



BERKSHIRE COMMUNITY COLLEGE

1350 West Street, Pittsfield, MA 01201
www.berkshirecc.edu

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Go Anywhere.



BCC Course Catalog 2015 - 2016

Over 50 Associate Degree and Certificate Programs within reach for Berkshire County residents and beyond!





BERKSHIRE
COMMUNITY COLLEGE

www.berkshirecc.edu



A Message from Our President

“Berkshire Community College is here to help you achieve your dreams and aspirations.”

Whether you are new to college, continuing your education, or are returning after some time away, I'd like to welcome you to Berkshire Community College - an institution committed to supporting you and to helping you accomplish your educational and life goals.

Our distinguished faculty are not only deeply dedicated to the practice of teaching, but are also committed to expanding your horizons and helping you succeed and achieve your dreams. BCC is a liberal arts institution, and critical thinking is at the core of all we do. We believe that education doesn't end in the classroom. At BCC you will have the opportunity to explore your interests through a variety of extracurricular activities including student clubs and organizations, educational trips, fitness and wellness classes, club sports, and Service-Learning experiences.

This is an exciting time at BCC.

We are preparing for a \$32 million upgrade to transform our main campus in Pittsfield. This will include substantial building renovations, a community turf athletic field, and resurfaced parking lots and access roads.

The centerpiece of the campus enhancements is the work taking place at our two main academic buildings – Hawthorne and Melville Halls. When completed, these buildings will have been outfitted with the latest technologies, updated classrooms, and comfortable and collaborative meeting and work spaces. Accessibility to these vital teaching spaces will be greatly enhanced. While the education our students receive at

BCC has always been of the highest quality, this is the first major investment in the spaces since they were built in 1972, and we are eager for our facilities to match the quality of the teaching and learning that happens here every day.

The campus will be buzzing with activity. Of course, with construction projects come some inconvenience. Our faculty will be moving offices. Classes will be shifted. Certain areas of the campus will be blocked off during different phases of construction. I ask for your patience during this process. The end result – a beautiful and accessible campus - will be well worth the challenges we will surely encounter.

The transformation is not limited to our physical facilities. BCC is the midst of a very exciting Strategic Planning process. Many people from the campus and the communities we serve – including our students – have been involved in sharing their unique insights, participating in thoughtful discussions, and assembling a series of goals and initiatives. All of these efforts have been founded in a passion for creating a future of BCC and a vision for BCC, the aspirations of our students, and the economic goals of the communities we serve.

Our students are the reason we are here, and your education is at the heart of every decision we make. We have many resources on campus, and I encourage you to reach out to our dedicated staff who are here to help you. Take advantage of our offices and services. And, please, don't be afraid to ask questions.

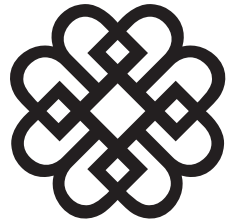


Many students start at BCC and plan to transfer to a four-year institution. Others are taking courses to further their skills or improve their employment opportunities. Others are here to further their love of learning. We are here to serve them all and support them – and you.

It is more than a marketing slogan. You can start here and go anywhere.

Ellen Kennedy
Ellen Kennedy





BERKSHIRE COMMUNITY COLLEGE

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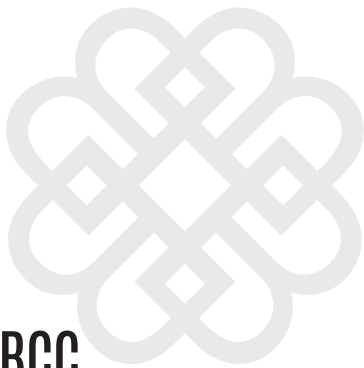
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This publication is neither a contract nor an offer to make a contract. While every effort is made to ensure the accuracy of the information herein, the College reserves the right to make changes at any time with respect to course offerings, degree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

Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, and national origin in its education programs or employment.



Berkshire Community College's Main Campus, 1350 West Street, Pittsfield, Massachusetts.



Welcome to BCC

Placing higher education within reach for Berkshire County residents and beyond.

BCC Mission Statement

Berkshire Community College (BCC) strives to place higher education within reach of all residents of Berkshire County and beyond. BCC is committed to access, academic excellence, student success, and leadership in the community.

- BCC helps students overcome financial, physical or social barriers and welcomes them into a college environment of academic excellence.
- BCC provides quality programs that prepare students to enter or progress within the workforce and/or for transfer, while fostering a lifelong enthusiasm for learning.
- BCC provides the resources and services students need to be successful, to meet our academic standards, and to achieve their personal and professional goals.
- BCC provides leadership by furthering the engagement of our students in the community; by working collaboratively with civic leaders, organizations, and employers; and by serving as a center for diverse educational and cultural activities.

Values

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

- **Integrity and Engagement.** We expect all members of the college community to participate in the fulfillment of the college mission through actions that are forthright and consistent with the mission.
- **Innovation.** We promote a campus climate that encourages innovative thought and creative expression.

- **Diversity and Inclusion.** We foster an environment that validates and respects cultural identities and provides curriculum, pedagogy, programs and services within multicultural philosophies and frameworks.
- **Service.** We maintain a community that demonstrates respect for growth, responsibility, and leadership through service to others.
- **Sustainability.** We follow practices that promote environmental and financial sustainability at the College.

Vision for BCC

BCC is a dynamic learning community, transforming lives and preparing students to succeed in an increasingly complex, diverse, and changing world.

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 visit 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 offers more than 50 associate degree and certificate programs, including options and concentrations. Most of the College's programs of study can be classified as one of the following:

■ Transfer Programs

These programs parallel the first two years of similar programs at most public and private baccalaureate institutions and provide a solid basis for transfer with advanced standing. The advantages of beginning these programs at BCC before transferring to a baccalaureate institution include such benefits

as smaller classes, personal attention, and affordability. 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.

■ Community Education and Workforce Development

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.

■ 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 and "MassTransfer" Fig. 1.1 on page 28.

■ Student Profile

The vast majority of BCC students (97%) are Massachusetts residents with (95%) coming from Berkshire County. More than half (61%) of the students are women. In addition, 53% of the student body consists of "nontraditional" students (23 years of age or older). In fall 2014, BCC also enrolled 9 international students from 9 different countries.

■ Graduation & Transfer Statistics

BCC awarded its first two degrees, both to women, in 1961. In 2014, 367 degrees and certificates were conferred. 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-four percent (34%) of the graduating class of 2014 transferred into a baccalaureate-level program at 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 (2013) follow-up survey indicated that 92% of BCC graduates were employed either full- or part-time following graduation or had transferred to a four-year institution. For further information about graduation and transfer statistics, see Statements and General Disclosures on page 33.

Governing Organizations

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

■ Mass. Department of Higher Education

The Commissioner and staff of the Massachusetts Department of Higher Education work 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. Anyone wishing to contact the commissioner and/or any board member (See page 124) 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.

■ Board of Trustees

The Berkshire Community College Board of Trustees (See page 124) 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 4:30PM on the fourth Tuesday. Except for executive sessions, meetings are open to the public. Specific dates and locations are available online or in the President's Office (F-227).

■ 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 Association.

■ 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 Association

The BCC Student Government Association (SGA) is 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.

The SGA meets Tuesdays and Thursdays at 12:15PM in the General Bartlett Room. The meetings are open to all interested students. The SGA Office, 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. For more information, call 413-236-1665.

■ 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 works to engage alumni with the College through the BCC News, regional social events, the Alumni Career Network, and BCC's Alumni Association.

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 124) made up of members from various communities throughout Berkshire County and surrounding areas. Anyone wishing to make a donation to the Foundation, should visit www.berkshirecc.edu/give or call the Development Office at 413-236-2185.

■ BCC Alumni Association

All former students and graduates of Berkshire Community College are members of the Alumni Association. There is no membership fee. The mission of the Association is to promote relationships between current and future alumni with BCC, advancing both the College and its alumni.

The Association is governed by a volunteer board, elected at large by the alumni (See page 125 for a list of Board members). The Alumni Board plans events and activities that provide networking, social, service and informational opportunities for alumni. For more information, visit www.berkshirecc.edu/alumni, visit the Association's Facebook page at [facebook.com/berkccalumni](https://www.facebook.com/berkccalumni) or contact the office of Alumni Relations at 413-236-2188 or Alumni@berkshirecc.edu.

Directions to BCC Main Campus

BCC's main campus is located at 1350 West Street in Pittsfield, Mass. Directions to the campus are as follows:

From the north

Follow Rte. 7 to Park Square in downtown Pittsfield. Turn left on West Street, pass the Big Y Supermarket on the right. 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 (undereath a railroad overpass). Turn left at the stop sign onto West Street.

■ 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

Figure 1: Area and Campus Maps



North Adams, MA	40 minutes
Pownal, VT	55 minutes
Springfield, MA	75 minutes
Williamstown, MA	35 minutes

■ 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 page 6) 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.

■ 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) 413-236-3042.

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 website. 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 Administrative Center

In addition to most of the College's executive and other administrative offices, the Field Administration Center (See campus map on page 6) houses the following:

■ Academic Advising Center (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 19.

■ Admissions Office (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.

■ Computer Laboratories (F-102 and F-107)

Several computer laboratories are available to students in computer courses or courses requiring the use of computers. Lab assistants are available to help students. There is no fee for this service. Hours of operation are posted in the lab and on the web page.

■ Financial Aid Office (F-122)

The Financial Aid Office offers group workshops as well as individualized counseling services 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 (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 7:30AM - 4PM, Monday through Friday. For more information, contact Sharon Davis at sdavis@berkshirecc.edu or call 413-236-3004.

■ Registrar's Office (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 25.

■ Student Billing Office (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 (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 26.

■ TRIO Office & Learning Center (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.

■ Veterans Center (F-111 and F-114)

Welcome Veterans, Reservists, Active Duty Members and their eligible Spouses and Dependents:

BCC is committed to assisting our military families access their educational benefits while reaching their educational goals. All prospective and returning students must fill out an application to the College either in person or online. Students may be able to receive BCC credit for prior college courses, experience or training during active duty, and should submit documentation for evaluation to the Admissions Office. Students eligible for military benefits through the Department of Veterans Affairs, can apply online (www.gibill.va.gov). Veterans who are Massachusetts residents may be eligible for a Categorical Tuition Waiver and should apply through the Registrar's Office. Current National Guard members can fill out their tuition and fee reimbursement form using the following link: <http://mro.chs.state.ma.us/tuition/Login.aspx>. Students may be eligible for aid from other sources. For more information visit www.militaryonesource.mil.

(See Berkshire Community College's VALOR Act Academic Credit Policy on page 32.)

Hawthorne Hall

Hawthorne Hall is one of BCC's two main academic buildings. BCC's Main Campus located at West Street in Pittsfield will undergo a \$32 million upgrade including substantial building renovations. Renovations to Hawthorne Hall, which is closed during construction, began in May 2015. Offices previously located in Hawthorne have been temporarily relocated. The new locations are identified in this Catalog.

Jonathan Edwards Library

The Jonathan Edwards Library (See campus map on page 6) welcomes the BCC community and members of the general public. The Library supports scholarship and student success by providing a comprehensive and authoritative collection of information resources, outstanding services and up-to-date equipment in a pleasant environment conducive for research, study, tutoring, and quiet relaxation. For additional information, see Library Resources and Services on page 24.

