratory science or by two four-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.



# NURSING

## PRACTICAL NURSE

### Certificate

Approved by the Massachusetts Board of Registration in Nursing

Program Advisor: Elizabeth Fiscella, RN, MSN  
413-236-4721

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

Students must submit an application and Practical Nurse Certificate Matriculation form. 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; and
- 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. Accepted students may defer or withdraw one time for a 1 year period.

### Graduation Requirements

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

Program	48 Credits
<b>Prerequisite Courses (see footnote 1)</b>	
BIO 150 Intro to Human Body.....	4
PSY 107 Intro to Psychology.....	3
ENG 101 Composition 1 .....	3
<b>Practical Nurse Courses</b>	
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

#### First Semester 15 Credits

LPN 142 Health Maintenance of the Adult and Aging (see footnote 2).....	15
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#### Winter Session 2 Credits

LPN 145 Gerontology Practicum.....	2
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#### Second Semester 15 Credits

LPN 152 Health Alterations of the Adult and Aging (see footnote 2).....	15
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#### Summer Session 6 Credits

LPN 162 Health Care of the Family .....	6
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#### Footnotes:

1. BIO 150 or BIO 201 and BIO 202; PSY 107; and ENG 101 must be completed before admission to the program.
2. All incoming students are required to have completed a CPR certificate for healthcare providers through the American Heart Association; Basic Life Support (BLS) for Health Care Providers (2-year certification) or the American Red Cross; CPR/AED for Professional Rescuers and Health Care Providers (2-year certification) prior to their first clinical experience and maintain certification throughout the program.
3. 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, she/he should be aware that she/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 11 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.

**Note:** Five seats in the program are held open through finals week each spring semester to allow preference for matriculation into the program by BCC pre-LPN students.

## **NURSING**

### **ESSENTIAL FUNCTIONS - PRACTICAL NURSING PROGRAM**

Berkshire Community College seeks to provide equal access to its programs, services, and activities for people with disabilities. Therefore, to the extent practicable, the College will endeavor to make a reasonable academic adjustment for an applicant with a disability who is otherwise qualified.

The essential functions of a student enrolled in the Practical Nursing Program requires that the student, with or without reasonable accommodations, must be able to:

1. Demonstrate the ability to perform essential functions for a maximum of an 8-hour shift.
2. Demonstrate the ability to protect a patient when the patient is standing and ambulating on all surfaces with or without the use of assistive devices, including canes, crutches, and walkers.
3. Demonstrate the ability to safely move a patient over 100 pounds from one surface to another using the appropriate level of help.
4. Demonstrate safe body mechanics in the process of all patient treatments, including lifting and carrying small equipment (under 50 pounds) and moving large equipment (over 50 pounds).
5. Demonstrate the ability to manipulate dials on equipment
6. Demonstrate the ability to coordinate simultaneous motions.
7. Demonstrate the ability to perform occasional overhead extension.
8. Demonstrate the ability to hear blood pressure, heart and lung sounds with or without corrective devices.
9. Demonstrate the ability to palpate soft tissue including pulse, muscle and bones.
10. Demonstrate the ability to perform nursing interventions such as sterile procedures, dressing changes, and administer medications (including dosage calculations when necessary) following infection control procedures.
11. Display adaptability to change
12. Establish effective relationships with others.

13. Communicate effectively, safely, and efficiently in English by:
  - a. Explaining procedures
  - b. Receiving information from others
  - c. Receiving information from written documents
  - d. Exhibiting appropriate interpersonal skill (refer to ANA Code for Nurses)
  - e. Analyzing and documenting assessment findings and interventions.
14. Distinguish color changes
15. Detect an unsafe environment and carry out appropriate emergency procedures including:
  - a. Detecting subtle environmental changes and odors including but not limited to the smell of burning electrical equipment, smoke and spills.
  - b. Detect high and low frequency sounds, including but not limited to alarms, bells, and emergency signals.

## **NURSING**

### **A.S. Degree**

**Accredited by: The Commission for Education IN Nursing (ACEN) (formerly NLNAC) 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 (NLNAC), 3343 Peachtree Road, NE Suite 850, Atlanta, GA 30326. Phone: 404-975-5000; Fax: 404-975-5020; Web: [www.nlnac.org](http://www.nlnac.org).*

# NURSING A.S. DEGREE

## Admission Requirements

Students who have met all the admissions requirements must apply by **March 1st** to be considered for the fall semester. Students must submit an application and a **Nursing Program Matriculation form**. Application review is completed by April 15 and all students are notified of decisions by mail. Accepted students may defer one time for a 1 year period. The student's overall GPA, success in science courses, number of additional required courses completed, repeats or failures in required courses on transcripts and the completion of additional college degrees are considered in the admission decision.

*Minimum admissions eligibility requirements include:*

- a. 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;
- b. completion of MAT 102 or MAT 136 or MAT 102C (Math 800 series) with a grade of C (73) or better;
- c. 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. 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 requires the completion of a "bridge" course during the summer prior to admission.

## Expected Outcomes

*Graduates of this program should be able to:*

- Apply acquired critical thinking skills to provide care that emphasizes health promotion, maintenance and wellness for a diverse group of clients across the lifespan;
- communicate effectively by maintaining a therapeutic relationship with client, family and/or significant other(s) to provide culturally-competent care;
- practice independently and as a member of the health care team in providing and managing nursing care while incorporating state-of-the-art technologies;
- demonstrate proficiency in the performance of entry level psychomotor skills based on best current evidence-based practice and accepted nursing standards;
- analyze and apply professional, legal and ethical standards of nursing practice as a safe entry level nurse with a commitment to life-long learning and professional growth.

## 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 ( <i>see footnote 1</i> ) ..... 9
NUR 102	Physical and Mental Health II..... 8
NUR 201	Physical and Mental Health III ( <i>see footnote 7</i> )..... 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 ( <i>see footnote 2</i> ) ..... 3
ENG	English Composition/Writing ( <i>see footnote 3</i> ) ..... 6
MAT	Mathematics ( <i>see footnote 4</i> ) ..... 3
SOC 105	Introductory Sociology..... 3
	General Education Elective ( <i>see footnote 5</i> ) ..... 3

Additional	As Shown*
Core Competencies Portfolio	..... 6 items
Forum	..... 12 units
Health/Fitness ( <i>see footnote 6</i> )	..... 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

# NURSING

## 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:

- All incoming students are required to have completed CPR certificate for health care providers through the American Heart Association: Basic Life Support (BLS) for Health Care Providers (2-year certification) or the American Red Cross: CPR/AED for Professional Rescuers and Health Care Providers (2-year certification) prior to their first clinical experience and maintain certification through their Nursing program enrollment.
- COM chosen from COM 104, COM 105, COM 106, or COM 107.
- English Composition/Writing chosen from ENG 101, ENG 102, ENG 103, or ENG 104.
- 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.
- General Education Elective chosen from History or Humanities and Fine Arts. If a student wishes to take a course that is not listed, she/he must first consult with the nursing program advisor.

- Fulfilled by successful completion of NUR 101.
- 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:** 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, she/he should be aware that she/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 11 for details.

## ESSENTIAL FUNCTIONS - ASSOCIATE DEGREE NURSING PROGRAM

Berkshire Community College seeks to provide equal access to its programs, services and activities for people with disabilities. Therefore, to the extent practicable, the College will endeavor to make a reasonable academic adjustment for an applicant with a disability who is otherwise qualified.

The Essential Functions of a student enrolled in the ADN Program requires that the student, with or without reasonable accommodations, must be able to:

- Demonstrate the ability to perform essential functions for a maximum of an 8-hour shift.
- Demonstrate the ability to protect a patient when the patient is standing and ambulating on all surfaces with or without the use of assistive devices, including canes, crutches and walkers.
- Demonstrate the ability to safely move a patient over 100 pounds from one surface to another using the appropriate level of help.
- Demonstrate safe body mechanics in the process of all patient treatments, including lifting and carrying small equipment (under 50 pounds) and moving large equipment (over 50 pounds).
- Demonstrate the ability to manipulate dials on equipment.
- Demonstrate the ability to coordinate simultaneous motions.
- Demonstrate the ability to perform occasional overhead extension.
- Demonstrate the ability to hear blood pressure, heart and lung sounds with or without corrective devices.
- Demonstrate the ability to palpate soft tissue including pulse, muscle and bones.

- Demonstrate the ability to perform nursing interventions such as sterile procedures, dressing changes and administer medications (including dosage calculations when necessary) following infection control procedures.
- Display adaptability to change.
- Establish effective relationships with others.
- Communicate effectively, safely and efficiently in English by:
  - Explaining procedures
  - Receiving information from others
  - Receiving information from written documents
  - Exhibiting appropriate interpersonal skill (refer to ANA Code for Nurses)
  - Analyzing and documenting assessment findings and interventions
- Distinguish color changes.
- Detect an unsafe environment and carry out appropriate emergency procedures including:
  - Detecting subtle environmental changes and odors including but not limited to the smell of burning electrical equipment, smoke and spills.
  - Detect high and low frequency sounds, including but not limited to alarms, bells, and emergency signals.



# NURSING

## NURSING

### B. S. Degree

#### Accredited by the Commission on Collegiate Nursing Education (CCNE)

**Program Advisor: Ann Tierney, MS, 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. (see footnote 1)

#### BCC General Education, Electives and

#### Nursing Prerequisite Courses (see Footnote 2) **60 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	Growth and Development/Life Span .....	3
PSY	Abnormal Psychology.....	3
	Social World.....	3
	Physical Science .....	3
	Electives .....	21

#### Online UMass/Amherst Nursing Courses **30 Credits**

N290	Introduction to Healthcare Informatics.....	3
N312	Cultural Diversity in Health and Illness .....	3
N315	Health and Physical Assessment of Individuals and Families.....	3
N317	Writing in Nursing.....	3
N415	Community Focus in Nursing.....	3
N420	Introduction to Research in Nursing.....	3
N438	Professional Role.....	3
N440	Vulnerable and Under-served Populations .....	3
N418	Nurse Process: Families.....	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: (see footnote 3)

#### One Year Plan:

##### Summer **9 Credits**

N312	Cultural Diversity in Health and Illness .....	3
N317	Writing in Nursing.....	3
N415	Community Focus in Nursing.....	3

##### Fall **8 Credits**

N315	Health and Physical Assessment of Individuals and Families .....	3
N440	Vulnerable and Under-served Populations .....	3
N498S	Practicum: Special Populations .....	2

##### Winter **3 Credits**

N290	Introduction to Health Care Information.....	3
------	--	---

##### Spring **10 Credits**

N420	Introduction to Research in Nursing.....	3
N438	Professional Role.....	3
N418	Nurse Process: Families.....	3
N498R	Practicum: Families .....	1

### Two Year Plan:

#### Summer I **6 Credits**

N317	Writing in Nursing .....	3
N415	Community Focus in Nursing.....	3

#### Fall I **5 Credits**

N440	Vulnerable and Under-served Populations .....	3
N498S	Practicum: Special Populations .....	2

#### Winter I **3 Credits**

N290	Introduction to Health Care Information.....	3
------	--	---

(Take Either Winter I or Winter II)

#### Spring I **4 Credits**

N418	Nurse Process: Families.....	3
N498R	Practicum: Families .....	1

#### Summer II **3 Credits**

N312	Cultural Diversity in Health and Illness .....	3
------	--	---

#### Fall II **3 Credits**

N315	Health and Physical Assessment of Individuals and Families .....	3
------	---	---

#### Winter II **3 Credits**

N290	Introduction to Health Care Information.....	3
------	--	---

(Take Either Winter I or Winter II)

#### Spring II **6 Credits**

N420	Introduction to Research in Nursing.....	3
N438	Professional Role.....	3

#### Footnotes:

- The 120 credits for graduation are derived as follows:
  - Nursing Prerequisite, general education and electives - 60 credits
  - RN Licensure - 30 credits
  - Online program - 30 credits
- A world/global diversity course is also required. This course may be integrated with a general education or elective course.
- There are two admission cycles:
  - Spring (January)
  - Summer (June)

## Figure 14: General Education Requirements

Listed on these two pages are all of the courses that meet the BCC general education, MassTransfer and literature requirements. For more information please refer to the explanation of course codes (see page 98) before reading the course descriptions starting on page 97.