Library hours of operation are the following days: Monday through Thursday, 8AM - 8PM, and Friday, 8AM - 4PM. When classes are not in session: Monday through Friday, 8AM - 4PM.

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 (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 Massachusetts Alternative High School Credential, CLEP, and DANTES testing programs. Proctoring for distance learning course exams, as well as make-up exams for BCC courses, is also offered. For more information, see Assessment and Testing on page 30.

■ Center for Teaching & Learning (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

The Koussevitzky Art Gallery (Theatre Lobby - near the Box Office), 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 (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 26.

■ Koussevitzky Small Theatre (K-111)

K-111 is a 110 seat hybrid theatre lecture hall. The room is fully equipped with stage lighting, projections, a sound system and a performance grand piano. This room is used for events from musical concerts, forums, theatre shows and major presentations.

■ Math Laboratory (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 110).

■ Project Link Office (K-205)

The Project Link Office provides courses, advising and educational skills training to prepare alternative high school credential and ESL students to enter BCC degree and certificate programs. For more information, see Project Link on page 12.

■ Tutorial Center (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 26.

Melville Hall

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

■ Berkshire Honors Scholar Center (M-234)

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 24.

■ Language Laboratory (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.

■ CVTE Linkage Initiative (M-229) Technical Education (CVTE)

The Career Vocational Technical Education (CVTE) Linkage Initiative at BCC works with local high schools to provide a smooth transition for career vocational students into their post-secondary programs of choice. For more information, see CVTE Linkage on page 11.

Paterson Field House

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 swimming 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, 7AM - 8PM; Friday, 7AM - 6PM. Summer Hours are Monday through Friday, 7AM - 6PM; and Saturday and Sunday, 11AM - 6PM.

■ 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.

■ BCC Community Swimming Pool

Pricing details and hours can be obtained at the Office of Student Life, the Paterson Field House, or at 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 courts are open to students, staff and the general public. For hours of availability, visit 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.

■ 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.

Susan B. Anthony (SBA) Center/Annex

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

■ Cafeteria/Food Services (Lower Level)

The BCC Cafeteria provides nutritionally balanced meals with a varied menu. For more information, see Cafeteria/Food Services on page 30.

■ Campus Security (A-18)

The Campus Security Department is responsible for maintaining a safe and secure campus environment. They provide 24 hour campus coverage and assist all staff, students and faculty with any security related issues. They can be reached at 413-236-1010.

■ College Store (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.

■ Facilities Office (A-15)

The Facilities Department is responsible for the maintenance of all campus buildings, grounds and utilities. The staff strives to provide a safe, clean and functional environment by maintaining the daily operations of the campus. Services include performing building repairs, event set-ups, room and event scheduling as well as the scheduling and adjustment of heating and cooling systems. They also provide assistance in additional areas such as the distribution of keys and issuance of parking permits. The Facilities Department can be reached at 413-236-3016.

■ Immunization Records Office (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 (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.

■ Service-Learning (A-119)

The Service-Learning Office is located in A-119. For more information, see page 26 or call Mary Parkman at 413-236-2176.

■ Student Life Office (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 (A-107)

The Student Development Center, located down the hall from the College bookstore, provides various free services including transfer and personal counseling as well as personal growth workshops, and specialized support services for students with disabilities. For more information, see Student Services on page 30.

■ Student Lounge (Upper Level)

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 Centers

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, Wi-Fi access, a student lounge, and a community conference room. 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 and Workforce Development

The office for Community Education is located at the Education Center at Conte, 78 Center Street, in Pittsfield. This office develops, coordinates, and implements the College's noncredit initiatives. The office of Workforce Development provides general and customized training programs for business and industry in Berkshire County. For more information, see Community Education and Workforce Development 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. Skills Assessment and registration for north county classes may be completed on BCC's main campus or during specially scheduled sessions in north county. For more information, call Julie Hannum, Director of Off-Campus Centers, at 413-236-5201.

■ 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 South County Center serves new, returning, and prospective BCC students. The staff at the Center also provides admission assistance, advising, registration, student payment services, and communication with student services on the main campus. Skills assessment is administered at the Center during specially scheduled sessions. Additional services offered on main campus are usually available by appointment at the South County Center. For more information, call Julie Hannum, Director of Off-Campus Centers at 413-236-5201.

The South County Center offers a wide variety of community education noncredit workshops and is also available for BCC's customized workforce development training courses by appointment. For more information, call the Director or Catherine Dargi, Administrative Assistant, at 413-236-5202.

■ Adult Learning Program at South County Center (SCC)

The South County Center is also home to BCC's Adult Learning Program, which provides high school equivalency preparation classes, as well as three levels of conversational and career English classes for Speakers of Other Languages (ESOL). Personal and career advising is also provided. For more information, contact Kelly Jourdain, Academic Coordinator, at 413-236-2174.

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.
- Visit BCC's Admissions Office in F-114 (See campus map on page 6) at BCC's Main Campus.
- BCC's website: www.berkshirecc.edu/admissions.

■ General Admissions 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, official high school Diploma, official alternative high school credential scores, or official College transcripts from a regionally accredited institution demonstrating 60 or more credits earned is required for admissions 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 High School Equivalency Credential official score report and certificate. Applications are available from the Admissions Office at 413-236-1630; the South County Center in Great Barrington, 413-236-5201 or 5202 or online at 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 at 413-236-1630 or admissions@berkshirecc.edu.

BCC will not admit students concurrently into any two of the following degree or certificate programs: Physical Therapist Assistant, Respiratory Care, LPN or Nursing.

■ Full- and Part-time Students

Students who are admitted to a BCC program of study may choose to enroll as either full- or part-time students in any given semester. BCC defines a full-time student as one who enrolls for 12 credit hours or more 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.

■ International Students

Berkshire Community College is pleased to welcome international students to our campus and is authorized under federal law to enroll non-immigrant students.

Requirements for admission include an official translated high school transcript (or high school equivalency program), official transcripts from any other colleges attended, (indicating graduation date), an affidavit of financial support (estimated at \$21,000, to reflect tuition, fees, health insurance, and all housing and living expenses), and completion of the Berkshire Community College International Student Application form.

Upon arrival, International Students are required to take a placement test to determine the appropriate level at which coursework should begin. Based upon these test results, placement in College preparatory English, reading, and mathematics courses may be required in preparation for a student's success in College-level courses.

BCC has a rolling admissions policy. As completed applications are received, decisions are made on a first-come, first-served basis. Students may begin their coursework for most programs in the fall or spring. Applications must be received 3 months prior to the intended semester start date.

Some additional admission requirements are in effect for the Nursing and Allied Health programs.

■ TOEFL (International Students)

International students whose official language is not English must provide the scores of their TOEFL test. The scores should 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, visit www.ets.org/toefl. TOEFL scores must be sent to the Admissions Office at Berkshire Community College.

■ 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).

All International students are required to present evidence of at least one dose of mumps and one dose of rubella vaccine, two doses of live measles vaccine given at least one month apart beginning at or after 12 months of age, and a booster dose of Td (Tetanus and Diphtheria) within the last ten years. International students will be given a tuberculosis test after their arrival.

Students must complete an immunization form and return it to the Immunization Records office before the first day of classes, or be subject to withdrawal from the College.

■ Online Learning

BCC offers fully online, hybrid, and web-enhanced courses that utilize the Moodle Learning Management System (LMS). A simple interface with drag and drop features, Moodle is easy to use. The platform is web-based and can be accessed anywhere at any time. This online resource provides learning tools such as course announcements, discussion forums, online assessments, web links, and audio/video tools. 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 25).

■ 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 11 on page 28). Colleges and universities outside of Massachusetts that have joint admission and/or transfer articulation agreements with BCC are shown in Figure 12 on page 29.

■ Special Requirements

Students interested in any BCC Nursing and Allied Health, Early Childhood Education, or Human Services program of study should be aware of the following:

■ Nursing & Health Care Programs

Most Nursing and Health Care programs at BCC have specific entrance requirements listed in the "Programs of Study" section starting on page 36. These programs include the Practical Nurse and Massage Therapy 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 by 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 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.

BCC will not admit students concurrently into any two of the following degree or certificate programs: Physical Therapist Assistant, Respiratory Care, LPN or Nursing.

■ 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. Background checks may be required by some agencies. 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, at 413-236-1602.

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 non-credit courses without being formally admitted to the College.

■ Bridge to College

Through BCC's Bridge to College program, Berkshire County high school seniors may enroll in one college course free of charge. BCC will waive tuition and fees. Students may take any college level course, for which they meet the prerequisites online, at BCC's main campus, or at a BCC Off-campus Center.

Bridge to College applications are available on BCC's website. Eligible students must be Massachusetts residents and obtain approval from their guidance counselor. A parent's or guardian's signature is required for students under age 18. Students must meet all course prerequisites, typically through BCC's Learning Skills Assessment, prior to registering. Interested students should complete an application and contact BCC's Advising Center at 413-236-1620 to register for classes. The Bridge to College program is contingent upon state funding.

■ Dual Enrollment, The High School Student (HSST) Program

High school students who wish to meet some of their high school graduation requirements at BCC may be able to do so by applying for admission to the high school student (HSST)

program. Preference is given to high-achieving students, primarily seniors, who have been properly prepared for appropriate College-level work and who have maintained a 3.000 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 at 413-236-1630.

Eligible students may apply for one free (waived tuition and fees) dual enrollment course through BCC's Bridge to College program, and additional courses may be taken at the student's expense.

■ CVTE Linkage

The Career Vocational Technical Education (CVTE) Linkage Initiative at BCC works with local high schools to provide a smooth transition for high school career vocational students into their post-secondary programs of choice. This program offers high school students an opportunity to explore and connect with career and technical education programs at the College.

Students in aligned CVTE programs may be able to receive college credit for some of their high school coursework upon matriculation to BCC under the terms of statewide and/or local articulation agreements between the College and their high school for non-duplication of coursework, provided they meet the requirements outlined in these agreements. For additional information about statewide articulation agreements, visit www.masscc.org/articulation.

Selected BCC programs that may be aligned include: Allied Health, Business Administration, Business Careers, Computer Information Systems, Culinary Arts, Engineering and Engineering Technology, Environmental Science, and Hospitality Administration.

Interested students should contact their high school guidance counselor or the CVTE Linkage Coordinator at BCC at 413-236-2180.

■ Traditional Students

In academic terms, traditional students are recent high school graduates who enter college shortly after graduation. BCC has a free summer program (See College Connection on page 32) 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, stress management, and the "do's and don't's" of a successful first semester in college. Interested students should contact

their guidance counselor/advisor, high school representative, or Louise Hurwitz, BCC's Director of Development and Transition Programs at 413-236-2172.

■ Non-Traditional Students

More than half of BCC's student population is 22 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 an alternative high school credential. Others have their alternative high school credential, 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 HiSET®

BCC is a Testing Center for the Massachusetts Alternative High School Credential Program – HiSET. Students who successfully pass the five sub-tests earn a Massachusetts State High School Equivalency Diploma. For information, contact the Testing and Assessment Center at 413-236-1655 or 1656, or go to hiset.ets.org.