### Communication (CO)

COM 104      COM 106  
COM 105      COM 107

### English Composition/Writing (EC)

ENG 101      ENG 103  
ENG 102      ENG 104

### Health/Fitness (HF)

AHS 101      AHS 162  
AHS 103      AHS 170  
AHS 111      AHS 171  
AHS 142      AHS 172  
AHS 148      AHS 238  
AHS 155

CRJ 108

HSP 112

LPN 142

MBW 110

NUR 101      NUR 102

NUR 201

PED 106      PED 144

PED 109      PED 151

PED 115      PED 152

PED 116      PED 160

PED 128      PED 161

PED 130      PED 180

PED 135      PED 207

PED 136      PED 250

PED 137      PED 284

PSY 122      PSY 127

PTA 100

RSP 105

THR 119

### History (HI)

HIS 113      HIS 118  
HIS 114      HIS 121  
HIS 117      HIS 122

### Humanities and Fine Arts (HU)

ENG 204      ENG 228  
ENG 205      ENG 231  
ENG 215      ENG 232  
ENG 216      ENG 243  
ENG 221      ENG 245  
ENG 222      ENG 260  
ENG 223      ENG 297

FAS 103      FAS 171  
FAS 111      FAS 172  
FAS 113      FAS 173  
FAS 114      FAS 210  
FAS 120      FAS 222  
FAS 123      FAS 225  
FAS 124      FAS 240  
FAS 156      FAS 245  
FAS 157      FAS 246  
FAS 163      FAS 297

HIS 225

HON 298C      HON 298G

HON 298E

HUM 121      HUM 155

HUM 136      HUM 168

HUM 148      HUM 297

MUS 101      MUS 164

MUS 102      MUS 185

MUS 106      MUS 187

MUS 108      MUS 201

MUS 110      MUS 202

MUS 116      MUS 216

MUS 132      MUS 225

MUS 136      MUS 226

MUS 138      MUS 263

MUS 141      MUS 264

MUS 156      MUS 297

MUS 163

PHL 101      PHL 111

PHL 102      PHL 209

PHL 105      PHL 270

### Humanities and Fine Arts (HU) cont.

SPA 101      SPA 133  
SPA 102      SPA 134  
SPA 121      SPA 201  
SPA 131      SPA 202  
SPA 132      SPA 221  
THR 101      THR 120  
THR 104      THR 205  
THR 105      THR 206  
THR 106      THR 214  
THR 110      THR 233  
THR 111      THR 297  
THR 112

### Mathematics (MA)

ENM 151      ENM 251  
ENM 152      ENM 252  
MAT 102      MAT 145  
MAT 102A      MAT 146  
MAT 102B      MAT 151  
MAT 102C      MAT 152  
MAT 113      MAT 253  
MAT 121      MAT 254  
MAT 123

### Behavioral and Social Sciences (SS)

ANT 101      ANT 125,  
ANT 102      ANT 197  
ECO 150      ECO 212  
ECO 211  
GEO 125  
GOV 105      GOV 135  
HIS 232      HIS 236  
HIS238  
HON 298F      HON 298H  
PSY 107      PSY 210  
PSY 204      PSY 226  
PSY 207      PSY 297  
PSY 208

### Behavioral and Social Sciences (SS) cont.

SOC 105      SOC 212  
SOC 121      SOC 216  
SOC 136      SOC 219  
SOC 197      SOC 228  
SOC 203      SOC 297  
SOC 208

### Natural or Physical Science (SC)

AHS 115      AHS 129  
AHS 121      AHS 230  
AHS 150  
ATM 126      ATM 145\*  
ATM 135  
BIO 101\*      BIO 132  
BIO 102\*      BIO 180  
BIO 103      BIO 201\*  
BIO 105      BIO 202\*  
BIO 109\*      BIO 207\*  
BIO 110\*      BIO 208\*  
BIO 111\*      BIO 230\*  
BIO 112\*      BIO 236  
CHM 101\*      CHM 201\*  
CHM 102\*      CHM 202\*  
CHM 150  
ENT 161\*      ENT 261\*  
ENT 162\*      ENT 262  
GEY 121\*      GEY 136\*  
PHY 101\*      PHY 111  
PHY 102\*

### Environmental Studies (ES)

ENV 101\*      ENV 148  
ENV 102\*      ENV 165\*  
ENV 121      ENV 182  
ENV 127      ENV 207\*  
ENV 139\*      ENV 208\*  
HON 298B

\*4-credit lab sciences

## Figure 15: MassTransfer & Literature Graduation Requirements

### English Composition/Writing (ec)

ENG 101, ENG 102, ENG 103, ENG 104

### Humanities and Fine Arts (hu)

BUS 260

COM 104, COM 105, COM 106, COM 107

ENG 204, ENG 205, ENG 215, ENG 216, ENG 221, ENG 222,  
ENG 223, ENG 228, ENG 231, ENG 232, ENG 243, ENG 245,  
ENG 260, ENG 297

FAS 103, FAS 111, FAS 113, FAS 120, FAS 123, FAS 124,  
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, HON 298G

HUM 121, HUM 136, HUM 148, HUM 155, HUM 168, HUM 297

MUS 101, MUS 102, MUS 106, MUS 108, MUS 110,  
MUS 116, MUS 132, MUS 136, MUS 138, MUS 139,  
MUS 141, MUS 156, MUS 163, MUS 164, MUS 185, MUS 187,  
MUS 201, MUS 202, MUS 216, MUS 225, MUS 226,  
MUS 263, MUS 264, MUS 297

PHL 101, PHL 102, PHL 105, PHL 111, PHL 209, PHL 270

SPA 101, SPA 102, SPA 121, SPA 122, SPA 131, SPA 132,  
SPA 133, SPA 134, SPA 201, SPA 202, SPA 221

THR 101, THR 104, THR 105, THR 106, THR 110, THR 111,  
THR 112, THR 205, THR 206, 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 113,  
MAT 121, MAT 123, MAT 145, MAT 146, MAT 151, MAT 152,  
MAT 253, MAT 254

### Natural or Physical Laboratory Science (ls)

ATM 145

BIO 101, BIO 102, BIO 109, BIO 110, BIO 111, BIO 112, BIO 201,  
BIO 202, BIO 207, BIO 208, BIO 230

CHM 101, CHM 102, CHM 201, CHM 202

### Natural

#### or Physical Laboratory Science (ls) continued

ENT 161, ENT 162, ENT 261, ENT 262

ENV 101, ENV 102, ENV 139, ENV 165, ENV 207, ENV 208

GEY 121, GEY 136

PHY 101, PHY 102

### Natural

#### or Physical Non-Laboratory Science (ns)

AHS 121, AHS 150, AHS 230

ATM 126, ATM 135

BIO 180, BIO 236

ENV 121, ENV 148

### Behavioral and Social Science (ss)

ANT 101, ANT 102, ANT 125, ANT 197

ECO 150, ECO 211, ECO 212

GEO 125

GOV 105, GOV 135

HIS 113, HIS 114, HIS 117, HIS 118, HIS 121, HIS 122, HIS 232,  
HIS 236, HIS 238

HON 298F

PSY 107, PSY 204, PSY 207, PSY 208, PSY 210, 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

### Courses that meet a BCC Literature Requirement

ENG 204, ENG 215, ENG 216, ENG 221, ENG 222, ENG 228,  
ENG 231, ENG 232, ENG 245, ENG 297

*ENG 205 meets this requirement ONLY for students enrolled in the  
Early Childhood Education Concentration.*

## BCC: A SMART PATH TO EARNING A FOUR-YEAR DEGREE

For many students, the best start toward a bachelor's degree isn't a four-year college — it's Berkshire Community College. We maintain formal relationships with more than 30 leading colleges and universities that let you transfer your entire BCC associate degree toward your bachelor's degree. With our first-class education, you'll be well prepared for transfer to a four-year/baccalaureate college of your choice. That means you can get your bachelor's degree from the public or private college you want, while saving thousands on tuition and fees for your freshman and sophomore years.

### Berkshire Community College

1350 West Street  
Pittsfield, MA 01201  
413-499-4660

### BCC South County Center

343 Main Street  
Great Barrington, MA 01230  
413-528-4521

### BCC North County

Director of Off-Campus Centers  
413-236-5201

### The Education Center at Conte

Silvio O. Conte Federal Building  
78 Center Street  
Pittsfield, MA 01201  
413-236-5241

### Intermodal Transportation Center

Intermodal Education Center  
Second Floor  
1 Columbus Avenue  
Pittsfield, MA 01201  
413-236-2125

## Figure 16: Courses with Embedded Core Competencies

Listed below are all the courses that have an embedded core competency arranged by the competency. Individual courses in the course description pages are also coded to indicate which, if any, core competencies are embedded in the course. A student completing the course with a grade of "C" or better is certified as having demonstrated the competency.

### Group 1 – Pan Disciplinary

#### Critical Thinking (CC CT)

AHS 142	AHS 148				
ANT 125					
BIO 101	BIO 180	BIO 201	BIO 202		
BSS 204					
BUS 107	BUS 220	BUS 255			
CHM 201					
CIS 125	CIS 211	CIS 231	CIS 232	CIS 241	
CRJ 121	CRJ 123	CRJ 201			
ECE 224					
ECO 211	ECO 212				
ENG 102	ENG 103	ENG 104	ENG 204	ENG 205	
ENG 215	ENG 216	ENG 221	ENG 222	ENG 228	
ENG 231	ENG 232	ENG 245			
ENM 126	ENM 127				
ENT 162	ENT 213				
FAS 120	FAS 123	FAS 124	FAS 163	FAS 171	
FAS 172	FAS 173	FAS 210	FAS 222	FAS 240	
HIS 225	HIS 232	HIS 238			
HSP 101					
HSV 111	HSV 280				
LPN 142	LPN 162				
MBW 130					
MUS 108	MUS 225	MUS 226			
NUR 101	NUR 102	NUR 201			
PED 170					
PHL 102	PHL 209				
PHY 102					
PSY 208					
PTA 101	PTA 115	PTA 200			
SOC 208	SOC 212	SOC 216			
THR 110	THR 205				

#### Written Communication (CC WC)

ANT 125					
BIO 117	BIO 180				
BUS 107	BUS 247				
CHM 201					
COM 104	COM 107				
CRJ 123					
CUL 105					
HSP 101					
HSV 244					
HUM 121	HUM 155				
LPN 142					

#### Written Communication (CC WC) continued

MBW 131					
MUS 226					
NUR 201					
PHL 101					
PTA 201					
THR 111	THR 112				

#### Oral Communication (CC OC)

COM 104	COM 105	COM 106	COM 107		
CRJ 108	CRJ 125	CRJ 126			
ENT 234					
HSV 244					
LPN 145					
MBW 131					
MUS 225					
PTA 203	PTA 250	PTA 260			
SOC 219					
THR 214					

#### Technological Literacy (CC TL)

AHS 101	AHS 142	AHS 148			
BSS 101	BSS 102	BSS 103	BSS 105	BSS 201	
BSS 202	BSS 204				
CHM 102	CHM 202				
CIS 102	CIS 124	CIS 153	CIS 155	CIS 180	
COM 105					
ENT 122	ENT 151	ENT 162	ENT 185	ENT 210	
ENT 213	ENT 225	ENT 226	ENT 233		
FAS 115	FAS 144	FAS 242			
HSP 125					
MUS 110	MUS 132	MUS 185	MUS 232		
NUR 202					
PHY 102					
PTA 150					
THR 102	THR 103	THR 106			

### Group 2

#### Scientific Knowledge & Reasoning (CC SK)

ANT 102					
ATM 126	ATM 145				
BIO 101	BIO 102				
CHM 101	CHM 202				
CRJ 126					
ENT 129	ENT 161	ENT 185	ENT 203	ENT 204	
ENT 212	ENT 214	ENT 234	ENT 260	ENT 261	
ENT 262					

#### Scientific Knowledge

#### & Reasoning (CC SK) continued

LPN 152	LPN 162				
PED 207					
PHY 101	PHY 111				
PTA 200	PTA 202				

#### Quantitative Reasoning/Logic (CC QR)

BIO 102					
BUS 220	BUS 255				
CHM 102	CHM 150				
CIS 124	CIS 125	CIS 211	CIS 231	CIS 232	
ECO 211	ECO 212				
ENM 126	ENM 127	ENM 151	ENM 152	ENM 251	
ENM 252					
ENT 122	ENT 129	ENT 135	ENT 136	ENT 151	
ENT 161	ENT 203	ENT 204	ENT 210	ENT 212	
ENT 214	ENT 233	ENT 238	ENT 244	ENT 260	
ENT 261	ENT 262				
HSP 115					
MAT 101	MAT 102	MAT 113	MAT 121	MAT 123	
MAT 136	MAT 145	MAT 146	MAT 253	MAT 254	
MBW 150					
NUR 202					
PED 170	PED 207				
PHY 101					
RSP 241					

### Group 3

#### Historical Knowledge & Reasoning (CC HK)

CRJ 105	CRJ 121	CRJ 127	CRJ 200		
GOV 105	GOV 135				
HIS 113	HIS 114	HIS 117	HIS 118	HIS 121	
HIS 122	HIS 225	HIS 232	HIS 238		

#### Arts Literacy (CC AA)

BSS 103					
ENG 204	ENG 215	ENG 216	ENG 221	ENG 222	
ENG 223	ENG 228	ENG 231	ENG 232	ENG 243	
ENG 245					
FAS 103	FAS 111	FAS 113	FAS 120	FAS 123	
FAS 124	FAS 156	FAS 157	FAS 163	FAS 171	
FAS 172	FAS 173	FAS 210	FAS 222	FAS 225	
FAS 240					
HUM 121	HUM 148	HUM 155			

#### Arts Literacy (CC AA) continued

MUS 101	MUS 102	MUS 106	MUS 108	MUS 110	
MUS 120	MUS 130	MUS 132	MUS 201	MUS 202	
MUS 220	MUS 230	MUS 232			
SOC 219					
THR 101	THR 102	THR 103	THR 104	THR 105	
THR 106	THR 110	THR 111	THR 112	THR 205	
THR 214	THR 233				

#### Community & Global Awareness (CC CG)

ANT 101					
BUS 219					
CRJ 109	CRJ 200				
FAS 156					
GEO 125					
HIS 121	HIS 122				
HSV 111	HSV 135				
NUR 206					
PHL 102	PHL 105				
RSP 205	RSP 207				
SPA 101	SPA 102	SPA 131	SPA 132	SPA 133	
SPA 201	SPA 202				

#### Human Understanding & Interaction (CC HU)

AHS 155					
ANT 101	ANT 102				
BUS 219					
CRJ 109	CRJ 125	CRJ 127	CRJ 201		
ECE 101	ECE 104	ECE 124	ECE 154		
HSV 135	HSV 151	HSV 161	HSV 252	HSV 253	
HSV 262	HSV 263	HSV 280			
HUM 136					
LPN 145	LPN 152				
MBW 130					
PED 250					
PHL 101	PHL 111	PHL 209			
PSY 107	PSY 204	PSY 226			
PTA 203	PTA 250	PTA 260			
RSP 205					
SOC 105	SOC 121	SOC 136	SOC 203	SOC 208	
SOC 212	SOC 216	SOC 228			







## **UNDERSTANDING COURSE DESCRIPTIONS**

*Striving to Achieve Your Goals & Academic Plans*

# UNDERSTANDING COURSE DESCRIPTION CONTENTS

BCC currently offers more than 500 credit courses in the 47 areas shown below. To help select courses consistent with their academic plans, students should become thoroughly familiar with the explanation of course descriptions in the next column on right.