■ Home-Schooled Students

All home-schooled students, without a high school diploma or alternative high school credential, 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 home-school program, the student shall submit, with the application for admission, evidence that the home-school program was approved by the student's school district's superintendent or school committee. Additionally, if the home-schooled student is under the age of compulsory attendance, which is 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 home-school program before the age of 16.

If the home-school program was not supervised under a school district, BCC recommends that applicant completes an alternative high school credential. For more information, please contact the Admissions Office at 413-236-1630 or admissions@berkshirecc.edu.

The College reserves the right to limit or deny enrollment of any student under the age of 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 Massachusetts High School Equivalency Credential Holders and English for Speakers of Other Languages (ESOL) 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 Barbara Baker, Project Link Advisor at 413-236-2175.

■ 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 Administration, 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.

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

■ New England and New York Regional Students

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

■ Senior Citizens

Senior Citizens who are 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 for and 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. To schedule an appointment, call 413-236-1605.

■ Transfer-In Students

BCC welcomes transfer-in students, including Veterans with prior military training and/or experience. 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.

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.

International transcripts must be reviewed by an external evaluation service. Contact the International Admissions Counselor at 413-236-1636 for more information.

■ Veterans, National Guard and Reserves

The Registrar's Office 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.

(See Berkshire Community College's Valor Act Academic Credit Policy on page 32).

■ Advanced Standing and Non-traditional 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 75% 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). Credit will be given for CLEP exams with a passing score of 50. Check with the Assessment and Testing Center at 413-236-1655 or 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 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, contact the Advanced Standing Coordinator at 413-236-1631.

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 24 and 28), and the higher education tax incentives provided by the Taxpayer Relief Act of 1997. Tuition, fees and refund policies may change without notice.

Tuition and Fees

To determine their tuition and fees, students should carefully read the following two paragraphs. Students auditing a course (See page 20) pay the same rates as students taking the course for credit.

■ Day Courses

The tuition and fees for day courses, defined as courses that take place Monday through Friday and begin before 4PM during the Fall and Spring semester, are based on the student's residency as shown in Figure 2 on page 14.

■ Evening and Online Courses

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

- (1) All courses starting at or after 4PM;
- (2) All courses held on weekends; and
- (3) All courses offered during the summer.

■ Health Insurance

Students covered under a comparable health insurance plan may waive the fee. A link to the waivers can also be found online at www.berkshirecc.edu.

■ Health Insurance Time Lines

Fall (9/1 through 8/31)	\$1,536
Spring (1/1 through 8/31)	\$1,026

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 (per credit)	\$26.00
College Service Fee (per credit)	\$153.00
Technology Fee (per credit)	\$20.00
Total.	\$199.00

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 and New York Residents

The following rates apply to New England residents (other than the state of Massachusetts) and New York State residents for day courses:

Tuition (per credit)	\$39.00
College Service Fee (per credit)	\$153.00
Technology Fee (per credit)	\$20.00
Total.	\$212.00

All Other Residents

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

Tuition (per credit)	\$260.00
College Service Fee (per credit)	\$153.00
Technology Fee (per credit)	\$20.00
Total.	\$433.00

Fees listed are for the 2015 - 2016 Academic Year and are subject to change.

■ MassPIRG

All BCC 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 (per semester)	\$25.00
Challenge Assessment (per credit)	\$30.00

Additional Fees specific to individual programs may apply:

– Late Payment/Reinstatement (per semester)	\$50.00
– Life Experience (per credit)	\$30.00
– Returned Check (per check)	\$20.00
– TIPP* (per semester)	\$30.00
– Transcript (per copy)	\$ 3.00
– Lost Check/Stop Payment Fee (per check)	\$30.00
– Registration Fee (per semester)	\$20.00

* *Three Installment Payment Plan, see below.*

■ Billing & Payment

Students are required to respond to their bills even if payment is covered by financial aid or another source.

■ 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 on the first floor (F-108) of the Field Administration Center on BCC's main campus in Pittsfield; or
- In-person at the South County Center, 343 Main Street, Great Barrington; or
- By telephone, 413-236-3042 or 3043 during business hours, 8AM - 4PM, Monday through Friday; or
- By WebAdvisor 24 hours a day. Follow the link at: www.berkshirecc.edu/mybcc.

■ 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 the End of a Semester

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

Figure 3: Per Credit Refund Table

	Before (1 st) Day of Semester	1-6 Days of Semester*	7-10 Days of Semester*	After 10 th Day of Semester
Day Courses				
Massachusetts Residents and All Evening Students	100%	75%	50%	\$0
New England and New York Residents	100%	75%	50%	\$0
International Students and Out-of-State Students	100%	75%	50%	\$0
Summer Courses				
International Students and *Out-of-State Students	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).*

- Refunds are processed after the end of the refund period according to the table, Fig. 3 above.
- Refund checks are mailed to the student's home address on file in the Registrar's Office. Credit card payments will be refunded to credit cards.

■ Students on Financial Aid

Recipients of 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 nearly 2,000 students receive an average award of \$5,400 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. Fifty-one percent of BCC's 2014 graduating class have borrowed student loans with an average loan debt of \$8,257.

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 (1)
- 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 (3)
- BCC Book Grants. (3)
- BCC Foundation Grants/Scholarships (6)

■ 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. Award notices are sent to students the first week of May. Students must maintain a 2.75 GPA to be eligible for a scholarship.

The campaign for incoming students begins the second week of March. Applications are due mid-April and award letters are 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; and awards are granted according to merit and financial need. Only one application is necessary to qualify for all BCC Foundation scholarships and it is now an online application.

■ Eligibility Requirements for Financial Aid

Day and evening, full- and part-time 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 certificate program;
- Be a U.S. citizen or permanent legal resident; and
- Make satisfactory academic progress.

Federal funded financial aid programs require students to be U.S. citizens or permanent residents. State funded programs require the student (and parent) to have been Massachusetts residents for at least one year before start of the school year. International students with a strong GPA (3.0+) can earn the possibility of applying in the spring for BCC Foundation grants.

■ 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. The PIN can be used to electronically sign the Free Application for Federal Student Aid (FAFSA), correct FAFSA information, file Renewal FAFSA's 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; (Note: BCC's Federal School Code Number is 002167);
- If help is needed with any part of the application process, call 800-4FED-AID (800-433-3243); or the BCC Financial Aid Office at 413-236-1644;
- If asked, be prepared to submit Tax Return Transcripts (from the IRS), W-2 form(s), and documentation of any untaxed sources of family income such as child support or social security to the Financial Aid Office; or
- Send to: Berkshire Community College, Financial Aid Office, 1350 West Street, Pittsfield, MA 01201-5786.

■ When to Apply: Time = \$\$\$ @ BCC

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 will 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/paying-for-college for more information.

■ Feeling Short-Changed?

The only way to qualify for aid is to apply and to reapply every year. Keep in mind, 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 using 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.

Figure 4: Academic Progress Standards for Financial Aid

Standard Requirements:

If You Have Attempted # Credits	Minimum % of Credits You Must Complete	Minimum Cumulative Grade Point Average
1-29	50.0%	1.500
30-44	58.5%	1.750
45 and 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.

Important points in this regulation:

- There is no limit on the number of times that financial aid can pay for 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 is applicable 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, she/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

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 she/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 Figure 4 on page 16. 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 16.

Review Process

■ Timing/Scope of Review

BCC will evaluate a student's academic progress each year for which the student receives financial aid. By regulation, 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) at 413-236-1641.

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 ($30/110 = 27\%$).

■ 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 16). 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 Regaining Eligibility in previous column).

■ 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).

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 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) at 413-236-1642.

Code of Conduct - Student Loan Programs

Purpose

Berkshire Community College has adopted the following Code of Conduct which has been set forth by the Massachusetts Board 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.

■ Code of Conduct

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 principles that serves as a common foundation for an acceptable standard of conduct.

Berkshire Community College and its financial aid professionals shall:

- Maintain the highest level of professionalism
- Commit to the highest level of ethical behavior and refrain from conflicts of interest whether actual, potential, or perceived
- Respect the dignity and protect the privacy of students and ensure the confidentiality of student records and personal circumstances
- Provide information about lenders that have proven to offer the best combination of price, access, and service to our students and families

Further, Berkshire Community College shall ensure that all officers, trustees, directors, employees or agents (of the College), and financial aid professionals adhere to the following:

- Refrain from accepting gifts, meals, travel or anything of other than nominal value, from student loan providers in connection with the college's student loan programs
- Refrain from accepting, from a lending institution, money, equipment or printing services or anything of value that may suggest an advantage or preferred status
- Refrain from accepting anything of value in exchange for service as a member of a lending institution's advisory board
- Annually review lender choices and clearly and fully disclose the criteria and process for selecting preferred lenders
- Disclose information regarding any lender on the preferred lender list that has an agreement to sell loans to another lender
- Make clear to students and families that they have the right to borrow through any lender of their choice regardless of a preferred lender list
- Refrain from linking or otherwise directing students and families to any electronic loan process or master promissory note that promotes or suggests preferred status for any lending institution

■ Reporting of Policy Violations

Any employee who believes that any provision of this policy has been violated shall report such violation to the Chair of the College's Board of Trustees, who shall then be responsible for immediately notifying the Chair and Chancellor of the Board of Higher Education. Upon review of the matter, the Board of Higher Education shall refer the violation to the Office of the Attorney General, if deemed appropriate.

Financial Literacy Programming at BCC

Ever wished you had a money coach to help you make better decisions about spending, saving and borrowing money? Now you do! BCC has partnered with American Student Assistance, a nonprofit, to provide \$ALT – a unique financial literacy and member services program to help students and alumni become money savvy for life. BCC is offering this program to students for free as a supplement to their college curriculum.

With \$ALT, students can enjoy benefits such as:

- An engaging take on financial education
- Help finding scholarships, internships, and jobs
- Exclusive deals and discounts to help save and spend smart
- Student loan advice from experts

Visit www.saltmoney.org to sign up and list BCC as your school to access exclusive benefits. For more information, contact the Financial Aid Office (F-122) at 413-236-1645 or 1643.

■ Looking for Help?

For more information, visit the Financial Aid Office or BCC's website at 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, Wednesday, Thursday 8AM - 5PM
- Tuesday 8AM - 6PM
- Friday 8AM - 4PM

Although not required, appointments are encouraged. Call 413-236-1644 or 1640 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

Figure 5: 2015 Fall Semester

Professional Day	Wednesday, September 2
Orientation Day	Thursday, September 3
Labor Day (Observed/ No Classes)	Monday, September 7
Classes Begin	Tuesday, September 8
Drop/Add Period	Tuesday-Tuesday, September 8-15
Columbus Day (Observed/ No Classes)	Monday, October 12
Convocation	Thursday, October 15
Mid-Semester Grades Due	Friday, October 30
Deadline for Credit/Audit Changes	Friday, October 30
Veterans' Day (Observed/ No Classes)	Wednesday, November 11
Last Day for Course Withdrawals (W Grades)	Thursday, November 12
Priority Registration for Spring 2016 Begins	Tuesday, November 17
Professional Development for Adjunct Faculty (No Evening Classes)	Tuesday, November 17
Thanksgiving Recess (No Classes)	Thursday-Saturday, November 26-28
Last Day for Course Withdrawals (WP/WF Grades)	Thursday, December 3
Regularly Scheduled Classes End	Wednesday, December 16
Final Class Meetings Examinations	Thursday-Tuesday, December 17-22
Final Class Meeting Examinations for Wednesday Evening Classes	Wednesday, December 23
Final Exam Snow Day	Wednesday, December 23
Campus Closed Thursday (Noon)	December 24
Christmas Day (Observed)	Friday, December 25
Final Grades Due	Monday, December 28
Campus Re-opens	Monday, January 4

Figure 6: 2016 Spring Semester

Martin Luther King Day (Observed)	Monday, January 18
Orientation Day	Thursday, January 21
Classes Begin	Monday, January 25
Drop/Add Period	Monday-Monday, Jan. 25 - Feb. 1
Presidents' Day (Observed/No Classes)	Monday, February 15
Professional Day (No Day Classes)	Tuesday, February 23
Spring Recess (No Classes)	Monday - Saturday, March 14-19
Classes Resume	Monday, March 21
Mid-Semester Grades Due	Friday, March 25
Deadline for Credit/Audit Changes	Friday, March 25
Last Day for Course Withdrawals (W Grades)	Friday, April 8
Priority Registration for Fall 2016 Begins.	Tuesday, April 12
Professional Development for Adjunct Faculty (No Evening Classes)	Tuesday, April 12
Patriots' Day (Observed; No classes)	Monday, April 18
Classes follow a Monday Schedule.	Wednesday, April 20
Last Day for Course Withdrawals (WP/WF Grades)	Friday, April 29
Regularly Scheduled Classes End	Wednesday, May 11
Reading Day/Snow Day	Thursday, Friday - May 12, 13
Reading Day/Snow Day for Saturday Classes	Saturday, May 14
Final Class Meetings Examinations	Monday-Saturday, May 16-21
Final Grades Due	Tuesday, May 24
Memorial Day (Observed)	Monday, May 30
Awards Night	Thursday, June 2
Commencement.	Friday, June 3

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, or call the appropriate contact person listed on page 141.

■ 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, the Academic Advising Center or Registrar's Office on the main campus, or the South County Center, located at 343 Main Street, Great Barrington 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 well as 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.

Advising is also responsible for the evaluation of any external credits from other institutions, by exam, or prior life experience.

■ Academic Calendars

(See pages 18 & 19)

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 Intersession. 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. See Figure 10 on page 27.

■ 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.

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.)

■ Application for Graduation or Certificate Completion

(See *Graduation or Certificate Application*, see page 23.)

■ 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 12 on page 29).

■ Assessment of Student Work

In keeping with BCC's commitment to excellent educational experiences and high-quality programs for its students, and con-

sistent with practices at other institutions within the state and nationally, BCC routinely engages in the assessment of student learning at the course, program, institution and system levels. The learning outcomes assessment process may include a variety of methods such as standardized tests, student surveys and focus groups, campus developed instruments, and a review of student course and cocurricular work. In circumstances beyond the individual course level, where a student's course or co-curriculum work is selected for assessment, the identity of the student will be protected. The student's name, grade or other identifying information will be removed before the student work is reviewed. Selected student work may be subject to review by a limited cohort of higher educational personnel, primarily faculty. Assessment of student learning is undertaken primarily for the purpose of improving student learning, curriculum development, instructional improvement, and enhancing student academic success. Assessment activities will have absolutely no effect on a student's grade, academic standing, ability to transfer, or ability to be graduated. BCC will take all the necessary steps to ensure the confidentiality of all student records and student work reviewed through this process in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) regulation.

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.

■ 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 the South County Center in Great Barrington.

■ 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 8AM to 4PM.

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

Financial aid recipients who have remaining funds after tuition and fees are covered may charge books and essential supplies

against their remaining balance during the week prior to the start of classes and the first three weeks of the semester.

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

■ Confidentiality of Student Records

The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment) or FERPA affords certain rights with respect to education records. These rights and other information may be found in Figure 7 on page 21.

■ 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

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

Example: Semester Grade Point Average (GPA)

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

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 BCC (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.*

the Coordinator of Cooperative Education in the Student Development Center at 413-236-1611.

■ Core Competencies Requirement

(See Figure 8 on page 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).

In the following example, the student registered for, or attempted, 15 credit hours of courses. Since the student received a failing grade of "F" in PHL-101 (a 3-credit course), he/she successfully completed, or earned, only 12 of the 15 credits attempted. However, the "F" does count in calculating the grade point average (GPA). Therefore, the divisor equals 15. The example shows the calculation of the grade points for each course and the total (30.000) for the semester. The student's grade point average, or GPA, is calculated by dividing the total points (30.000) by the divisor (15). As a result, this student's semester GPA equals 2.000. The student's transcript displays this information for each semester, as well as a cumulative total which is arrived at by calculating all the semesters together. The cumulative grade point average is the total of all grade points for every course on the transcript divided by the total divisor.

■ Dean's List

This list honors full-time, matriculated students who completed a minimum of 12 non-repeated, traditionally graded credit hours during the semester, with no IN or IP grades. Students who earned a 3.250 to 3.749 GPA during the semester are accorded Honors; students with a 3.750 to 4.000 GPA are accorded High Honors.

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

■ 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 on main campus or from the South County Center located at 343 Main Street, Great Barrington. 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.

■ FORUM Requirement

FORUM is a noncredit requirement of all degree programs. Students must complete four FORUMS in order to graduate.

BCC FORUMS are designed to meet these objectives:

- To promote lifelong curiosity and interest in a broad range of ideas and subjects.
- To provide a public debate and exchange platform.
- To encourage live interaction and engagement.
- To strengthen college outreach and community involvement.

To qualify as a FORUM, the activity must be a live event that supports the FORUM objectives, is publicly announced and accessible, officially designated and approved by the FORUM coordinator/committee, or a live event or activity that supports the FORUM objectives and is identified and supervised by faculty.

A series of scheduled FORUMS will take place on campus on Thursdays, from 12:15 to 1:15PM and may also be scheduled at other times and at other locations. Other live events or activities may qualify if they are faculty sponsored and approved by the FORUM coordinator.

Figure 8: Core Competencies

Core Competencies are a required, noncredit, general education component of each degree program. Students 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 competency in the following areas:

ITEM COMPETENCY and DESCRIPTION

CC-CT

Critical Thinking

To consider information to form purposeful judgments by using cognitive skills in conscious, organized processes; and

To demonstrate the ability to analyze information for accuracy, balance, bias and agenda; to identify inconsistencies in data and argument.

CC-OC

Oral Communication

To respond to complex questions in creative and thoughtful ways, considering multiple points of view;

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

CC-WC

Written Communication

To respond to complex questions in creative and thoughtful ways, considering multiple points of view;

To write essays focusing on one main idea logically developed with detailed paragraphs; to responsibly and accurately incorporate information from secondary sources.

CC-QR

Quantitative Reasoning

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

CC-QR

Quantitative Reasoning continued

To appraise problem solving options using sequential or systemic logic.

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. All items must be graded "C" or better.

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 82). 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.

Students should consult FORUM links on the BCC website for more information and for each semester's schedule. Students can monitor their progress in completing the requirement by checking their degree audit in WebAdvisor or by contacting the Registrar's Office at 413-236-2136.

Students should begin meeting the requirement during their first semester in a degree program. Certificate students do not have to meet FORUM requirements but are strongly urged to do so if they plan on entering a degree program in the future.

Students enrolling at BCC with a bachelor's degree are exempt from FORUM as are any students who began their studies at BCC prior to September 1, 1978. No other exemptions are granted.

■ Fraternity

(See *Phi Theta Kappa*, page 25.)

■ 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.

Figure 9: BCC Grading System

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

The college also uses the following grading symbols:

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

**A minimum of "75" is required as a passing grade in NUR, LPN (Nursing Courses).*

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 77).

■ Grade Points & Grade Point Averages

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

■ Grading

(BCC uses the grading system shown in Figure 9 on the left.)

■ 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 typically 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.

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 36-76). Any substi-

tutions must be approved by the program advisor and, in the case of general education requirements (in column at left), 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 22); and
- 4 FORUM units (See page 22); 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 college health/fitness courses* taken at BCC or transferred in from another college; or
- Not more than 15 hours at a non-BCC facility that tracks and supervises activities, plus 1 credit college health/fitness class* or 15 hours with a personal trainer, intramural league or a supervised activity in the Paterson Fitness Center or 30 hours of a BCC supervised activity; or
- Participation in the Armed Forces or civil service will also meet the requirement.

**BCC courses that meet the health/fitness requirement are designated "HF" in the course descriptions shown on pages 83 - 122; consolidated list in Figure 14 on page 77.*

■ 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, Sonography, and X-ray Technologist among others. Students are encouraged to contact the Nursing and Health Programs advisor at the Academic Advising Center.

■ Honors Program & Center

The Berkshire Honors Scholar Program at BCC is a creative, student-driven experience that provides a unique opportunity 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 BCC 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, call Stacy Evans at 413-236-4563. 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 remediation 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 & Services

The Jonathan Edwards Library is open to the BCC community and members of the general public. The library supports scholarship and student success by providing a comprehensive and authoritative collection of information resources, outstanding services and up-to-date equipment in a pleasant environment conducive 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 multi-use reference and library instruction area, a group study room, and other options for group and individual study. Circulating books and study carrels are located on the lower level.

The Library has 57,000 print books and provides access to over 200,000 e-books from various sources. Other available academic resources include many thousands of online periodicals, more than 20,000 streaming videos, and millions of online images as well as collections of more traditional AV resources and print periodicals. The Library also provides a photocopier, printer, AV and microfilm equipment, and computers for library research and instruction. There are four new Collaboration Tables which allow you to connect a laptop to a large screen monitor to share your screen on a larger scale. This is an excellent tool for groups who need to work together while viewing or editing files and web pages. The Library offers more than eighty databases, the online catalog, and many other digital sources in a wide array of subject areas.

The Library offers reference and circulation services, including class reserves 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. (They may also use their student ID for remote access to databases.) 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 28.

■ 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 (see page 28) or MyBCC (See page below). 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 on page 23.*)

■ 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.

■ MyBCC

MyBCC is a single sign-on application which allows the BCC student, staff or faculty, to log in once to a customized 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. Go to www.berkshirecc.edu/mybcc.

■ 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 26.*)

■ 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 3.700 or better cumulative average. To be eligible as a sophomore, a student must have accumulated 30 or more credits with a 3.500 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 22.*)

■ Probation

(See *Academic Suspension & Probation on page 19.*)

■ Programs of Study

Berkshire Community College offers more than 50 associate degree and certificate programs, including options and concentrations. Detailed information concerning each program can be found in the "Programs of Study" section starting on page 36.

■ 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 26) for each past and present BCC student. These records are maintained in full accord with the Family Educational Rights and Privacy Act. 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, Academic Advising Center or the South County 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 at 413-236-2176.