<b>Department</b>		<b>Department</b>	
Allied Health (AHS).....	<b>100</b>	Geology (GEY) .....	<b>118</b>
Anthropology (ANT).....	<b>101</b>	Government (GOV) .....	<b>119</b>
Atmospheric Sciences (ATM).....	<b>102</b>	Health Information Management (HIM) .....	<b>119</b>
BCC Student Success (BCC).....	<b>102</b>	History (HIS).....	<b>120</b>
Biology (BIO).....	<b>102</b>	Honors (HON).....	<b>121</b>
Business (BUS) .....	<b>104</b>	Hospitality Administration (HSP) .....	<b>122</b>
Business Software Systems (BSS).....	<b>105</b>	Human Services (HSV).....	<b>123</b>
Chemistry (CHM).....	<b>106</b>	Humanities (HUM) .....	<b>124</b>
Communication (COM).....	<b>106</b>	Interdisciplinary Studies (INT).....	<b>124</b>
Computer Information Systems (CIS).....	<b>106</b>	Massage & Bodywork (MBW) .....	<b>124</b>
Criminal Justice (CRJ).....	<b>108</b>	Mathematics (MAT).....	<b>125</b>
Culinary Arts (CUL).....	<b>108</b>	Music (MUS).....	<b>127</b>
Early Childhood Education (ECE).....	<b>109</b>	Nursing/ADN (NUR).....	<b>129</b>
Economics (ECO).....	<b>110</b>	Nursing/LPN (LPN) .....	<b>130</b>
Education (EDU).....	<b>110</b>	Philosophy & Peace & World Order Studies (PHL) .....	<b>130</b>
Engineering & Engineering Technology (ENT).....	<b>110</b>	Physical Education (PED).....	<b>131</b>
Engineering Mathematics (ENM) .....	<b>112</b>	Physical Therapist Assistant (PTA).....	<b>132</b>
English (ENG).....	<b>113</b>	Physics (PHY).....	<b>133</b>
English for Speakers of Other Languages (ESL).....	<b>114</b>	Psychology (PSY).....	<b>133</b>
Environmental Science (ENV).....	<b>115</b>	Respiratory Care (RSP).....	<b>134</b>
Experiential Learning (EXL) .....	<b>116</b>	Sociology (SOC).....	<b>135</b>
Fine Arts (FAS).....	<b>116</b>	Spanish (SPA).....	<b>136</b>
Fire Science (FIS).....	<b>118</b>	Theatre (THR).....	<b>137</b>
Geography (GEO).....	<b>118</b>		

## 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 ANT 102, Physical Anthropology. In the example, ANT 102 fulfills the BCC's general education Behavioral and Social Science requirement (SS) as well as the MassTransfer social science requirement (ss). The course also has two embedded core competencies: Scientific Knowledge and Reasoning (CC-SK) and Human Understanding and Interaction (CC-HU).

**ANT 102 • Physical Anthropology**  
**3 Credits • Spring • SS/ss • CC-SK • CC-HU**

### Course Designation (ANT)

Identifies the department and/or category of the course.

### Course Number (102)

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 (Physical Anthropology)

### Course Credits (3)

The number of college credits assigned to the course. Most courses carry 3 credits. Courses with a required laboratory usually carry 4 credits.

### Course Availability (Spring)

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 Codes (SS/ss, CC-SK, CC-HU)

Courses that fulfill BCC general education and/or MassTransfer requirements include the two letter codes shown below. UPPER CASE letters identify courses that fulfill BCC general education requirements. Lower case letters identify courses fulfilling Massachusetts transfer requirements:

Courses that have embedded core competencies are identified with a four letter core competency code.





## ALLIED HEALTH

### **AHS 101 • Introduction to Complementary Care & Alternative Medicine**

**2 Credits • Fall • HF • CC-TL**

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. Prerequisite: Word processing skills recommended.*

### **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 111 • Introduction to Patient Care Skills & Health Career Exploration**

**3 Credits • Fall • HF**

Employs a care-based learning methodology through life-sized simulation and explores a variety of career options with common basic skills related to health care occupations. Students will learn vital signs, sterile techniques, handling of body fluids, and a basic introduction to: body mechanics, proper chart documentation; ethics; professionalism; cultural diversity; communication skills; Internet exploration techniques; and career exploration related to health care occupations. Two lecture hours and two lab hours per week. *Skills prerequisite: ENG 010. Skills co-requisite: ENG 020 and ENG 060 or permission of the instructor.*

### **AHS 115 • Fundamentals of Human Disease**

**3 Credits • SC**

An introduction to human disease. Topics include definition, etiology (cause), clinical findings (signs and symptoms) and treatment of a variety of human diseases and disorders. *Skills prerequisites: ENG 020 and ENG 060. Prerequisites: College prep high school biology with a C or better within 5 years or BIO 101, BIO 105 or BIO 150.*

### **AHS 121 • Essentials of Pharmacology**

**3 Credits • Spring • SC/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. Co-requisite: 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. *Skills prerequisites: ENG 020 and ENG 060.*

### **AHS 142 • Exercise Science**

**3 Credits • HF • CC-CT • CC-TL**

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 • Responding to Medical Emergencies**

**2 Credits • HF • CC-CT • CC-TL**

The theory and practice of rescue skills used in emergency situations. The purpose of this course is to prepare rescuers with the knowledge and skills necessary to sustain life and minimize injury or sudden illness. Successful completion yields a two year American Red Cross certification in CPR/AED for the professional rescuer and first aid. Students may be required to pay an additional fee to the American Red Cross for supplies. 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 • CC-HU**

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 162 • Applied Visceral Anatomy**

**2 Credits • Spring • HF**

An overview of how visceral anatomy interacts with everyday life functions. This course is designed to emphasize how basic physiology of the visceral system can be observed and demonstrated through hands on activities and how external factors can affect the visceral systems. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: BIO 150 or BIO 201.*

### **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 230 • Pathophysiology**  
**3 Credits • SC/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 prerequisite: 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 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.

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## ANTHROPOLOGY

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**ANT 101 • Cultural Anthropology**  
**3 Credits • SS • CC-CG • CC-HU/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. *Skills prerequisite: ENG 010.*

**ANT 102 • Physical Anthropology**  
**3 Credits • Spring • SS • CC-SK • CC-HU/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. *Skills prerequisite: ENG 010.*

**ANT 125 • American Indians**  
**3 Credits • SS • CC-WC • CC-CT/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 • Independent Study in Anthropology**  
**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 the permission of the instructor.*

**ANT 276 • Independent Study in Anthropology 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.*

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## ATMOSPHERIC SCIENCES

### **ATM 126 • Extreme Weather: Past, Present and Future** **3 Credits • SC • CC-SK/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.*

### **ATM 135 • Introduction to Astronomy and the Night Sky** **3 Credits • As Needed • SC/ns**

An introduction to contemporary astronomy with attention to light optic visible objects. In addition to learning northern hemisphere constellations, students will learn about astronomical time and measurement, life cycles of stars, nebulae, galaxies, comets, auroras and eclipses. Details about solar system dynamics, the moon, our planets, the sun and their impact on earth's ecology and life cycles will also be discussed. In addition, basic techniques of astronomical photography are covered. *Skills prerequisites: ENG 020, ENG 060 and MAT 018.*

### **ATM 145 • Introduction to Meteorology** **4 Credits • As Needed • SC • CC-SK/Is**

An introduction to the science of the atmosphere. This course will present an introduction to the physical processes governing the weather that we observe every day and the weather and climate issues that are so important to the human condition. This course is intended as both a general information course for both science and non-science oriented students and an introduction to meteorology for those students who may be considering a career in the atmospheric sciences. *Skills prerequisites: ENG 020 and ENG 060.*

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## 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 & 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.

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## BIOLOGY

### **BIO 101 • General Biology I** **4 Credits • SC • CC-CT • CC-SK/Is**

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 recommended.*

### **BIO 102 • General Biology II** **4 Credits • Spring and Summer • SC/Is • CC-SK • CC-QR**

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/Is**

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/Is**

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/Is**

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/Is**

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 • CC-WC**

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 & 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**

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 BIO 105 or permission of the instructor.*

**BIO 150 • Introduction to the Human Body**  
**4 Credits**

An introduction to the structure and function of the human body. Emphasis is placed on the homeostatic mechanisms that serve to maintain normal organ function and the diseases and disorders that result from loss of this balance. 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 180 • The Biology of Sex & Gender**  
**3 Credits • SC/ns • CC-CT • CC-WC**

An exploration of the biological processes that direct the sexual specialization of the body and brain. Students will review the scientific evidence for sex based differences in human physiology, health, behavior and cognition. Case histories, essays and articles will be used to explore current controversies in gender biology including; the biological basis of sexual orientation and gender identity; and the ethical treatment of intersexed and transgendered individuals. *Prerequisite: ENG 101 or permission of the instructor.*

**BIO 201 • Anatomy & Physiology I**  
**4 Credits • SC/Is • CC-CT**

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 with a minimum grade of B- or BIO 101 with a minimum grade of C or permission of the instructor.*

**BIO 202 • Anatomy and Physiology II**  
**4 Credits • SC/Is • CC-CT**

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/Is**

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 105 or permission of the instructor.*

**BIO 208 • Ornithology**  
**4 Credits • As Needed • SC/Is**

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/Is**

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 236 • Evolution**  
**3 Credits • All Terms • SC/ns**

A survey of 3.5 billion years of evolution. The course focuses on concepts by Darwin and Wallace but explores earlier models and later developments as well. In addition to covering biological foundations, the course explores relationships between evolution and the humanities and examines practical applications in science and everyday life. *Prerequisite: ENG 101 or permission of the instructor.*

**BIO 236L • Evolution Lab**  
**1 Credit • SC**

A lab to accompany BIO 236 (Evolution). The lab is designed to illustrate, reinforce, and apply the content of BIO 236 through seminar discussions, laboratory exercises, experiments and field trips. *Co-requisite: BIO 236 or permission of the instructor.*



## BIOLOGY

### **BIO 275 • Independent Study in Life Sciences I** 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, botany, genetics, microbiology, ornithology, or zoology. Regularly scheduled meetings between student and instructor are required. *Prerequisite: Permission of the department chair or program advisor.*

### **BIO 276 • Independent Study in Life Sciences 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 • CC-CT • CC-WC

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 219 • Organizational Behavior** 3 Credits • CC-CG • CC-HU

An examination of the behavior of individuals and groups in organizations. Such topics as human motivation, job satisfaction and stress, perception and attitudes, change, conflict resolution, influence, leadership, corporate culture, power, and status are explored. Case studies place students in the role of decision maker, and form the basis for discussion. *Prerequisite: BUS 107.*

### **BUS 220 • Managerial Accounting** 3 Credits • As Needed • CC-CT • CC-QR

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 247 • Business Communications** 3 Credits • CC-WC

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.*

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## BUSINESS SOFTWARE SYSTEMS

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### **BUS 255 • Principles of Finance**

**3 Credits • As Needed • CC-CT • CC-QR**

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 • Cooperative Education in Business I**

**1-4 Credits**

*See Experiential Learning (EXL).*

### **BUS 286 • Cooperative Education in Business 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.*

### **BSS 101 • Microsoft Windows**

**3 Credits • CC-TL**

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 • CC-TL**

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 Expert Microsoft Office Specialist Exam.