■ Service-Learning Office

The Service-Learning Office connects students with community service projects and opportunities for civic engagement at local non-profits, schools and government agencies. These opportunities for hands-on learning are designed by faculty and offered for credit in select courses. In these courses, students spend a set number of hours working at organizations as part of their course work. Students contribute knowledge, skills, talent and time to address community needs and reflect on the experience to deepen their understanding of a field of study and related public issues. Service-Learning courses are flagged in the course catalogue. Students may also participate in Service-Learning as a cocurricular experience with the Service-Learning Club. For more information and available opportunities, visit A-119 or call the Service-Learning Office at 413-236-2176.

■ Snow Days

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

- BCC Home page at www.berkshirecc.edu
- BCC’s Facebook page - www.facebook.com/berkshirecc
- Local/Regional TV and Radio Stations
- Twitter (@BerkshireCC)
- MyBCC

BCC closings are also recorded on the voice message that callers first hear when calling BCC’s main telephone number at 413-499-4660. Students may also check for cancellations by utilizing the Emergency Notification System (See page 31). Decisions are typically made by 6AM.

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 21.

■ 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 at 413-236-1625.

■ Student Success Seminar

BCC 101 is a seminar course designed to help students transition successfully to college. It introduces students to college resources and builds the skills needed to meet college expectations.

The seminar is required for new, matriculated students who test into two or more developmental course areas (reading, writing, and math). These students must take BCC 101 in their first semester. The seminar is open to and recommended for all entering matriculated students.

■ 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 the theatre performance; scenic, lighting and costume design; and production work. Recent productions include William Shakespeare’s Tragedy “Julius Caesar,” Young Frankenstein and The Addams Family. 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-1.11) or the South County Center, Great Barrington.

■ 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 agreements through the Massachusetts Transfer Compact and through articulation agreements with numerous colleges and universities (See also Transfer Counseling on page 31).

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) or the South County Center in Great Barrington. 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 413-236-1650 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 Note taking, Textbook Reading, Your Preferred Learning Style, Conquering Procrastination, and Critical Thinking. These topics, as well as others are available. Printed documents and study tips can be found in the Tutoring Center. Tutorial Services 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, with instructions can be found on every Moodle page in the left hand column and in “My Bookmarks” on the student MyBCC page. One-on-one online tutoring in math and writing are available along with pre-scheduled appointments, Writing submission and response, and submitting questions to an online tutor.

Figure 10: Honors Opportunities at BCC

Type of Honor	Purpose	Eligible Students	Criteria	Notification and Recognition
Dean's List (Full-time students)	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"> – GPA of 3.250 to 3.749 for Honors – GPA of 3.750 to 4.000 for High Honors 	<ul style="list-style-type: none"> – Congratulatory letter after completion of the fall or spring semester – Press release listing of students on Dean's List – Notation on student's academic transcript
Dean's List (Part-time students)	Recognizes the academic achievement of students who were part-time for both fall and spring semesters.	Part-time matriculated students who complete 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"> – GPA of 3.250 to 3.749 for Honors – GPA of 3.750 to 4.000 for High Honors 	<ul style="list-style-type: none"> – Congratulatory letter after completion of the spring semester – Press release listing of students on Dean's List – Notation on student's academic transcript
Honors Convocation	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"> – Top 5% of the student body, with a cumulative GPA of 3.750 or higher 	<ul style="list-style-type: none"> – Recognition at fall semester Honors Convocation Ceremony – Library books dedicated to the honored students
Graduation Honors	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"> – GPA of 3.250 to 3.749 for Honors – GPA of 3.750 to 4.000 for High Honors 	<ul style="list-style-type: none"> – Notation in commencement program and on student's academic transcript – Gold tassel awarded at commencement to signify high honors – Silver tassel awarded at commencement to signify honors

Nationally Recognized

Phi Theta Kappa International Honor Society of American Junior Colleges Contact: Geoffrey Tabor at 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"> – Students who have earned between 12 and 29 degree credits with a 3.700 cumulative GPA – Students who have earned 30 or more credits with a 3.500 cumulative GPA 	<ul style="list-style-type: none"> – Invitation to join Xi Alpha Chapter (membership fee required) – Membership and Induction Ceremony in National Honor Society – Notation on student's academic transcript – Embossed membership certificate – PTK honors stole, scholarship and transfer resources
Berkshire Honors Scholar Program Contact: Stacy Evans at 413-236-4563	The Berkshire Honors Scholars Program at BCC provides a creative and challenging driven experience that provides a unique opportunity to "Arriving at one goal..." 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 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"> – Current BCC students with 12 or 100 or 200 level credits with GPA of 3.25 or higher – Transfer students with 12 or more 100 or 200 level credit with GPA from transfer institution of 3.25 or higher – Recent high school graduates with 3.25 School GPA of 83 or higher** 	<ul style="list-style-type: none"> – Eligibility to take designated Honor courses – Use of the Berkshire Honors Scholar Center – Identification of honors course work on student's academic transcript – Designation as Berkshire Honors Scholar in Commencement Program and on student's Academic transcript if student completes all Program/graduation requirements

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

■ 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. See also MyBCC, page 25.

■ 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/WP"s 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) at 413-236-1625 or at the South County Center in Great Barrington. Evening students

Figure 11: 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	Natural or Physical Science	7 credit hours*
Behavioral and Social Sciences	9 credit hours	Mathematics/Quantitative Reasoning	3 credit hours
Humanities and Fine Arts	9 credit hours	Total Credits	34 credit hours

*Note: Some 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"> – No admission fee or essay – Guaranteed, full transfer of a minimum of 60 credits applied to the bachelor's degree, if admitted – Automatic satisfaction of the general education/ distribution/core requirements at the receiving institution, additional credits/two courses, if admitted
2.500 GPA	<ul style="list-style-type: none"> – Guaranteed admission, plus all of the above benefits
3.000 GPA	<ul style="list-style-type: none"> – A 33% tuition waiver, plus all of the above benefits

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"> – Automatic satisfaction of the general education/distribution/core requirements at the with the receiving institution able to add no more than six additional credits/two courses, if admitted.

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.**

Figure 12: Transfer Articulation and Joint Admissions Agreement

* Agreements are subject to change. Students should contact the Transfer Coordinator (A-115, 413-236-1610) 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 Polytechnic Institute 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 Polytechnic Institute NY
- **Business Software Systems**
American International College MA
Elms College MA
Excelsior College NY
MCLA Massachusetts College
of Liberal Arts MA
- **Computer Information Systems**
Clarkson University NY
MCLA Massachusetts College
of Liberal Arts MA
- **Computer Information Systems**
Pratt Institute NY
Quinnipiac University CT
Rensselaer Polytechnic Institute NY
SUNY at Albany NY
SUNY Polytechnic Institute NY
Westfield State University MA
UMass at Amherst MA
UMass at Boston MA
Union College NY
- **Criminal Justice**
Anna Maria College MA
MCLA Massachusetts College
of Liberal Arts MA
The College of Saint Rose NY
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 Polytechnic Institute NY
- **Environmental Science**
Colorado State University College
of Forestry & Natural Resources CO
MCLA Massachusetts College
of Liberal Arts MA
SUNY at Albany NY
SUNY College of Environmental
Science & Forestry at Syracuse NY
- **Fine & Performing Arts**
(Music, Theatre, Visual Arts)
MCLA Massachusetts College
of Liberal Arts MA
- **Hospitality Administration**
Excelsior College NY
Johnson & Wales University RI
New England Culinary Institute VT
UMass at Amherst MA
- **Human Services**
Elms College MA
New York University NY
MCLA Massachusetts College
of Liberal Arts MA
Quinnipiac College CT
Southern Vermont College VT
SUNY at Albany NY
Western New England University MA
Westfield State University MA
- **Liberal Arts**
Bay Path College MA
Clark University MA
Quinnipiac College CT
SUNY at Albany NY
SUNY Polytechnic Institute NY
Union College NY
- **Nursing**
Excelsior College NY
Framingham State University MA
Russell Sage College NY
UMass/Amherst MA
- **Physical Therapy**
American International College MA
The Sage Colleges NY
- **Joint Admissions Agreements**
University of Massachusetts MA
Massachusetts State Colleges
(includes MCLA) MA

*Additional information on Transfer Agreements can be found at www.mass.edu/masstransfer.

may fill out the withdrawal form from 4PM to 5PM 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, or call the appropriate person listed on page 141.

■ 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.

■ 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 Accuplacer 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.

In addition to the Assessment and Testing Center on the main campus, skills assessment is also administered prior to the beginning of each semester, on a limited schedule, at the South County Center in Great Barrington, and for north county students at McCann Technical High School. Contact the Assessment and Testing Center for more information at 413-236-1655 or 1656.

The Assessment and Testing Center also serves as the Berkshire County test administration site for the Massachusetts High School Equivalency Assessment; The HiSET. Individuals age 16 or older, who are not enrolled in high school and who have not earned a diploma, may register to take this assessment examination. By successfully completing a battery of five sub-tests, candidates may earn the Massachusetts High School Equivalency Credential. To learn more, go to www.hiset.ets.org where all testing appointments, payment and registrations will be completed.

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.

■ 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 6:49AM and the last bus leaves BCC at 5:05PM. Schedules 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 or call 413-499-2782.

■ Cafeteria/Food Services

BCC's cafeteria provides nutritionally balanced meals. Morning items include fresh-brewed and decaf coffee, cappuccino, hot chocolate, 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, pizza, fresh fish, casseroles, overstuffed and prepared sandwiches, a salad bar buffet, and assorted natural juices and sodas. Gluten-free breads and snacks are also available.

Cafeteria hours are Monday through Thursday from 7:30AM to 2:30PM and Friday, 7:30AM to 2PM during the fall and spring semesters. During the summer, the cafeteria is open Monday through Friday from 7:30AM to 10:30AM (Breakfast); 11AM to 1:45PM (Lunch); and 1:45PM to 2PM (Snacks). The cafeteria is not open during evening hours. However,

evening students may purchase items from the vending machines located around the campus (See page 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 at 413-236-1611 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 7:15AM to 5:15PM. 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.

■ Club Sports

BCC has a Club Basketball and a Club Soccer team that compete in the NIRSA National club circuit against various colleges in the region. We also have a Co-ed Intramural Cross Country team that participates in races locally. All the teams have opportunities to compete during both semesters. For more information about joining these teams, please contact the Director of Recreation, Lauren Pellegrino at lpellegrino@berkshirecc.edu, call 413-236-1661 or stop by the Paterson Field House front desk. Go Falcons!

■ 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 (A-118), or refer to the Student Handbook.

■ 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 413-236-1605 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. Available to BCC students, faculty, and staff, the ENS notifies registered users directly about school closings and other time-sensitive situations. All registered users will automatically receive an email to his or her college email address. In addition, users may choose one other form of notification (i.e., text message, mobile phone, home phone, or home email). Text message, the preferred method of notification, is the fastest. 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 MyBCC account (See page 25) and enter your contact information in the "Emergency Notification" link under "User Account." For more information, contact the ENS Help Desk at 413-236-3014.

■ 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/payingforcollege.

■ 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 anytime between 9AM through 3PM. 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. A fee of \$5 will be charged for a replacement ID.

■ Immunization/Health Records

These records are maintained in the Immunization Records Office (A-100).

■ Insurance

Information about accident and medical insurance is available from BCC's Business Office. (See also Health Insurance on page 13.)

■ Lost and Found

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

■ Personal Counseling

Personal counseling 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 mental health counselor. Each student is unique in what they choose to discuss. Some of the areas most frequently addressed are: adjustment to college life, relationship issues, inability to concentrate on academic work and 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 resources will be provided. The counseling staff, located in the Student Development Center, offers seminars on issues such as conflict resolution, self-advocacy and communication skills. The staff also holds psycho-educational FORUMS on relevant topics, has materials on personal growth, and relevant links on website. For further information, call 413-236-1605.

■ 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. Check the Weekly Stall, campus bulletin boards, student e-mail, MyBCC, Facebook, Twitter and the Office of Student Life for current information.

■ 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." 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 413-236-3004.

■ Student Ambassador Program

The Berkshire Community College Student Ambassador Program is a leadership opportunity for students who are dedicated to serving and representing BCC. Student Ambassadors provide campus tours, serve as BCC representatives and perform duties at various BCC campus and community events. Student Ambassadors also serve in two areas: the Admissions Office and the Office of Student Life, where they act as a first point of contact to visitors, both by phone and in person. They are considered student leaders. For further information how to apply, e-mail admissions@berkshirecc.edu.

■ 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.

■ Student Government

This is an organization designed to recruit, retain and relate to prospective and current students. SGA members encourage interaction between students through a variety of events. 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, lectures by special guests, recreation clinics, video or movie programs and coffee house entertainment. Students are encouraged to check the calendar of events, campus bulletin boards, Weekly Stall, Student e-mail, MyBCC, Twitter, Facebook and 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 MassTransfer and articulation agreements.

BCC hosts a College Fair each year during the first week in October. The fair 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.

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

TRIO (Talent, Resources, Initiative, Opportunity) 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 degree and transfer to a four-year college. More information on the benefits of belonging to TRIO is available in the TRIO Center (F-237) at 413-236-1680.

■ Valor Act Academic Credit Policy

In accordance with the Valor Act, BCC evaluates academic credit earned for military training, experience or coursework using the same standards as those applied to coursework from regionally accredited colleges and universities. BCC reviews military transcripts (e.g. SMART, and AARTS), college transcripts, as well as CLEP and DANTES Subject Standardized Tests, for potential transfer of credit to the student's intended program of study. Credit for Military experience (DD214), as recommended by the American Council on Education (ACE) shall also be granted where applicable. Every effort will be made to recognize and award academic achievement consistent with the College's general transfer-in policies.

For specific guidance and advise regarding transfer credit contact Peg Cookson, Student Success Advisor & Transfer Evaluator, in the Academic Advising Center at 413-236-1625.

■ College Connection

College Connection is a two-week summer orientation program for new students that will help them learn more about Berkshire Community College and its pathways to health related careers. It also provides students with opportunities to improve/brush up on the math and English skills needed during the first semester and includes orientation activities that will make the transition to BCC a smooth and successful one. Upon completion of the program students earn a voucher to take a 3-credit class the following spring semester. For more information, contact Louise Hurwitz, Director of Academic Support and Transition Programs lhurwitz@berkshirecc.edu.

■ Stem Starter Academy

The STEM Starter Academy at BCC is a statewide Massachusetts Community College initiative designed to promote STEM fields of study. The program is geared toward high school seniors who are interested in attending BCC, and features a Summer STEM Success Academy and a Fall Support Academy that will prepare students for academic success at BCC. Academic support, tutoring, special field trips, guest speakers and a STEM Academy Success Kit will give students the tools they need to be STEM ready in college and in the workplace! Students interested in pursuing certificate or associate degree programs in such STEM fields as Atmospheric Science, Biology, Computer Information Systems, Engineering, Environmental Science, some Allied Health fields, as well as Liberal Art majors who are concentrating in STEM studies, are encouraged to apply.

■ Vending Machines

Vending machines can be found in the following locations:

Susan B. Anthony Center

- Dining Hall (Cold Beverage)
- Lounge (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)

Education Center at Conte

- (Snack, Candy)

Community Education and Workforce Development

BCC offers a wide range of noncredit learning opportunities for people of all ages. Designed for self-improvement, vocational or recreational purposes, these initiatives are offered on-campus, throughout the county, and beyond. The College also participates in the economic development of Berkshire County through various collaborative efforts and an active business and industry development team.

■ 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. Go to www.berkshirecc.edu/workshops.

■ 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 booklets. An up-to-date listing of current offerings can be found at www.berkshirecc.edu/workshops. This website also allows for individuals to register and pay online for a noncredit workshop. In addition to the workshops held in classrooms throughout Berkshire County, online noncredit courses are also offered through MindEdge, ed2go, and Gatlin Education. Senior citizens may register for most noncredit workshops at a 20% discount. For more information, call 413-236-2127.

■ Kid Academy

Designed for kids of all ages, starting from kindergarten to age 15, BCC's Office of Community Education provides workshops throughout the year. An array of course offerings for the "Inquisitive Mind" include programs such as nature, photography, culinary, finance, golf and Safe Sitter training. For more information, call 413-236-2127 or visit www.berkshirecc.edu/workshops.

■ 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, Canada and beyond enjoy a week of college-level courses, field trips, lively discussions, and stimulating company. Course topics include art, 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.

■ 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 2126.

■ Berkshire Innovation Center

The Berkshire Innovation Center (BIC) is a collaborative learning and research system in support of Advanced Manufacturing. The system was funded by an award from the Massachusetts Life Science Center in the amount of \$9.7 million. The Center will house hi-tech manufacturing equipment and training programs designed to assist member companies enter and advance in the medical device field. BCC is a partner and also has representatives that serve as board members, as well as the chair of the education and training committee.

BCC further supports the BIC by partnering with McCann and Taconic Vocational School by awarding stackable college credit for Massachusetts Advancement Center Workforce Innovation Collaborative (MACWIC) Certification and other approved Vocational/Technical stackable pathways that lead to a BCC certificate and associates degree.

The BIC is an overall partner with BCC on the coordination of the annual Robotics competition for middle and high schools in Berkshire County.

Osher Lifelong Learning Institute at BCC

The Osher Lifelong Learning Institute (OLLI) at BCC is a volunteer-run membership organization that provides exciting educational and social experiences designed especially by and for people fifty years old and up. OLLI offers four semesters of classes each year in the arts, literature, science, history, politics and other subjects, with no grades, tests, or homework. In addition, OLLI offers a lively Distinguished Speaker Series, engaging special events, and exciting educational trips to locations like West Point, the Boston Museum of Fine Arts, and more.

Based at BCC, OLLI also partners with Williams College, the Massachusetts College of Liberal Arts, and Bard College at Simon's Rock, along with over thirty cultural and community organizations in the Berkshires.

Membership information and OLLI's latest class catalog can be found online at www.BerkshireOLLI.org. You may also call 413-236-2190 or e-mail olli@berkshirecc.edu for more information.

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, the Jonathan Edwards Library or online at www.berkshirecc.edu/studentpolicyguide.

■ Disclosure of Institutional Graduation and 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 2011 was 19%. The 2014 graduate transfer rate was also 19%.

It should be understood that the full-time, first-time degree-seeking freshman population represents only 21% of the fall 2011 incoming class. The performance of the remaining 79% 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 Licensing 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 Licensing 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, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service and national origin in its educational 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 and 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 at www.berkshireccedu/clery. 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 sub-contractors, 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 (F-126) 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.)

■ Incidents Statistics

Per the Campus Security/Clery Act of 1990 as amended by the Violence Against Women Reauthorization Act of 2013 20 USC 1092 (f), an annual security report is published and made available each year detailing campus crime statistics for the previous 3 years. This report is prepared in cooperation with local law enforcement agencies surrounding our main campus, satellites and alternate sites, campus security, and the Division

of Student Affairs. Each semester, an e-mail notification is made to all enrolled students providing online access to this report. Faculty and staff receive similar notification. A paper copy of this publication is available upon request from the office of Student Affairs by calling 413-236-1602.

■ 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.

■ Policies

Berkshire Community College has two publications outlining its procedures and policies. They are The Student Policy Guide and The Crime Awareness & Campus Security Report. Both can be found online at berkshirecc.edu. A paper copy can be obtained upon request from the office of Student Affairs at 413-236-1602.

■ 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)



Berkshire Community College Programs of Study

Start Here. Go Anywhere. BCC offers more than 50 Associate Degree and Certificate Programs.

Values Statement

Berkshire Community College (BCC) strives to place higher education within reach of all residents of Berkshire County and beyond. BCC is committed to access, academic excellence, student success, and leadership in the community.

- BCC helps students overcome financial, physical, and/or social barriers and welcomes them into a college environment of academic excellence.
- BCC provides quality programs that prepare students to enter or progress within the workforce and/or for transfer, while fostering a lifelong enthusiasm for learning.
- BCC provides the resources and services students need to be successful, to meet our academic standards, and to achieve their personal and professional goals.
- BCC provides leadership by furthering the engagement of our students in the community; by working collaboratively with civic leaders, organizations, and employers; and by serving as a center for diverse educational and cultural activities.

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.



Degrees and Certificates Programs

■ Associate in Arts (A.A.)

The 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.)

The 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

BCC’s 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.

■ 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.



Figure 13: Programs of Study

BCC offers more than 50 associate degree and certificate programs of study, including options and concentrations. BCC also offers general education and foundation courses for the Bachelor's Nursing degree conferred by University of Massachusetts (UMass).