### **BSS 103 • Desktop Publishing – Word**

**3 Credits • CC-TL • CC-AA**

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 • CC-TL**

An introduction to presentation software. This applications course emphasizes the basics of creating and editing presentations and publications, 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 Expert Microsoft Office 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 • CC-TL**

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 Expert Microsoft Office 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 • CC-TL**

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 Core Microsoft Office 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 • CC-CT • CC-TL**

An applications course reinforcing the integration of word processing, desktop publishing, spreadsheets, database, and electronic presentations. *Prerequisites: BSS 102, BSS 105, BSS 201, and BSS 202 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/Is • CC-SK

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/Is • CC-TL • CC-QR

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 • CC-QR

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 co-requisite: MAT 028A.*

### CHM 201 • Organic Chemistry I

4 Credits • Fall • SC/Is • CC-CT • CC-WC

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/Is • CC-TL • CC-SK

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 • CC-OC • CC-WC

A study of interpersonal communication designed to examine, develop, strengthen, and maintain interpersonal relationships. Discussions focus on nonverbal (proxemics, territoriality) and verbal (semantics, paralinguage) 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 • CC-OC • CC-TL

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 • CC-OC

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 • CC-OC • CC-WC

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 • CC-TL

An experiential computer literacy course using common microcomputer 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 • CC-TL • CC-QR

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 support via the Internet. Note: Credit is not granted for both CIS 124 and ENT 183. *Skills prerequisite: ENG 020 and MAT 029, or permission of the instructor.*

### CIS 125 • C++ Programming II

4 Credits • CC-CT • CC-QR

A continuation of CIS 124. Topics include pointers, string manipulation, structured data, objects, classes, inheritance, polymorphism, advanced file handling, virtual functions and recursion. An online course management system will be used to provide instructional lab support via the Internet. *Prerequisite: C+ or better in CIS 124 and MAT 102 or permission of the instructor.*

### CIS 153 • Systems Operations

4 Credits • CC-TL

A hands-on course which introduces students to computer hardware, PC operating system software, and software installation. Students will examine internal components of a PC, giving them the ability to confidently upgrade, troubleshoot and/or repair a PC. 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 support via the internet. *Prerequisite: CIS 102, or permission of the instructor.*

### **CIS 155 • Web Development**

#### **3 Credits • CC-TL**

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 • CC-TL**

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 • CC-CT • CC-QR**

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 • CC-CT • CC-QR**

A study of computer programming using the Java language. The course will cover creating stand-alone applications and applets. Topics include control structures, Graphical User Interface (GUI) design, object oriented design, the use of Java class libraries, user-defined methods and classes, inheritance, exception handling and graphics. *Prerequisite: C+ or better in CIS 124 and MAT 102 or permission of the instructor.*

### **CIS 232 • Computer Science II With Java**

#### **4 Credits • CC-CT • CC-QR**

A continuation of CIS 231. Topics include classes and objects with I/O serialization, collections and utilities, multi-threading, advanced GUI's, Java beans and relational databases. *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 • CC-CT**

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.*



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## CRIMINAL JUSTICE

### **CRJ 105 • Introduction to Criminal Justice**

**3 Credits • Fall and Spring • CC- HK**

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 • CC-OC**

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 • CC-CG • CC-HU**

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 • CC-CT • CC-HK**

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 • CC-CT • CC-WC**

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 • Spring • CC-OC • CC-HU**

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. *Prerequisite: CRJ 105 and ENG 101.*

### **CRJ 126 • Criminal Investigation**

**3 Credits • Spring • CC-OC • CC-SK**

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 • Spring • CC-HK • CC-HU**

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 • Spring • CC-HK • CC-CG**

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. *Prerequisite: CRJ 105 and ENG 101.*

### **CRJ 201 • Criminal Justice Field Work Seminar**

**3 Credits • As Needed • CC-CT • CC-HU**

An opportunity to develop broader knowledge of the criminal justice system in operation. This course consists of fieldwork in police courts, corrections, and other criminal justice agencies, plus a weekly seminar for sharing experiences and building understanding of criminal justice as a system. *Prerequisite: CRJ 105, 108, 127, and ENG 101, and permission of the program advisor.*

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## 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. *Skills Prerequisites: ENG 020 and MAT 018C. Prerequisite: CUL 101.*

### **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. *Prerequisite: CUL 102 and HSP 112. Co-requisite: HSP 118 or permission of the department chair.*

### **CUL 104 • Baking**

**3 Credits • Fall**

An introduction to baking-breads and rolls, cakes, pies, pastries, custards, specialty items, and decorative work. *Skills prerequisite: ENG 020 and MAT 018C. Prerequisite: Enrollment in the Culinary Arts certificate program or permission of the instructor.*

### **CUL 105 • Garde Manger and Pantry**

**3 Credits • Spring • CC-WC**

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, CUL 102 and enrollment in the Culinary Arts certificate program or permission of the department chair.*

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## EARLY CHILDHOOD EDUCATION

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### **ECE 101 • Early Childhood Growth and Development** **3 Credits • Fall • CC-HU**

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 • Fall • CC-HU**

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 • As Needed**

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 child care, nursery school, or kindergarten setting. The students work with children and develop skills and self-assessment in all aspects of teaching. Students spend a minimum of 150 hours supervised by a lead teacher at the site. *Prerequisite: Permission of instructor. Co-requisite: ECE 124.*

### **ECE 124 • Early Childhood Education Seminar I** **1 Credit • As Needed • CC-HU**

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. Co-requisite: ECE 123.*

### **ECE 154 • Early Childhood Language and Literacy** **3 Credits • CC-HU**

An examination of the process and content behind the development of literacy skills in children from birth to kindergarten. This course will explore emergent literacy and focus on ways to implement developmentally appropriate learning activities in the areas of listening, speaking, writing and reading from both emergent literacy and research based perspectives. *Prerequisite: ECE 101.*

### **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 program. Students spend a minimum of 150 hours supervised by a lead teacher at the site. *Prerequisite: ECE 123 and 124 or permission of the instructor. Co-requisite: ECE 224.*

### **ECE 224 • Early Childhood Education Seminar II** **1 Credit • CC-CT**

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. *Co-requisite: ECE-223.*

### **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 • Spring**

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.*

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## 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 • CC-CT • CC-QR

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 • CC-CT • CC-QR

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.*

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## 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.*

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## ENGINEERING & ENGINEERING TECHNOLOGY

### **ENT 122 • Computer Aided Drafting/Design I** 3 Credits • As Needed • CC-QR • CC-TL

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. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: MAT 028B or ENM 126. Or permission of the instructor.*

### **ENT 129 • Introduction to Electricity and Electronics** 4 Credits • CC-QR • CC-SK

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. Or permission of the instructor.*

### **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.) *Skills: ENG 020 and ENG 060. Prerequisite: ENM 126 or permission of the instructor.*

### **ENT 135 • Interpreting Engineering Drawings I** 4 Credits • CC-QR

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. Co-requisite: ENM 126. Or permission of the instructor.*

### **ENT 136 • Interpreting Engineering Drawings II** 4 Credits • CC-QR

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 151 • Introduction to Manufacturing** 4 Credits • CC-QR • CC-TL

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. Co-requisite: ENM 126. Or permission of the instructor.*

### **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. *Co-requisite: MAT 102.*

### **ENT 161 • Engineering Physics I: Mechanics** 4 Credits • Fall • SC/Is • CC-QR • CC-SK

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. *Co-requisite: ENM 151 or permission of the instructor.*

### **ENT 162 • Engineering Physics II: Fluids Heat & Sound** 4 Credits • Spring • SC/Is • CC-TL • CC-CT

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. Co-requisite: ENM 152 or permission of the instructor.*

**ENT 185 • Engineering Computer Applications**  
**4 Credits • CC-TL • CC-SK**

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. *Prerequisite: MAT 028B or ENM 126. or permission of the instructor.*

**ENT 203 • Linear Circuit Analysis I**  
**4 Credits • Fall • CC-QR • CC-SK**

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 or permission of the instructor.*

**ENT 204 • Linear Circuit Analysis II**  
**4 Credits • Spring • CC-QR • CC-SK**

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 Design**  
**3 Credits • As Needed • CC-QR • CC-TL**

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 • CC-QR • CC-SK**

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. *Co-requisite: ENM 251 or permission of the instructor.*

**ENT 213 • Dynamics**  
**3 Credits • Spring • CC-TL CC-CT**

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 • CC-QR • CC-SK**

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 statically indeterminate cases. *Prerequisite: ENM 152 and ENT 161 or permission of the instructor. Recommendation: ENT 212.*

**ENT 225 • Introduction to Computer Aided Manufacturing I**  
**4 Credits • CC-TL**

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 • CC-TL**

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 • CC-TL • CC-QR**

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. Skills prerequisite: ENG 020 and ENG 060. *Prerequisite: MAT 028B or ENM 126. Or permission of the instructor.*

**ENT 234 • Microprocessors**  
**3 Credits • As Needed • CC-OC • CC-SK**

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. *Prerequisite: ENT 233 and programming language experience or permission of the instructor.*

**ENT 238 • Elements of Machines**  
**4 Credits • As Needed • CC-QR**

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. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: MAT 028B or ENM 126. or permission of the instructor.*

**ENT 244 • Hydraulics and Pneumatics**  
**3 Credits • As Needed • CC-QR**

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. Skills prerequisite: ENG 020 and ENG 060. *Prerequisite: MAT 028B or ENM 126. or permission of the instructor.*

**ENT 260 • Industrial Control Systems**  
**4 Credits • As Needed • CC-QR • CC-SK**

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 129 or permission of the instructor.*

**ENT 261 • Engineering Physics III: Electricity and Magnetism**  
**4 Credits • Fall • SC/Is • CC-QR • CC-SK**

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. *Co-requisite: ENM 251 or permission of the instructor.*



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## ENGINEERING/...TECH

### ENT 262 • Engineering Physics IV: Optics and Modern Physics

**3 Credits • Spring • SC/Is • CC-QR • CC-SK**

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. Co-requisite: 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 • Independent Study in Engineering Technology I

**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 276 • Independent Study in Engineering Technology 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 • Technical Internship in Engineering/Technology I

**1-4 Credits**

A 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.*

### ENT 286 • Technical Internship in Engineering/Technology 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.*

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## 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 • CC-CT • CC-QR**

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 • CC-CT • CC-QR**

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 • CC-QR**

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 co-requisite. *Prerequisite: ENM 127, MAT 102 or permission of the instructor.*

### ENM • 152 Engineering Calculus II

**3 Credits • Spring • MA/ma • CC-QR**

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 • CC-QR**

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 • CC-QR**

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.*

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## 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

A course designed to prepare students for college-level writing. Emphasis is on the writing process from pre-writing to editing. Reading a college-level work of fiction or non-fiction is required. Those students who need intensive English instruction for bilinguals and non-native speakers, as determined by placement scores or faculty review, should complete the ESL course sequence prior to enrolling in this course. The class meets four hours per week. College credit will be awarded but does not count toward a degree. Course completion is by examination with Pass/RE grading. Skills prerequisite: ENG 010.

### 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 • CC-CT

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 • CC-CT

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 • CC-CT

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 • CC-CT • CC-AA

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. *Prerequisite: Six credits of composition or permission of the instructor.*

### ENG 205 • Children's Literature

#### 3 Credits • HU/hu • CC-CT

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 and Elementary Education Concentrations. *Prerequisite: Six credits of composition or permission of the instructor.*

### ENG 215 • Introduction to Literature

#### 3 Credits • HU/hu • CC-CT • CC-AA

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. *Prerequisite: Six credits of composition or permission of the instructor.*

### ENG 216 • Introduction to the Novel

#### 3 Credits • HU/hu • CC-CT • CC-AA

A survey of fiction, emphasizing longer works. Various types of novels will be examined; other literary forms may be included for comparative study. *Prerequisite: Six credits of composition or permission of the instructor.*

### ENG 221 • Literature of Western Civilization I

#### 3 Credits • Fall • HU/hu • CC-CT • CC-AA

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. *Prerequisite: Six credits of composition, or permission of the instructor.*

### ENG 222 • Literature of Western Civilization II

#### 3 Credits • Spring • HU/hu • CC-CT • CC-AA

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. *Prerequisite: Six credits of composition or permission of the instructor.*

## ENGLISH

### ENG 223 • Creative Writing: Poetry

3 Credits • HU/hu • CC-AA

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 228 • US Poetry Since 1945

3 Credits • HU/hu • CC-CT • CC-AA

A course designed to acquaint students with poems written by United States authors since 1945. Students will study the works of representative poets from various movements, notably the Beats; confessional poetry; poets of color; and women poets. *Six credits of composition or permission of the instructor.*

### ENG 231 • American Literature to 1865

3 Credits • Fall • HU/hu • CC-CT • CC-AA

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. *Six credits of composition or permission of the instructor.*

### ENG 232 • American Literature Since 1865

3 Credits • Spring • HU/hu • CC-CT • CC-AA

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. *Prerequisite: Six credits of composition or permission of the instructor.*

### ENG 243 • Creative Writing

3 Credits • HU/hu • CC-AA

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/or creative nonfiction. Class discussion will center on students' writings and the study of selected short works of fiction, poetry, and/or one-act plays. *Skills Prerequisite: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