<ul style="list-style-type: none"> ■ Allied Health <ul style="list-style-type: none"> Massage Therapy (Certificate) 38 Physical Fitness (Certificate) 39 Physical Fitness (Associate in Science) 40 Physical Therapist Assistant (Associate in Science) 40 Respiratory Care (Associate in Science) 42 ■ Biology <ul style="list-style-type: none"> Biological Science (Associate in Arts) 46 Biotechnology (Associate in Arts) 47 ■ Business <ul style="list-style-type: none"> Business Administration (Associate in Arts) 48 Business Careers (Associate in Science) 48 ■ Computer Information Systems <ul style="list-style-type: none"> Business Systems (Associate in Science) 50 Computer Science (Associate in Science) 50 Networking (Associate in Science) 51 Networking (Certificate) 52 Programming - Business (Certificate) 52 Programming - Technical (Certificate) 52 	<ul style="list-style-type: none"> ■ Criminal Justice <ul style="list-style-type: none"> Criminal Justice (Associate in Science) 53 ■ Education <ul style="list-style-type: none"> Early Childhood Education (Associate in Arts) 54 Early Childhood Education (Associate in Science) 55 Early Childhood Education - Introductory Certificate) 55 Early Childhood Education - Intermediate (Certificate) 56 Elementary Education (Associate in Arts) 56 ■ Engineering and Engineering Technology <ul style="list-style-type: none"> Applied Manufacturing Technical Skills (Certificate) 57 Applied Manufacturing Technology (Certificate) 57 Engineering (Associate in Science) 57 Computer/Electronic Technology (Associate in Science) 58 Manufacturing Technology (Associate in Science) 59 ■ Environmental Science <ul style="list-style-type: none"> Environmental Science (Associate in Science) 59 ■ Fine and Performing Arts <ul style="list-style-type: none"> Music (Associate in Arts) 60 Music Production (Certificate) 61 Theatre (Associate in Arts) 61 Visual Arts (Associate in Arts) 62 	<ul style="list-style-type: none"> ■ Fire Science <ul style="list-style-type: none"> Fire Science (Associate in Science) 63 ■ Health Information and Medical Coding <ul style="list-style-type: none"> Health Information Management Option (Associate in Science) 49 Health Information Management (Certificate) 64 Medical Coding Technical Skills (Certificate) 64 ■ Health Science <ul style="list-style-type: none"> Health Science (Associate in Science) 44 ■ McCann/BCC Options <ul style="list-style-type: none"> Dental Assisting (Associate in Science) 44 Medical Assisting (Associate in Science) 45 Surgical Technology (Associate in Science) 45 ■ Hospitality and Hospitality Administration <ul style="list-style-type: none"> Culinary Arts (Certificate) 64 Hospitality Administration Career Option (Associate in Science) 65 Hospitality Administration Transfer Option (Associate in Science) 65 Lodging Management (Certificate) 66 ■ Human Services <ul style="list-style-type: none"> Human Services (Certificate) 66 Social Work Transfer (Associate in Science) 67 	<ul style="list-style-type: none"> ■ Liberal Arts <ul style="list-style-type: none"> Liberal Arts (Associate in Arts) 68 Atmospheric Science (Associate in Arts) 69 Foreign Language (Associate in Arts) 69 International Studies (Associate in Arts) 70 Peace and World Order (Associate in Arts) 71 Psychology (Associate in Arts) 72 <p><i>Other Liberal Arts/Programs of Study can be located on the following pages: Biological Science Concentration, Associate in Arts on page 46; Biotechnology Concentration, Associate in Arts on page 47; Early Childhood Education, Associate in Arts on page 54; and Elementary Education, Associate in Arts on page 56.</i></p> <ul style="list-style-type: none"> ■ Nursing <ul style="list-style-type: none"> Practical Nurse (Certificate) 73 Nursing (Associate in Science) 74 Nursing (Bachelors of Science) 75
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MASSAGE THERAPY Certificate

Program Advisor: Judith Gawron, PT, MT, DPT, 413-236-4604

The Massage Therapy 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 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 program. This program cycles and is offered every other year. The next class will be admitted for fall 2016. The sequence of courses begins in the fall semester. Admission requirements include:

- Documentation of high school graduation or alternative high school credential;
- 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 and rapport 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 therapeutic relaxation massage.

Graduation Requirements

To earn a certificate in this program, a student must complete all program credits, plus the following additional requirements.

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 or	
AHS-115 Fundamentals of Human Disease	3
BIO-150 Intro to the Human Body	4
COM-104 Intro to Interpersonal Communication or	
ENG-101 Composition I	3
MBW-110 Therapeutic Massage I	5
MBW-120 Therapeutic Massage II	4
MBW-130 Therapeutic Massage Practicum (see footnote 1)	2
MBW-131 Therapeutic Massage Seminar	1
MBW-150 Business Practice for Massage Therapy	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 (see footnote 1)	2
BIO 150 Intro to the Human Body	4
MBW-110 Therapeutic Massage I	5
Second Semester	14 Credits
AHS-115 Fundamentals of Human Disease or	
AHS-230 Pathophysiology	3
COM-104 Intro to Interpersonal Communication or	
ENG-101 Composition I	3
MBW-120 Therapeutic Massage II	4
MBW-130 Therapeutic Massage Practicum (see footnote 1)	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. AHS-162 is offered only in the spring semester.

Note: MBW students must follow College immunization policy (see Immunizations on page 9). 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 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/non-verbal) 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).

2. Communication

- a. Maintain professional verbal/nonverbal communication.
- b. Demonstrate active listening.
- c. Develop rapport.
- d. Understand and to respond appropriately to nonverbal communication.
- e. Use effective written, verbal and nonverbal communication which is accurate and appropriate to the audience.

3. Professional Presence

- a. Demonstrate attributes of empathy, compassion, tolerance and respect.
- b. Function autonomously, effectively and ethically in an intimate environment.

- c. Align with professional ethics and standards.
- d. Maintain mental focus for uninterrupted repeated periods of 60-90 minutes.
- e. Ensure physical/emotional safety of the environment.

4. Physical

- a. Maintain continuous standing and moving with periods of sitting for 60-90 minutes.
- b. Perform repetitive gross motor movements of arms and legs for 60-90 minutes at a time.
- c. Maintain appropriate body mechanics for 60-90 minutes at a time.
- d. Assist a person on and off massage table.
- e. Lift a person's limbs while on massage table.
- f. Perform repetitive fine motor skills with hands to manipulate tissue.
- g. 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, plus the following additional requirements.

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 Degree and 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 Physical Fitness program requires that the student, with or without reasonable accommodations, must be able to:

1. Demonstrate the ability to coordinate simultaneous motions
2. Perform movements that require supination, pronation,

flexion, extension, adduction, abduction, hyperextension rotation, circumduction.

3. 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(s); (to motivate clients).
 - e. Analyzing and documenting assessment finding 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, carrying small equipment (under 50lbs.) and moving large equipment (over 50lbs).
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 - Associate in Science

Program Advisor: Sherry Scheer, 413-236-4511

Endorsed by: The American College of Sports Medicine and the American Council on Exercise

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, and 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; and
- 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 all program and general education credits, plus the following additional requirements.

Program	42 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
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 (items)	4
Forum (units)	4
Health/Fitness (hours, see footnote 2)	30
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
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 (see footnote 3) 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 (see footnote 1) 3

Footnotes:

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

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

PHYSICAL THERAPIST ASSISTANT Associate in Science

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

Accredited by: The Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; telephone; 703-706-3245;

E-mail: accreditation@apta.org; www.captionline.org.

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 PTA's.

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, PT, MED, DPT, 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.

BCC will not admit students concurrently into any two of the following degree or certificate programs: Physical Therapist Assistant, Respiratory Care, LPN or Nursing.

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 PTA's, 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 all program and general education credits, plus the following additional requirements.

<u>Program</u>	<u>48 Credits</u>
AHS-129 Medical Terminology	3
AHS-230 Pathophysiology	3
BIO-201 Anatomy and Physiology I	4
BIO-202 Anatomy and Physiology II	4
PTA-100 Introduction to Physical Therapy.	2
PTA-101 Physical Therapist Assistant I	4
PTA-102 Structural Anatomy	3
PTA-115 Functional Anatomy	3
PTA-150 Clinical Education I (see footnote 7)	2
PTA-200 Rehab Neurology	3
PTA-201 Physical Therapist Assistant II.	2
PTA-202 Therapeutic Exercise	4
PTA-203 PTA Seminar.	3
PTA-250 Clinical Education II (see footnote 7)	4
PTA-260 Clinical Education III (see footnote 7)	4

<u>General Education</u>	<u>21 Credits</u>
COM Communication (see footnote 1)	3
ENG English Composition/Writing (see footnote 2)	6
MAT Mathematics (see footnote 3)	3
PHY Physics (see footnote 4)	3
Behavioral and Social Science	3
General Education Elective (see footnote 5)	3

<u>Additional</u>	<u>As Shown</u>
Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours)(see footnote 6)	30
Minimum Cumulative Average Overall	2.000
Area of Specialization (All Program Requirements):	
Minimum Grade Required in Each Program 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.

<u>First Semester</u>	<u>18 Credits</u>
AHS-129 Medical Terminology	3
BIO-201 Anatomy and Physiology I	4
PTA-100 Introduction to Physical Therapy.	2
PTA-102 Structural Anatomy	3
ENG English Composition/Writing (see footnote 2)	3
PHY Physics (see footnote 4)	3

<u>Second Semester</u>	<u>17 Credits</u>
AHS-230 Pathophysiology	3
BIO-202 Anatomy and Physiology II	4

PTA-101 Physical Therapist Assistant I	4
PTA-115 Functional Anatomy	3
COM Communication (see footnote 1)	3

<u>Summer Session</u>	<u>2 Credits</u>
PTA-150 Clinical Education I (see footnote 7)	2

<u>Third Semester</u>	<u>14 Credits</u>
PTA-200 Rehab Neurology	3
PTA-202 Therapeutic Exercise	4
PTA-250 Clinical Education II (see footnote 7)	4
ENG English Composition/Writing (see footnote 2)	3

<u>Fourth Semester</u>	<u>15 Credits</u>
PTA-201 Physical Therapist Assistant II.	2
PTA-203 PTA Seminar.	3
PTA-260 Clinical Education III (see footnote 7)	4
Behavioral and Social Science	3
General Education Elective (see footnote 5)	3

Footnotes:

1. Communication chosen from COM-105 or COM-107.
2. English Composition/Writing chosen from ENG-101, ENG-102, ENG-103, ENG-104.
3. Mathematics: Students must demonstrate competency at a level of MAT-029 or MAT-029C or MAT-136 or at a higher level prior to matriculation in the PTA program.
4. Physics chosen from PHY-111 or higher level.
5. General Education Elective chosen from History, Humanities and Fine Arts, Environmental Studies.
6. Fulfilled by successful completion of PTA-100.
7. Students must be immunized prior to the start of the PTA program and must maintain currency throughout the curriculum.

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

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

2. Communication

- Communicate effectively with patients and family, physicians and other members of the health care team.
- Assess all information provided to allow for appropriate, well-focused follow-up inquiry.
- 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.
- 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.
- With attention to detail, completely and accurately write dictate patient assessments.
- Make a correct judgment in seeking supervision and consultation in a timely manner.

3. Physical Abilities

- Have the ability to perform both gross and fine motor activities within reasonable limits.
- 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.
- Move him or herself and the patient in three-dimensional space(s) in order to perform motor function tests and interventions.
- Ensure the physical safety of a patient at all times.

- Perceive the signs of disease, especially neuro-musculo-skeletal 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).
- To discern skin, subcutaneous masses, muscles, bones and joints.

4. Ethics and Stress Management

- Understanding the basis and content of ethical physical therapy practice.
- Possess attributes which include compassion, empathy, altruism, integrity, responsibility and tolerance.
- Acquiring 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 Associate in Science

Program Advisor: Thomas Carey, RRT, MPH, 413-236-4526

Accredited by: The Commission on Accreditation for Respiratory Care (CoARC), www.CoARC.com

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 Health Sciences 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:
 - Completion of ENG-020 and ENG-060, if applicable;
 - Completion of MAT-136 or MAT-102C (Math 800 series) or MAT-102, if applicable;
- Within five years 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;
- 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); and
- 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.

BCC will not admit students concurrently into any two of the following degree or certificate programs: Physical Therapist Assistant, Respiratory Care, LPN or Nursing.

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; and
- Communicate effectively both orally and in writing and practice therapeutic communication.

Graduation Requirements

To earn a degree in this program, a student must complete all program and general education credits, plus the following additional requirements.

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

Additional		As Shown
	Core Competencies Portfolio (items)	4
	Forum (units)	4
	Health/Fitness (hours, see footnote 6)	30
	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 50lbs. 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; and perform surgical procedures).
- g. Feel palpate pulses; perform physical exams; feel arteries or veins for puncture; assess skin temperature.
- h. Push and 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 (the sense of urgency) 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. Able to write and 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, coworkers – 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 the actions and attitudes consistent with ethical standards of the profession.
- g. Exposure to blood borne pathogens Hepatitis, HIV.