### ENG 245 • Modern Fiction

3 Credits • HU/hu • CC-CT • CC-AA

Explores in depth, with attention to common themes and stylistic elements, the works of modern fiction writers, such as Chinua Achebe, Raymond Carver, Sandra Cisneros, Ian McEwan, Joyce Carol Oates and Elizabeth Strout. *Prerequisite: Six credits of composition or permission of the instructor.*

### ENG 260 • Introduction to Journalism

3 Credits • HU/hu

A survey of the fundamentals of newspaper journalism, emphasizing live reporting, news judgment, and basic news and feature writing. While aimed at producing publishable journalism, this course also covers professional areas such as ethics, fairness, reporters' rights and slander. *Prerequisite: Six credits of composition.*

### 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. *Prerequisite: Six credits of composition or permission of the instructor.*

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

### ESL 102 • Beginning English for Speakers of Other Languages I

4 Credits • As Needed

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

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

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

4 Credits • As Needed

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.*

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## ENVIRONMENTAL SCIENCE

### **ENV 101 • Conservation of Natural Resources I** **4 Credits • Fall • ES/Is**

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 co-requisite: ENG 020 and ENG 060.*

### **ENV 102 • Conservation of Natural Resources II** **4 Credits • Spring • ES/Is**

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 co-requisite: 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 139 • Tropical Ecosystems** **4 Credits • ES/Is**

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 148 • Introduction to Sustainable Energy** **3 Credits • As Needed • ES/ns**

An introductory course that surveys the energy sources upon which human civilization depends and provides an ecological framework for evaluating their sustainability. Topics will include energy conservation, fossil fuels, nuclear power, hydrogen, geothermal, tidal power and the various forms of solar energy, such as solar heating, photovoltaics, wind, hydropower and biomass. Related political policies and economic issues will also be discussed. A few field trips are required. *Skills prerequisite: ENG 020 and ENG 060.*

### **ENV 165 • Field Methods in Environmental Science** **4 Credits • ES/Is**

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/hand-held 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 182 • Environmental Advocacy** **3 Credits • As Needed • ES**

Designed to provide the student with the knowledge to evaluate and skills to participate in and influence environmental issues in the public arena. Operation of local, state, and federal governmental environmental agencies and the role of various stakeholders, such as non-governmental organizations, corporations and citizens will be studied. Participation in public meetings and service learning required. *Co-requisite: ENG 101 or permission of the instructor.*

### **ENV 194 • Teaching Techniques in Environmental Sciences** **2 Credits**

For teachers in environmental, life and earth sciences and related fields. Classes, laboratories, and field laboratory experiences in ecology, environmental pollutants, hazardous substances, forestry and woodlot practices, and habitats and niches in Berkshire County ecosystems.

### **ENV 207 • Wildlife Biology** **4 Credits • As Needed • ES/Is**

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/Is**

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.*

### **ENV 275 • Independent Study in Environmental Sciences I** **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.*

### **ENV 276 • Independent Study 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 • Experiential Learning III** **1 Credit**

Expansion of a previous project or exploration of a new learning experience. *Prerequisite: Permission of faculty sponsor and assistant dean.*

### **EXL 290 • Experiential Learning IV** **1 Credit**

Expansion of a previous project or exploration of a new learning experience. *Prerequisite: Permission of faculty sponsor and assistant dean.*

## FINE ARTS

### **FAS 103 • Printmaking I** **3 Credits • HU/hu • CC-AA**

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 • CC-AA**

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 • CC-AA**

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 • CC-TL**

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 • CC-AA • CC-CT**

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 • CC-AA • CC-CT**

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 • CC-AA • CC-CT**

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 144 • Digital Imaging with Photoshop** **3 Credits • CC-TL**

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 156 • Art and Culture of Asia** **3 Credits • As Needed • HU/hu • CC-AA • CC-CG**

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 • CC-AA**

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 • CC-AA • CC-CT**

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 • CC-AA • CC-CT**

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 • CC-AA • CC-CT**

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 • CC-AA • CC-CT**

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 210 • Fundamentals of Painting**  
**3 Credits • Fall • HU/hu • CC-AA • CC-CT**

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 or permission of the instructor.*

**FAS 222 • Advanced Studio Art**  
**4 Credits • As Needed • HU/hu • CC-AA • CC-CT**

An advanced study in two- or three-dimensional medium or artistic discipline. The student is required to conceptualize a project, plan it, and devote the term to its successful completion. This course functions as a Visual Arts' student's capstone activity. *Prerequisite: FAS 120, FAS 125, FAS 163 and both specialized electives or permission of the instructor.*

**FAS 225 • Figure Drawing**  
**3 Credits • As Needed • HU/hu • CC-AA**

An advanced studio course devoted to drawing the human figure using charcoal and newsprint as the primary medium. *Prerequisite: FAS 120 or permission of the instructor.*

**FAS 240 • Intermediate Painting**  
**3 Credits • Spring • HU/hu • CC-AA • CC-CT**

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 or permission of the instructor.*

**FAS 242 • Digital Art**  
**3 Credits • CC-TL**

An introduction to coloring and manipulating images using Adobe Photoshop, the industry standard for computer and concept art. Students will be introduced to the basic tools and functions of the Photoshop program to create high-impact, professional images in a variety of artistic styles. The course employs a traditional fine-art approach to image coloring and rendering. Experience using a Macintosh or Windows-based computer is necessary. *Prerequisite: 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 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.

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## FIRE SCIENCE

### FIS 101 • Principles of Emergency Services 3 Credits

An overview of fire protection and emergency services. This course covers career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. *Skills prerequisite: ENG 020.*

### FIS 106 • Fire Behavior and Combustion 3 Credits

An exploration of the theories and fundamentals of how and why fires start, spread, and are controlled.

### FIS 123 • Building Construction for Fire Protection 3 Credits

Provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies. *Prerequisite: PHY 111 and FIS 101 or permission of the instructor.*

### FIS 127 • Fire Protection Hydraulics and Water Supply 3 Credits

Provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. *Prerequisite: MAT 101.*

### FIS 128 • Protection Systems 3 Credits

Provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

### FIS 145 • Fire Prevention 4 Credits

Provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation. *Skills prerequisite: ENG 060.*

### FIS 201 • Hazardous Materials Chemistry 3 Credits

Provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity and health hazards encountered by emergency services. *Prerequisite: CHM 150.*

### FIS 205 • Legal Aspects of Emergency Services 3 Credits

Addresses the federal, state and local laws that regulate emergency services. This course includes a review of national standards, regulations and consensus standards.

### FIS 206 • Fire Investigation I 3 Credits

Intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter and types of fire causes. *Prerequisites: FIS 101, FIS 106 and FIS 123 or permission of the instructor.*

### FIS 210 • Principles of Fire and Emergency Service Administration 3 Credits

An introduction to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer. *Prerequisite: FIS 101.*

### FIS 221 • Principles of Fire and Emergency Services Safety and Survival 3 Credits • As Needed

An introduction to the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

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## GEOGRAPHY

### GEO 125 • World Geography 3 Credits • SS/ss • CC-CG

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.*

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## GEOLOGY

### GEY 121 • Earth Systems Science 4 Credits • SC/Is

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/Is

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 GUY 121, or permission of the instructor.*

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## GOVERNMENT

### **GOV 105 • United States Government**

#### **3 Credits • As Needed • SS/ss • CC-HK**

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 • CC-HK**

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.*

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## HEALTH INFORMATION MANAGEMENT

### **HIM 102 • Basic Procedure Coding**

#### **3 Credits • As Needed**

A comprehensive study of Basic HCPCS (Healthcare Common Procedure Coding System) coding with a focus on CPT-4 (Current Procedural Terminology) coding. Outpatient and professional coding for evaluation and management, anesthesia, surgery, pathology, laboratory, radiology and medicine will be emphasized. This course also explores coding for emergency rooms, physicians' offices, professional services at inpatient and outpatient facilities and HCPCS II codes. *Skills prerequisites: ENG 020, ENG 060 and MAT 018 or MAT 018C. Prerequisites: AHS 129 or permission of the instructor.*

### **HIM 105 • Medical Coding I**

#### **3 Credits • As Needed**

A comprehensive study of ICD-10-CM (International Classification of Diseases, Version 10, Clinical Modification) and PCS (Procedure Coding System). The course will involve an in-depth study of coding diseases for all major body systems. A systematic study of hospital inpatient and ambulatory care coding will also be covered. Specificity and correct coding procedures and techniques will be stressed. The course will include coding practices for both ICD-10-CM diagnosis and ICD-10-PCS procedure coding. This course along with the subsequent Medical Coding II course will help prepare the student for completion of the AHIMA (American Health Information Management Association) CCS (Certified Coding Specialist) credentialing examination. *Skills prerequisites: ENG 020, ENG 060 and MAT 018 or MAT 018C. Prerequisites: High school biology or BIO 101 or BIO 105 and AHS 129 or permission of the instructor.*

### **HIM 106 • Medical Coding II**

#### **3 Credits**

A continuation of HIM 105. This course along with the preceding Medical Coding I course will help prepare the student for completion of the AHIMA (American Health Information Management Association) CCS (Certified Coding Specialist) credentialing examination. *Prerequisites: HIM 105 with a grade of C or better. Co-requisite: BIO 150.*

### **HIM 132 • Reimbursement Methodologies**

#### **3 Credits • As Needed**

A comprehensive overview of billing for facility services using ICD-9-CM (International Classification of Diseases, 9th Revision, Clinical Modification), CPT (Current Procedural Terminology) and HCPCS (Healthcare Common Procedure Coding System) codes to complete UB-04 (uniform institutional provider hardcopy) claim forms. The course will familiarize the student with health records and how documentation translates to the basics of medical coding, billing, insurance and proper reimbursement. The course also discusses the various reimbursement methodologies affecting facilities and provides an introduction to coding classification systems and the payer and healthcare system in the U.S. *Skills prerequisites: ENG 020, ENG 060 and MAT 018 or MAT 018C. Prerequisites: AHS 129 or permission of the instructor.*

### **HIM 144 • Introduction to Health Information**

#### **Management**

#### **3 Credits • As Needed**

An introduction to healthcare delivery systems, health information management, the patient record in acute, outpatient and alternate care settings, numbering and filing systems, record storage and circulation, indexes, registers, health data collection, legal aspects and reimbursement. *Skills prerequisites: ENG 020, ENG 060 and MAT 018 or MAT 018C.*



# HISTORY

## **HIS 113 • Western Civ to 1500**

**3 Credits • HI/ss • CC-HK**

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 • CC-HK**

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 • CC-HK**

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 • CC-HK**

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 121 • World History to 1500**

**3 Credits • All Terms • HI • CC-HK • CG-SS**

An exploration of the origins of humankind and the development of ancient and Medieval societies across the world (India, China, Africa, the Americas, Australia, Europe and the Middle East). *Skills prerequisites: ENG 020 and ENG 060.*

## **HIS 122 • World History Since 1500**

**3 Credits • All Terms • HI/ss • CC-HK • CC-CG**

An exploration of the increasingly interconnected modern world from the period of European colonialism after Columbus to the emergence of globalization after World War II. *Skills prerequisites: ENG 020 and ENG 060.*

## **HIS 225 • Comparative Religions**

**3 Credits • As Needed • HU • CC-HK • CC-CT/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 • The World Since 1945**

**3 Credits • SS/ss • CC-HK • CC-CT**

An overview of global history from World War II to the present. Emphasis will be given to the Cold War, international conflict and cooperation, globalization and the emergence of new issues in the 21st century. *Skills prerequisites: ENG 020 and ENG 060. Prerequisite: HIS 122 is recommended.*

## **HIS 236 • History and Culture of Japan**

**3 Credits • As Needed • SS/ss**

A survey of the history and culture of Japan, using the events of history and elements of culture. This course is designed to lead the student into greater understanding of contemporary Japan and the Japanese. *Skills prerequisite: ENG 020 and ENG 060. Recommendation: Six credits of composition.*

## **HIS 238 • History of the Holocaust**

**3 Credits • As Needed • SS/ss • CC-HK • CC-CT**

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.

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## HONORS

### **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 Berkshire Honors Scholar 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 membership in the Berkshire Honors Scholar Program.*

### **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, Piltdown man, intelligent design). *Prerequisite: Membership in the Berkshire Honors Scholar Program.*

### **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 Berkshire Honors Scholar Program.*

### **HON 298G • Honors Colloquium: Gothic Literature and Horror Film 3 Credits • As Needed • HU/hu**

An exploration of the Gothic novel from its origins to the current cultural movement, and its evolution into horror film. The course will examine how 'classic' Gothic devices and conventions were employed by such authors as Shelley, Poe, Stevenson, Stoker, and King, and how those conventions developed in film throughout the twentieth century. This colloquium will include literary, historical, psychological and sociological approaches to 'horror'. Skills prerequisite: ENG 020 and ENG 060. *Prerequisite: Membership in the Honors Program. Recommendation: Six credits of composition.*

### **HON 298H • Honors Colloquium: Disease and Disability: a Historic and Holistic View 3 Credits • As Needed • SS**

An overview of the complex effects of disease and disability on the individual. This course will examine the effects of disability and disease on the person and consider historic perceptions related to these terms. Facilitated discussions will focus on how those with limited 'ability' are perceived within different cultures. Case studies, essays and movies will be used to stimulate interactions related to the psychosocial effects commonly perceived by persons with physical, cognitive and psychological impairments. This course requires students to view material in multiple manners including essays, novels, movies, and websites. *Prerequisite: ENG 101 and membership in the Berkshire Honors Scholar Program.*

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# HOSPITALITY ADMINISTRATOR

## **HSP 101 • Introduction to Hospitality**

**3 Credits • CC-CT • CC-WC**

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 • CC-QR**

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 • CC-TL**

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.

## **HSP 237 • Hospitality Seminar**

**3 Credits**

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.

## **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.*

## **HSP 286 • Cooperative Education II**

**1-3 Credits**

A continuation of skill development and review of work experience for the Hospitality/Culinary Arts students' curriculum. Objectives and theory covered in the classroom will be integrated within the work experience and supervised by a work-site coordinator.

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## HUMAN SERVICES

### **HSV 111 • Human Service Methods** **3 Credits • Spring • CC-CG • CC-CT**

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 • CC-CG • CC-HU**

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 co-requisite: ENG 020.*

### **HSV 151 • Field Work Seminar I** **1 Credit • CC-HU**

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. *Prerequisite: Permission of the instructor. Co-requisite: HSV 161.*

### **HSV 161 • Field Practicum I** **2 Credits • CC-HU**

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: Permission of the instructor. 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 244 • Working with Elders** **3 Credits • CC-OC • CC-WC**

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 with a grade of B or better or permission of the instructor.*

### **HSV 252 • Field Work Seminar II** **1 Credit • CC-HU**

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: Permission of the instructor. Co-requisite: HSV 262.*

### **HSV 253 • Field Work Seminar III** **1 Credit • CC-HU**

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: Permission of the instructor. Co-requisite: HSV 263.*

### **HSV 262 • Field Practicum II** **3 Credits • CC-HU**

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: Permission of the instructor. Co-requisite: HSV 252.*

### **HSV 263 • Field Practicum III** **3 Credits • CC-HU**

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: Permission of the instructor. Co-requisite: HSV 253.*

### **HSV 280 • Group and Professional Development** **3 Credits • Spring • CC-HU • CC-CT**

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 and HSV 262 with a grade of B or better 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.*



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## HUMANITIES

### **HUM 121 • Introduction to the Humanities** **3 Credits • As Needed • HU/hu • CC-AA • CC-WC**

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 136 • Conv American Sign Language** **3 Credits • HU/hu • CC-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 • CC-AA**

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 • CC-AA • CC-WC**

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 168 • Travel and Study: International Culture, History and Nature** **3 Credits • HU/hu**

An interdisciplinary travel study course to explore international culture, history, and nature through on-campus sessions and travel abroad, site visits, readings, discussions, and research projects. Trips may include service learning components or home stays in the destination country. *Skills prerequisite: ENG 010. Prerequisite: Permission of the instructor.*

### **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.*

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## INTERDISCIPLINARY

### **INT 103 • College Identity in Context** **3 Credits • Fall and Spring**

Designed to promote student immersion and success in the college experience through an interdisciplinary examination of issues of social and personal relevance. Assignments, group work, and discussions will focus on areas as diverse as art, history, literature, psychology, and science while engendering knowledge, skills, and behaviors necessary for college success. *Skills prerequisite: ENG 010.*

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## MASSAGE & BODYWORK

### **MBW 110 • Therapeutic Massage I** **5 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. Co-requisite: AHS 131 and BIO 150.*

### **MBW 120 • Therapeutic Massage II** **4 Credits • Spring**

Appropriate applications as well as indications and contraindications for various massage 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 lab experience per week. *Prerequisite: AHS 131, BIO 150 and MBW 110. Co-requisite: AHS 162, AHS 230, MBW 130, MBW 131 and MBW 150.*

### **MBW 130 • Therapeutic Massage Practicum** **2 Credits • Spring • CC-CT • CC-HU**

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, medical records and CORI clearance, AHS 131, BIO 150 and MBW 110. Co-requisite: AHS 162, AHS 230, MBW 120, MBW 131 and MBW 150.*

### **MBW 131 • Therapeutic Massage Seminar** **1 Credit • CC-WC • CC-OC**

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. Co-requisite: MBW 120 and MBW 130.*

### **MBW 150 • Business Practice for Massage Therapy and Bodywork** **1 Credit • Spring • CC-QR**

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. Co-requisite: MBW 120, MBW 130 and MBW 131.*

## 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 and NCTM.

BCC math courses range from arithmetic through calculus and many are offered in two formats: the traditional teacher-paced lecture format and the self-paced 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, MAT 045), on the self-paced MAT 800 "modules" (MAT 011 through MAT 092C). Course credits at this level do not transfer. At the pre-college-level major tests will be aligned in content, rigor, and convenient for lecture and MAT 800 students.

### College-Level Math

Although specific programs may require more or less math, College Algebra, Elementary Statistics, and Survey of College Mathematics 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. 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. Skills co-requisite: ENG 010.*

### 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 co-requisite: 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 co-requisite: ENG 020 and/or ENG 060.*

### MAT 045 • Elementary Algebra IV-VI

#### 3 Credits

A one semester course for students majoring in programs that do not require college algebra or higher level mathematics. Topics include basic numeracy, data analysis, proportional reasoning, algebraic reasoning, and an introduction to linear and exponential functions. Emphasis is on developing students' abilities to interpret and analyze data, to problem solve using algebraic and graphical representations, and to effectively communicate mathematics in writing. This course is a prerequisite for Statistics (MAT 123) and Survey of College Math (MAT 113) only. College credit will be awarded, but this credit will not count toward a degree. *Skills prerequisite: MAT 018 or MAT 018C. Skills corequisite: ENG 020 and ENG 060.*

### MAT 101 • Applied Contemporary Mathematics

#### 3 Credits • As Needed • CC-QR

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 • CC-QR

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 113 • Survey of College Mathematics

#### 3 Credits • All Terms • MA/ma • CC-QR

A selective study of mathematical concepts for liberal arts students. Concepts include: number sense and numeration, geometry and measurement, patterns and functions, and data analysis. Topics covered include: sets, logic, graphs of quadratic and exponential functions, systems of linear equations and inequalities and symmetry. Emphasis is on the use of algebra in applications for the liberal arts and sciences. *Skills prerequisites: ENG 020 and MAT 029, 029C or 045.*

### MAT 121 • Precalculus

#### 4 Credits • Fall • MA/ma • CC-QR

A one semester course designed for students who will study calculus. Topics include functions, transformations, inverses, and families of functions including polynomial, rational, exponential, logarithmic and trigonometric. Trigonometric identities and the conic sections are also covered. This course emphasizes graphs of functions and problem solving using trigonometry, analytic geometry and advanced algebra. *Skills prerequisite: ENG 020. Prerequisite: MAT 102 or MAT 102C or by learning skills assessment placement.*

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## MATHEMATICS

### **MAT 123 • Elementary Statistics**

**3 Credits • MA/ma • CC-QR**

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 029, MAT 029C, MAT 136 or MAT 045.*

### **MAT 136 • Mathematics for the Health Sciences**

**3 Credits • As Needed • CC-QR**

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 • CC-QR**

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. *Skills prerequisite: ENG 020. Prerequisite: MAT 121C or MAT 121.*

### **MAT 146 • Applied Calculus II**

**3 Credits • Spring • MA/ma • CC-QR**

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. *Prerequisite: MAT 145.*

### **MAT 253 • Linear Algebra**

**3 Credits • As Needed • MA/ma • CC-QR**

Systems, matrix algebra, invertibility, 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 • CC-QR**

A study of the solutions to differential equations. Topics include first, second, and higher order, mostly linear equations; also nonhomogeneous 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 • Independent Study in Mathematics I/II**

**MAT 276**

**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.

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## MATHEMATICS MODULES

The following MAT 800 Modules equal 1 credit

### **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. Skills co-requisite: ENG 010.*

### **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.*

## MUSIC

### **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.*

### **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.*

### **MUS 101 • Applied Music I (All Other Instruments)**

**1 Credit • HU/hu • CC-AA**

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 (All Other Instruments)**

**1 Credit • HU/hu • CC-AA**

A continuation of MUS 101. *Prerequisite: MUS 101.*

### **MUS 106 • Fundamentals of Music**

**3 Credits • Fall • HU/hu • CC-AA**

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. *Skills prerequisites: ENG 020, ENG 060 and MAT 018A.*

### **MUS 108 • Music Theory I**

**3 Credits • Spring • HU/hu • CC-AA • CC-CT**

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.*

### **MUS 110 • American Popular Music**

**3 Credits • HU/hu • CC-AA • CC-TL**

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.

### **MUS 120 • Choral Ensemble I**

**1 Credit • CC-AA**

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 • CC-AA**

A continuation of MUS 120. *Prerequisite: MUS 120.*

### **MUS 132 • Recording Technology I**

**3 Credits • HU/hu • CC-AA • CC-TL**

An instructor-guided course in digital and analog recording techniques. Students will learn to author sound and music on a personal computer using SONAR software. Using the tutorials embedded in the software, students will gain skill in understanding and manipulating the tools which will help produce group and individual projects. *Skills prerequisite: Basic computer literacy.*

### **MUS 136 • American Musical Theatre**

**3 Credits • As Needed • HU/hu**

A thorough investigation of the history and structure of American musical theatre. Lectures and demonstrations will be augmented with films and recordings. Students will prepare and present scenes and songs from selected musical plays, illustrating integration of libretto, score and dance in American musical theatre. No music background is required. *Skills prerequisite: ENG 020 and ENG 060.*

### **MUS 138 • Class Piano I**

**1 Credit • HU/hu**

An introduction to playing the piano. The class will focus on reading and playing music, keyboard technique, sight-reading, transposing, and improvising at the piano.

### **MUS 139 • Class Piano II**

**1 Credit • hu**

A continuation of MUS 138 with an intermediate focus on reading and playing music, keyboard technique, sight-reading, transposing and improvising at the piano. *Prerequisite: MUS 138.*

### **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.*



# MUSIC

## **MUS 151 • Instrumental Ensemble I**

### **1 Credit**

Rehearsal and public performance as part of area instrumental ensembles, under the supervision of BCC music faculty. These ensembles include the Eagles Concert Band, Pittsfield Red Knights Drum and Bugle Corps, and area African percussion groups.

*Prerequisite: intermediate-level proficiency on a traditional band, symphonic or folk instrument and permission of the instructor.*

## **MUS 152 • Instrumental Ensemble II**

### **1 Credit**

A continuation of MUS 151. *Prerequisite: MUS 151.*

## **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.*

## **MUS 163 • Jazz Ensemble I**

### **1 Credit • 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**

### **1 Credit • HU/hu**

A continuation of MUS 163. *Prerequisite: MUS 163 or permission of the instructor.*

## **MUS 185 • Computer Music Notation**

### **3 Credits • As Needed • HU/hu • CC-TL**

The study and practice of computer music notation. Finale software will be utilized to allow students to create music manuscripts/scores at the computer. Using the college Midi lab, students will explore topics such as note entry, notational details, articulations and expressions, page layout and working with scores and parts. Lab time will be provided for individual practice. *Prerequisites: MUS 108 and MUS 156 or permission of the instructor.*

## **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.*

## **MUS 201 Applied Music III (Other Instruments)**

### **2 Credits • HU/hu • CC-AA**

A continuation of MUS 102 intended for music majors. Students will develop more advanced performance skills and will complete at least one public performance as defined by the student and instructor. *Prerequisite: MUS 102 and permission of instructor and music program advisor.*

## **MUS 202 Applied Music IV (All Other Instruments)**

### **2 Credits • HU/hu • CC-AA**

A continuation of MUS 201 intended for music majors. Students will develop more advanced performance skills and will complete at least one public performance as defined by the student and instructor. *Prerequisite: MUS 201 and permission of instructor and music program advisor.*

## **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.*

## **MUS 220 • Choral Ensemble III**

### **1 Credit • CC-AA**

A continuation of MUS 130. *Prerequisite: MUS 130.*

## **MUS 225 • Music History I**

### **3 Credits • Fall • HU/hu • CC-CT • CC-OC**

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. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: MUS-108.*

## **MUS 226 • Music History II**

### **3 Credits • HU/hu • CC-CT • CC-WC**

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. *Skills prerequisite: ENG 020 and ENG 060. Prerequisite: MUS-108.*

## **MUS 230 • Choral Ensemble IV**

### **1 Credit • CC-AA**

A continuation of MUS 220. *Prerequisite: MUS 220.*

## **MUS 232 • Recording Technology II**

### **3 Credits • CC-TL**

An instructor-guided course in live studio recording techniques. Students will use PRO TOOLS software to record and produce live musical performances using microphone placement techniques taught by the instructor. Multi-tracking, final editing and mix-downs of performances will also be studied. *Skills prerequisite: Basic computer literacy. Prerequisites: MUS 108, 132, 138 and 156.*

## **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. *Co-requisite: 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. *Co-requisite: MUS 120, 130, 220 or 230.*

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## NURSING/A.D.N.

### **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. *Co-requisite: 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. *Co-requisite: MUS 120, 130, 220 or 230.*

### **MUS 251 • Instrumental Ensemble III 1 Credit**

A continuation of MUS 152. *Prerequisite: MUS 152.*

### **MUS 252 • Instrumental Ensemble IV 1 Credit**

A continuation of MUS 251. *Prerequisite: MUS 251.*

### **MUS 263 • Jazz Ensemble III 1 Credit • HU/hu**

A continuation of MUS 164, Jazz Ensemble II. *Prerequisite: MUS 164 or permission of the instructor.*

### **MUS 264 • Jazz Ensemble IV 1 Credit • 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.

### **NUR 101 • Physical and Mental Health I 9 Credits • Fall • HF • CC-CT**

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. Co-requisite: BIO201, and ENG101 or ENG103, and PSY107.*

### **NUR 102 • Physical and Mental Health II 8 Credits • Spring • HF • CC-CT**

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. Co-requisite: 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 LPN's. 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.*

### **NUR 201 • Physical and Mental Health III 9 Credits • Fall • HF • CC-CT • CC-WC**

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. NUR 106 is required for all LPN mobility students. Prerequisite or co-requisite: BIO 207. Co-requisites: COM 104, COM 105, COM 106 or COM 107 and SOC 105.*

### **NUR 202 • Physical and Mental Health IV 9 Credits • Spring • CC-TL • CC-QR**

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 and SOC 105. Co-requisite: ENG 102 or ENG 104, NUR 206, and an elective in history or humanities and fine arts.*

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## NURSING/A.D.N.

### **NUR 206 • Nursing in Transition** **1 Credit • Spring • CC-CG**

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. Co-requisite: NUR 202.*

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## NURSING/L.P.N.

### **LPN 142 • Health Maintenance of the Adult and Aging** **15 Credits • HF • CC-CT • CC-WC**

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 • CC-OC • CC-HU**

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 • CC-SK • CC-HU**

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 • CC-SK • CC-CT**

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.*

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## PHILOSOPHY & PEACE & WORLD ORDER STUDIES

### **PHL 101 • Philosophy and Self-Identity** **3 Credits • HU/hu • CC-HU • CC-WC**

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 • CC-CG • CC-CT**

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 • CC-CG**

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 • CC-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 • CC-CT • CC-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.*

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## 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 128 • Introduction to Tennis** **1 Credit • As Needed • HF**

An introduction to the basic skills, rules, and terminology of tennis. The course focuses on skills practice and game play. Equipment is provided. 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 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 170 • Personal Trainer** **3 Credits • Spring • CC-CT • CC-QR**

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 196 • Practicum I** **1 Credit**

The program requires a 100 hour practicum experience for students in the Physical Fitness Certificate Program. This course fulfills the first half of this requirement. Students will receive instruction in skills, concepts and information necessary to work with clients. Students are required to complete 50 hours of observation and participation in community fitness programs. Emphasis will be on the ability to assess, analyze and interpret client data. Students will be required to have liability insurance and have CORI/SORI checks. *Prerequisite: Admission to the Physical Fitness Certificate or Physical Fitness Degree Program.*



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## PHYSICAL EDUCATION

### **PED 197 • Practicum II**

#### **1 Credit**

A continuation of the practicum experience. This course fulfills the second half of the 100 hour requirement for students in the Physical Fitness Certificate Program. Students will design and implement safe and effective exercise programs for clients. Students are required to complete 50 hours working with apparently healthy clients in the Paterson Fitness Center. Emphasis will be on motivating and educating individual clients. *Prerequisite: AHS 148 and PED 196. Admission to the Physical Fitness Certificate or Physical Fitness Degree Program.*

### **PED 207 • Prevention and Care of Exercise Injuries**

#### **2 Credits • HF • CC-SK • CC-QR**

An integration of exercise physiology and risk of injury/benefit to specific exercises. The role of the personal trainer in recognizing and monitoring situations for potential injury, identifying effects of exercise in the presence of injury, and determining need for medical referral is emphasized. Specific medical conditions and client presentations such as back pain, arthritis, postural imbalance, and acute/chronic injury will be explored. *Prerequisite: AHS 142 or permission of the instructor.*

### **PED 241 • Advanced Practicum I**

#### **1 Credit**

An advanced practical experience for the Physical Fitness Degree student. Students will demonstrate a higher level of skill in designing integrated fitness training for special populations. Emphasis will be on stability/mobility exercises, movement, movement with resistance and performance enhancing skills. Students will be required to complete 50 hours of practical experience working with clients in the Paterson Fitness Center. Students will be required to have liability insurance and have CORI/SORI checks. *Prerequisite: PED 170 and PED 197.*

### **PED 242 • Advanced Practicum II**

#### **1 Credit**

The final practicum experience of the curriculum. Under the supervision of a certified physical fitness trainer, the student uses the skills learned throughout the previous semesters to implement, design, and market exercise programs. Emphasis will be placed on special needs assessments, exercise adherence and client-trainer relationships. *Prerequisite: PED 241.*

### **PED 250 • Psychology of Sport**

#### **3 Credits • Spring • HF • CC-HU**

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.*

### **PED 284 • ACE Advanced Health and Fitness Specialist**

#### **3 Credits • HF**

A course designed to provide theoretical knowledge and practical skills in preparation for a national certification exam in advanced health and fitness, which encompasses working with clients with various health challenges. Topics include: guidelines for instructing safe and effective exercise for clients with cardiovascular and pulmonary disorders, metabolic diseases, musculoskeletal disorders, and other specialized population groups; essentials of the fitness professional; client relationship as well as the fitness professional-health care community relationship; and the Advanced Health and Fitness Specialist's professional role. *Prerequisite: PED 170, PED 196, PED 197, PED 241 and PED 242. Current adult CPR and AED certification. AHS 142 or current ACE Personal Trainer certification, Lifestyle and Weight Management certification; or an NCAA-accredited Personal Trainer or advanced fitness related certification; or have a four year (bachelor's) degree in an Exercise Science or related field at the time of registration and submit supporting documentation. 300 hours of work experience designing and implementing exercise programs for apparently healthy individuals and/or high risk individuals as documented by a qualified professional at the time of registration. Permission of the program advisor is required.*

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## 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. Co-requisites: PTA 102, BIO 201 and PHY 111.*

### **PTA 101 • Physical Therapist Assistant I**

#### **4 Credits • Spring • CC-CT**

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. *Prerequisites: PTA 100, PTA 102, BIO 201, and PHY 111. Co-requisites: 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. Co-requisites: PTA 100, BIO 201 and PHY 111.*

### **PTA 115 • Functional Anatomy**

#### **3 Credits • Spring • CC-CT**

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. *Prerequisites: PTA 100, PTA 102, PHY 111 and BIO 201. Co-requisites: PTA 101 and BIO 202.*

### **PTA 150 • Clinical Education I**

#### **2 Credits • Summer • CC-TL**

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 • CC-SK • CC-CT**

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. *Co-requisite:* PTA 202.

**PTA 201 • Physical Therapist Assistant II****2 Credits • Fall • CC-WC**

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. *Co-requisite:* PTA 203.

**PTA 202 • Therapeutic Exercise****4 Credits • Fall • CC-SK**

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. *Prerequisites:* PTA 101, PTA 115 and BIO 202. *Co-requisite:* PTA 200.

**PTA 203 • Physical Therapist Assistant Seminar****3 Credits • Spring • CC-HU • CC-OC**

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. *Prerequisites:* PTA 200 and PTA 202. *Co-requisite:* PTA 201.

**PTA 250 • Clinical Education II****4 Credits • Fall • CC-OC • CC-HU**

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 • CC-OC • CC-HU**

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/Is • CC-QR • CC-SK**

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/Is • CC-CT • CC-TL**

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 • CC-SK**

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 • CC-HU**

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 122 • Women and Self-Esteem****1 Credit • All Terms • HF**

A hands-on, experiential course designed to build wellness through self-esteem. Topics will include self-expression, assertiveness and communication skills, confidence-building, self-acceptance, and stress reduction. Activities will include art and writing projects, group discussions, role-playing, and relaxation exercises.

**PSY 204 • Human Growth and Development****3 Credits • SS/ss • CC-HU**

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.

**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 • CC-CT**

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.

## PSYCHOLOGY

### **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 • CC-HU

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.*

## RESPIRATORY CARE

### **RSP 105 • Respiratory Care I: Theory and Practice** 7 Credits • Spring • HF

An introduction to the theory and clinical practice of basic respiratory care procedures. This lecture, laboratory and applied clinical practice course covers all the basic respiratory care procedures used in the clinical setting. Students learn the theory and develop the basic skills used in respiratory care including infection control, vital sign measurement, oxygen therapy, aerosol therapy, chest physiotherapy and medical record keeping. *Skills prerequisite: ENG 020, ENG 060 and MAT 029C. Prerequisite: Admission to Respiratory Care program. Co-requisite: CHM 150 and BIO 201.*

### **RSP 107 • Respiratory Care Practicum** 2 Credits • Summer

A clinical experience in which the student applies the principles learned in RSP 105. 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.*

### **RSP 205 • Respiratory Care II: Theory and Practice** 7 Credits • Fall • CC-HU • CC-CG

Development of the theory and clinical practice in respiratory care focusing on the critical care setting. This lecture, laboratory and applied clinical practice 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. In the clinical experience, particular attention is given to the mechanically ventilated patient. *Prerequisite: RSP 107. Co-requisite: RSP 241.*

### **RSP 207 • Respiratory Care III: Theory and Practice** 8 Credits • Spring • CC-CG

Completion of the theory and clinical skills in respiratory care focusing on the critical care setting. Clinical topics include critical care units pulmonary function labs, neonatal intensive care units and nursing home facilities. Elective rotations include home care, EMT training, RC management, community service and pulmonary rehabilitation. This lecture, laboratory and applied clinical practice course analyzes the skills needed in the laboratory and clinical experience, including neonatal respiratory care, hemodynamic monitoring, pulmonary function studies, neurological intensive care and ECG monitoring. An additional 1 hour seminar class to debrief on the clinical experiences is also required. *Prerequisite: RSP 205 and 241.*

### **RSP 241 • Cardiopulmonary Anatomy and Physiology** 2 Credits • Fall • CC-QR

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. Co-requisite: RSP 205.*

# SOCIOLOGY

## **SOC 105 • Introductory Sociology**

**3 Credits • SS/ss • CC-HU**

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 • Spring • SS/ss • CC-HU**

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 • Fall • SS/ss • CC-HU**

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 • CC-HU**

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 • Fall • SS/ss • CC-HU • CC-CT**

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 • As Needed • SS/ss • CC-HU • CC-CT**

An examination of the nature of the social welfare system in the United States. Both the history and current state of social policy will be examined for what they do and do not provide. This course will also compare U.S. social policy to policies in other countries. Topics will include programs targeted to poor families and the elderly, and health care. *Prerequisite: SOC 105.*

## **SOC 216 • Racial and Ethnic Minorities**

**3 Credits • Spring • SS/ss • CC-HU • CC-CT**

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 217 • Sociology of Religion**

**3 Credits • As Needed • SS/ss**

The study of religion as a social phenomenon in all its diversity in American culture. Emphasis will be on current religious life in the United States, in both traditional and new or alternative forms. *Prerequisite: SOC 105, PSY 107 or permission of the instructor.*

## **SOC 219 • Women and the Law**

**3 Credits • As Needed • SS/ss • CC-OC • CC-AA**

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 • CC-HU**

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 • CC-CG**

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 • CC-CG**

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 121 • Spanish Conversation I** **1 Credit • Intersession • HU/hu**

A conversation course offered during January intersession designed for students wishing to strengthen aural comprehension and oral production of materials learned in the previous level of Spanish study in order to enter the next level with enhanced skills. Students develop their listening and speaking skills by viewing Spanish language videos, learning new vocabulary on themes they covered in SPA 101, and by producing audio and/or video recordings to demonstrate their level of mastery of new materials. This is a distance learning class; students must have access to a computer with a broadband Internet connection and microphone and/or webcam. *Prerequisite: SPA 101 or permission of the instructor. This course may be appropriate for those intending to enroll in SPA 102 who have taken at least one year of high school Spanish.*

### **SPA 122 • Spanish Conversation II** **1 Credit • Summer • hu**

A conversation course offered during the summer designed for students wishing to strengthen aural comprehension and oral production of materials learned in the previous level of Spanish study in order to enter the next level with enhanced skills. Students develop their listening and speaking skills by viewing Spanish language videos, learning new vocabulary on themes they covered in SPA 102, and by producing audio and/or video recordings that use the material being reviewed. This is a distance learning class; students must have access to a computer with a broadband Internet connection and microphone and/or webcam. *Prerequisite: SPA 102 or permission of the instructor. This course may be appropriate for those intending to enroll in SPA 201 who have taken at least one and a half years of high school Spanish.*

### **SPA 131 • Spanish for the Workplace I** **3 Credits • HU/hu • CC-CG**

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 • CC-CG**

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 133 • Spanish for the Workplace III** **3 Credits • As Needed • HU/hu • CC-CG**

The third course in a sequence for those who will need to serve the needs of Spanish speakers in the workplace. Designed to enable students to communicate effectively in Spanish in the workplace. Presents vocabulary of specific usefulness in a variety of workplace situations and grammar of increasing complexity. Role-play, communicative activities and analysis of instances of real-life situations in which they have used the language will help students hone production of spoken Spanish; work with authentic audio materials of native speakers from different Spanish-speaking countries help students improve aural comprehension. Students will also learn strategies for successful cross-cultural communication. *Prerequisite: SPA 132 or permission of the instructor.*

### **SPA 134 • Spanish for the Workplace IV for Law Enforcement and Firefighters** **1 Credit • HU/hu**

A course for students from the Pittsfield Police and Fire Departments who have completed the SPA 131-133 sequence or equivalent. Students undertake activities to enhance fluency, improve aural comprehension, and develop more sophisticated and accurate expression in Spanish for their work in the community. Students master increasingly specific and complex vocabulary and grammar that will enable them to handle emergency situations involving Spanish speakers in the community. *Prerequisite: Completion of the SPA 131-133 sequence or permission of the instructor.*

### **SPA 201 • Intermediate Spanish I** **4 Credits • Fall • HU/hu • CC-CG**

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 • CC-CG**

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.*

## THEATRE

### **SPA 221 • Spanish Conversation III**

**1 Credit • Intersession • HU/hu**

A conversation course during January intersession designed for students wishing to strengthen aural comprehension and oral production of materials learned in the previous level of Spanish study in order to enter the next level with enhanced skills. Students develop their listening and speaking skills by viewing Spanish language videos, learning new vocabulary on themes they covered in SPA 201, and by producing audio and/or video recordings that use the material being reviewed. This is a distance learning class; students must have access to a computer with a broadband Internet connection and microphone and/or webcam. *Prerequisite: SPA 201 or permission of the instructor. This course may be appropriate for those intending to enroll in SPA 201 who have taken at least two years of high school Spanish.*

### **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 coursework in Spanish and permission of the instructor.*

*“Para Viajar Con Suerte es una cosa más que llegar.”*

### **THR 101 • Introduction to the Theatre**

**3 Credits • Fall • HU/hu • CC-AA**

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 • CC-AA • CC-TL**

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 • CC-AA • CC-TL**

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 • CC-AA**

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 prerequisites: ENG 020 and ENG 060.*

### **THR 105 • Acting II**

**3 Credits • Spring • HU/hu • CC-AA**

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 prerequisites: ENG 020 and ENG 060.*

### **THR 106 • Fundamentals of Theatre Design**

**3 Credits • HU/hu • CC-AA • CC-TL**

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 prerequisites: ENG 020 and ENG 060.*

### **THR 110 • Acting for Television and Film**

**3 Credits • HU/hu • CC-AA • CC-CT**

Students create dramatic pieces for television and film production with possible transmission on public television channels. Rehearsals and final production will be taped for analysis.

*Prerequisite: THR 105.*

### **THR 111 • History of Theatre and Drama I**

**3 Credits • HU/hu • CC-AA • CC-WC**

A study of the history, plays, players, and playhouses from classical Greece to the early Renaissance. *Skills prerequisites: ENG 020 and ENG 060.*

### **THR 112 • History of Theatre and Drama II**

**3 Credits • HU/hu • CC-AA • CC-WC**

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 prerequisites: ENG 020 and ENG 060.*

### **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.*

# THEATRE

## **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 • CC-AA • CC-CT**

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 206 • Acting Styles**

### **3 Credits • Fall • HU/hu**

A study of contrasting approaches to the art of acting from Stanislavski and Michael Chekhov to Bertolt Brecht. Expressionistic and Shakespearean acting styles are also explored through scene work. *Prerequisite: THR 104 or THR 105.*

## **THR 209 • Dramatic Literature I – Realism**

### **3 Credits • HU/hu • CC-AA • CC-OC**

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 • CC-AA • CC-OC**

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 • CC-AA • CC-OC**

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 • CC-AA**

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.*









## **WHO'S WHO: GETTING TO KNOW BCC**

*BCC's Resource for Who to Contact from Faculty to Staff and More.*

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*Administrative Assistant, Student Development Office*

**Teodora McAdoo**

*Kitchen Services*

**Carol McDermott**

*Clerk, Nursing & Allied Health*

**William McDevitt**

*Recreational Facilities Supervisor*

**Linda Merry**

*Technical Assistant*

**Denise Mosher-Bradford**

*Cook I, Cafeteria*

**Kenneth Newberry**

*Maintainer I*



---

## SUPPORT STAFF

**Suzan Nicholson**

*College Operator/Clerk, Human Resources  
A.S., Berkshire Community College*

**William Noble**

*Assistant Manager, Computer Operations*

**Mary Jane O'Brien**

*Bookkeeper, Business Office*

**Michelle Peets**

*Administrative Secretary: Nursing, Health & Social Science Division*

**Melissa Phillips**

*Kitchen Services*

**Elizabeth Puntin**

*Clerk, Testing Center*

**Sandra Rinaldi-Sciola**

*Clerk, Tutorial Services*

**Lois Ruberto**

*Mail Clerk*

**Rose Shaw**

*Administrative Assistant, Public Relations*

**Nancy Sherman**

*Bookkeeper, Business Office*

**Sheriann Stanton**

*Clerk, TRIO Program*

**Robert Stockley**

*Maintenance Equipment Operator*

**Theresa Tooley**

*Clerk, Enrollment Services  
A.A., Berkshire Community College*

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*Clerk, Tutorial Services*

**Christine Warman**

*Secretary, Enrollment Services*

**Patricia White**

*Secretary, South County Center*

**Kathleen Williams**

*Kitchen Services*

**Lisa Wise**

*Kitchen Services*

**Mary Zanonato**

*Administrative Secretary, Student Life*

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## Figure 17: Who to Call - For More Information

<b>Executive Divisions</b>	<b>Name</b>	<b>Room</b>	<b>Ext.</b>
<b>President's Office</b>			
President	Ellen Kennedy	F-226	1003
Assistant to President	Kim Brookman	F-227	1003
<b>Academic Affairs</b>			
Vice President	Frances Feinerman	F-229	2102
Assistant to VP	Laura Saldarini	F-228	2102
<b>Deans</b>			
<b>Business, Science, Mathematics &amp; Technology</b>			
	Charles Kaminski	F-208	2105
<b>Humanities</b>			
	Thomas Curley	F-205	2103
<b>Nursing, Health &amp; Social Sciences</b>			
	Anna Gallo Foss	F-211	2107
<b>Administration &amp; Finance</b>			
Vice President	John Law	F-225	3001
Assistant to VP	Molly Guest	F-224	3002
<b>Institutional Advancement</b>			
Vice President	Jeff Doscher	F-230	2186
Assistant to VP	Ann Phillips	F-232	2185
<b>Community Education &amp; Workforce Development:</b>			
Vice President	Bill Mulholland	F-125	2121
<b>Director of Corporate Training</b>			
	Denise Johns	ITC*	2125
<b>Director Noncredit Instruction</b>			
	Linda Morelli	ITC*	2122
<b>Human Resources Vice President</b>			
	Deborah Cote	AA-21	1022
<b>Assistant Director</b>			
	Susanne Grant	AA-21	1021
<b>Student Affairs &amp; Enrollment Services</b>			
Vice President	Michael Bullock	F-126	1601
Assistant to VP	Mary Martin	F-126	1602
<b>Office/Function Name Room Ext.</b>			
<b>Academic Advising Center</b>			
	Anne Fortune	F-117	1620
	Peg Cookson	F-117	4555
		F-118	1625
<b>Admissions:</b>			
Director	Christina Barrett	F-113	2112
Counselor	Tina Schettini	F-116	1635
Counselor(Bilingual)	Eleanore Velez	F-115	1636
<b>Advanced Standing</b>			
	Christina Barrett	F-113	2112
<b>Affirmative Action</b>			
	Deborah Cote	AA-21	1022
<b>Assessment and Testing</b>			
	Elizabeth Recko-Morrison	K-113D	1656
<b>BCC Foundation:</b>			
<b>Executive Director</b>			
	Jeff Doscher	F-230	2186
<b>Career Services</b>			
	Judith Monachina	A-116	1611

<b>CCNA Certification</b>	John Osthoff	M-224	4616
<b>College Senate</b>			
		A-120	1661
<b>College Store (Follett Inc.)</b>			
		A-102	3065
Manager	Kristin Scala	A-102	3068
<b>Office/Function Name Room Ext.</b>			
<b>Computer Lab</b>			
	Michael Shakeshaft	F-106	2165
<b>Development</b>			
	Jennifer Kerwood	F-215	2188
<b>Disability Resource Center</b>			
	Pamela Farron	A-112	1608
<b>Distance Learning</b>			
	Dori Digenti	F-206	2170
<b>Diversity Committee/Films</b>			
	TBA	H-248	4576
<b>Road Scholar</b>			
	Lynette Cornwell	FC-213	2124
<b>Emergency</b>			
			6100
<b>Enrollment Services</b>			
	Christina Barrett	F-113	2112
<b>Facilities &amp; Grounds</b>			
	Scott Richards	AA-17	3015
<b>Facilities Clerk</b>			
	Diane Kitterman	AA-15	3016
<b>Financial Aid Director</b>			
	Anne Moore	F-124	1641
<b>Coordinator/Student Loans</b>			
	Christopher Weingartner	F-121	1642
<b>Coordinator/Work-Study</b>			
	Karrie Trautman	F-123	1643
<b>Food Services Director</b>			
	Kevin Kennedy	A-G3	3046
<b>Assistant Director</b>			
	Katie Hickey	A-G3	3045
<b>FORUM Records</b>			
	Kelly Dillon	F-111	2134
<b>Honors Program</b>			
	Stacy Evans	H-235	4563
<b>Immunization Records</b>			
	Donna Connors	A-100	1614
<b>Information Technology</b>			
	Help Desk	F-105	3004
	Richard Wixsom	F-101	3003
<b>Instructional Technology</b>			
	Dori Digenti	F-206	2170
<b>Library Director</b>			
	Nancy Walker	E-102	2151
<b>Services Coordinator</b>			
	Karen Carreras-Hubbard	E-103	2153
<b>Microsoft Certified Application Specialist</b>			
	Kathy Gowdey	M-242	4640
<b>Noncredit Workshops</b>			
	Linda Morelli	ITC*	2122
<b>Off-Campus Centers</b>			
	Julie Hannum	SCC	5201
<b>OLLI at BCC Executive Director</b>			
	Barbara Hochberg	F-234	1292

<b>Office/Function</b>	<b>Name</b>	<b>Room</b>	<b>Ext.</b>
<b>OLLI Staff Assistant</b>	Sharon Mack	F-233	2198
<b>Parking Payments</b>	Rochelle Daverin	F-108	3041 3042
<b>Paterson Field House</b>			
<b>Director of Athletics and Recreational Programming</b>			
	Lauren Pellegrino	P103A	1661
<b>Recreational Facilities Supervisor</b>			
	Paul Crennan	P103	1670
<b>Personal Counseling</b>			
	Lisa Mattila	A-114	1609
<b>Public Relations, Manager</b>			
	Heidi Weber	F-218	2116
<b>Project Link</b>			
	Barbara Baker	H-208A	2175
<b>Registrar</b>			
	Donald Pfeifer	F-112	2133
<b>Registrar Office</b>			
		F-112	2137
<b>Service-Learning</b>			
	Mary Parkman	H-215	2176
<b>Security</b>			
		A-18	1010
<b>South County Center, Director</b>			
		SCC	5201
<b>Admin. Assistant</b>			
	Cathy Dargi	SCC	5202
<b>Sustainability Efforts</b>			
	Charles Kaminski	F-208	2105
<b>Student Billing</b>			
	Rochelle Daverin	F-108	3041 3042
<b>Student Government Ambassadors</b>			
		A-119	1665
<b>Student Life</b>			
<b>Director of Student Engagement</b>			
	Beth Wallace	A-120	1662
<b>Administrative Secretary</b>			
	Mary Zanonato	A-119	1660
<b>Theatre Technical Director</b>			
	Kevin McGerigle	K-110C	4713
<b>Transfer Coordinator</b>			
	Geoffrey T. Tabor	A-116	1610
<b>Transfer-In Evaluation</b>			
	TBA	F-114	1631
<b>TRIO Program Coordinator</b>			
	Christine DeGregorio	F-236	1681
<b>Learning Specialist</b>			
	Larry Stalvey	F-201	1682
<b>Academic Counselor</b>			
	Peggy Williams	F-239	1683
<b>Tutorial Services</b>			
	Joseph Hennessey	K-214	1651
<b>Veteran's Cert.</b>			
	Marsha Burniske	F-112	2133

\*Intermodal Education Center





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