Health Science

HEALTH SCIENCE Associate in Science

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;
- 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 and general education credits, plus 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 or	

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 (items).	4
Forum (units)	4
Health/Fitness (hours, see footnote 6)	30
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 or	
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.*

BCC Options (McCann)

DENTAL ASSISTING OPTION Associate in Science

Program Advisor: Anna Foss, 413-236-2107

Dental Assisting Studies (AHS-172)
Offered Only at McCann Technical School

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 Racette
mracette@mccanntech.org, 413-663-5383, Ext. 183

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 all program and general education credits, plus the following additional requirements.

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

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 (see footnote 2)	3

Additional	As Shown
Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours) (see footnote 3)	30
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 (see footnote 1)
BIO-150	Introduction to the Human Body
AHS-150	Introduction to Nutrition
ENG-101	Composition I
ENG-102	Composition II
CHM-150	Essentials of Chemistry
CIS-102	Fundamental Computer Literacy
MAT-136	Mathematics for Health Science
PSY-107	Introduction to Psychology
COM	Communication
	General Education Elective (see footnote 2)

Footnotes:

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

MEDICAL ASSISTING OPTION Associate in Science

Program Advisor: Anna Foss, 413-236-2107

Medical Assisting Studies (AHS-170)
Offered Only at McCann Technical School

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) 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, 413-663-5383, Ext. 182

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 all program and general education credits, plus the following additional requirements.

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

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 (see footnote 2)	3

Additional	As Shown
Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours) (see footnote 3)	30
Minimum Cumulative Average Overall	2.000
Current AAMA Certification or Certification Eligibility	

Suggested Block for Program Completion

The actual time needed to complete the program will vary according to each student's individual needs.

AHS-170	Medical Assisting Studies (see footnote 1)
BIO-150	Introduction to the Human Body
PSY-204	Human Growth and Development
ENG-101	Composition I
ENG-102	Composition II
CHM-150	Essentials of Chemistry
MAT-136	Mathematics for Health Science
PSY-107	Introduction to Psychology
BIO-207	Microbiology

COM	Communication
	General Education Elective (see footnote 2)

Footnotes:

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

SURGICAL TECHNOLOGY OPTION Associate in Science

Program Advisor: Anna Foss, 413-236-2107

Surgical Technology Studies (AHS-171)

Offered Only at McCann Technical School

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), 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), (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.nbsta.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 Hescock
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 all program and general education credits, plus the following additional requirements.

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

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 (see footnote 2)	3

Additional	As Shown
Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours) (see footnote 3)	30
Minimum Cumulative Average Overall	2.000
Current LCC-ST Certification or Certification Eligibility	

Suggested Block for Program Completion

The actual time needed to complete the program will vary according to each student's individual needs.

AHS-171	Surgical Technology Studies (see footnote 1)
BIO-150	Introduction to the Human Body
ENG-101	Composition I
ENG-102	Composition II
CHM-150	Essentials of Chemistry
MAT-136	Mathematics for Health Science
AHS-121	Essentials of Pharmacology
PSY-107	Introduction to Psychology
BIO-207	Microbiology
COM	Communication
	General Education Elective (see footnote 2)

Footnotes:

1. *Surgical Technology Studies are only offered at McCann Technical School in North Adams.*
2. *General Education Elective chosen from History or Humanities and Fine Arts.*
3. *Fulfilled by successful completion of AHS-171.*

Biology

BIOLOGICAL SCIENCE CONCENTRATION Liberal Arts - Associate in Arts

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 24).

Expected Outcomes (Biological Science Concentration)

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;
- Expected Outcomes continued
- 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 all program and general education credits, plus the following additional requirements.

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 or World History to 1500	3
HIS-114 Western Civilization Since 1500 or World History Since 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 (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average Overall	2.000
Area of Specialization: All Required BIO- & CHM-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 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 to 1500 or World History to 1500	3

Fourth Semester 14 Credits

CHM-202 Organic Chemistry II	4
ENG Literature	3
HIS-114 Western Civilization Since 1500 or 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: ATM-145, Intro. to Meteorology; 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.*

BIOTECHNOLOGY CONCENTRATION Liberal Arts - Associate in Arts

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 24).

Expected Outcomes

Graduates of this program should be able to:

- Understand relevant principles of cell biology, microbiology, and genetics as they relate to medical, agricultural, environmental, and chemical biotechnologies;
- Perform laboratory work and analyses with cells, proteins, and genes as they relate to biotechnology fields;
- Demonstrate understanding of concepts of experimental design, research and development;
- Understand concepts of workplace functions, standard operating procedures and professional protocols as they relate to biotechnological operations;
- Follow appropriate safety precautions, emergency response protocols and hazardous materials use and management typical of those found in biotechnology;

- Possess the academic skills, behaviors and attitudes to successfully pursue further studies in a Biotechnology-related discipline.

Graduation Requirements

To earn a degree in this program, a student must complete all program and general education credits, plus the following additional requirements.

Program	25 Credits
BIO-101 General Biology I	4
BIO-102 General Biology II or	
BIO-111 Botany	4
BIO-132 Biological Laboratory Techniques	1
BIO-230 Biotechnology	4
BIO-275 Independent Study or	
Professional Elective (see footnotes 1 and 2)	2
CHM-201 Organic Chemistry	4
ENG Literature	3
MAT-123 Elementary Statistics	3

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 or	
HIS-121 World History to 1500	3
HIS-114 Western Civilization Since 1500 or	
HIS-122 World History Since 1500	3
MAT-121 Precalculus I (or higher, see footnote 3)	4
Behavioral/Social Science	6
Environmental Studies	1

Additional	As Shown
Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average 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
MAT-121 Precalculus I (or higher)	4
ENG English Composition/Writing	3
Behavioral and Social Science	3

Second Semester	18 Credits
BIO-102 General Biology II or	
BIO-111 Botany	4
BIO-132 Biological Laboratory Techniques	1
CHM-102 Introductory Chemistry II	4
MAT-123 Elementary Statistics	3
COM Communication	3
ENG English Composition/Writing	3

Third Semester	14 Credits
BIO-230 Biotechnology	4
CHM-201 Organic Chemistry I	4
HIS-113 Western Civilization to 1500 or	
HIS-121 World History to 1500	3
ENG Literature	3

Fourth Semester	12 Credits
BIO-275 Independent Study or	
Professional Elective (see footnote 1)	3
HIS-114 Western Civilization Since 1500 or	
HIS-122 World History Since 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 Associate in Arts

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 24).

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;
- 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 all program and general education credits, plus the following additional requirements.

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	Elective (see footnote 3) 6
CIS-102	Fundamental Computer Literacy. 4
CIS-225	Spreadsheets and Databases for Professionals. . . . 4
ECO-212	Principles of Macroeconomics 3

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 (items).	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average Overall	2.000
Area of Specialization:	
BUS, ECO Courses & CIS 102	2.000

Suggested Block for Program Completion

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

First Semester		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		16 Credits
BUS-112	Principles of Accounting II	3
CIS-225	Spreadsheets and Databases for Professionals.	4
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		14 Credits
ECO-211	Principles of Microeconomics.	3
HIS	History	3
	Environmental Studies (see footnote 2)	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 CAREERS Associate in Science

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 all program and general education credits, plus the following additional requirements.

Program	37 Credits
BSS-102	Microsoft® Word or
BSS-201	Microsoft® Excel 3
BUS-107	Fundamentals of Business. 3

BUS-111	Principles of Accounting I	3
BUS-112	Principles of Accounting II	3
BUS-247	Business Communications	3
BUS	Electives	6
CIS-102	Fundamental Computer Literacy	4
	Free Elective	3
	Professional Electives (see footnote 2)	8

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 3)	3
	Humanities and Fine Arts	3

Additional As Shown

Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average Overall	2.000
Area of Specialization: All program requirements except the Free 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 16 Credits

BUS-107	Fundamentals of Business	3
BUS-111	Principles of Accounting I	3
CIS-102	Fundamental Computer Literacy	4
BUS-105	Business Mathematics or	
MAT	Mathematics (see footnote 1)	3
ENG	English Composition/Writing	3

Second Semester 16 Credits

BUS-112	Principles of Accounting II	3
CIS 225	Spreadsheets and Databases for Professionals	4
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 2)	3
ECO-212	Principles of Macroeconomics	3
	General Education Elective (see footnote 3)	3

Fourth Semester 15 Credits

BUS-247	Business Communications	3
BUS	Elective	3

	Professional Electives (see footnote 2)	5
ECO-211	Principles of Microeconomics	3

Footnotes:

1. *Mathematics to be chosen from any MAT course with the "MA" General Education designation.*
2. *Professional Elective chosen from BSS, BUS, CIS, CUL, ECO, and HSP-courses.*
3. *General Education Elective chosen from History, Natural or Physical Science, Environmental Studies.*

BUSINESS CAREERS Health Information Management Option Associate of Science

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 all program and general education credits, plus the following additional requirements.

Program 37 Credits

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

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 2)	3
	Humanities and Fine Arts	3

Additional As Shown

Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average 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).*

Computer Information Systems

COMPUTER INFORMATION SYSTEMS Business Systems Option Associate in Science

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 all program and general education credits, plus the following additional requirements.

Program	44 Credits
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-225 Spreadsheets and Databases for Professionals	4
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
Free Elective (see footnote 2)	2

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 (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average Overall	2.000
Area of Specialization: All CIS-Courses	2.000

Suggested Block for Program Completion

On the next page 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	15 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
CIS-225 Spreadsheets and Databases for Professionals	4
CIS-231 Computer Science I with Java	4
ECO-212 Principles of Macroeconomics	3
MAT-123 Elementary Statistics	3
Free Elective	2

Fourth Semester	16 Credits
CIS-155 Web Development	3
CIS-203 Systems Analysis & Design	3
CIS-232 Computer Science II with Java	4
ECO-211 Principles of Microeconomics	3
COM Communication	3

Footnotes:

1. MAT requires MAT 102 or higher to meet program requirements.

Note: A minimum of three CIS-courses must be taken in the five year prior to graduation.

COMPUTER SCIENCE OPTION Associate in Science

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;
- 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; and
- 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 all program and general education credits, plus the following additional requirements.

Program	42 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
ENM 152 Engineering Calculus II	4
ENT 162 Engineering Physics II	4
ENT 233 Digital Circuits	4
MAT-123 Elementary Statistics	3
Elective (see footnote 1)	3

General Education	23 Credits
COM Communication	3
ENG English Composition/Writing	6

ENM-151	Engineering Calculus I	4
ENT-161	Engineering Physics I (see footnote 2)	4
	Behavioral and Social Science	3
	Humanities and Fine Arts	3

Additional	As Shown
Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average 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	4
	Behavioral and Social Science	3

Second Semester	18 Credits	
CIS-125	C++ Programming II	4
ENM-152	Engineering Calculus II	4
ENT-161	Engineering Physics I	4
ENG	English Composition/Writing	3
	Humanities and Fine Arts	3

Third Semester	15 Credits	
CIS-231	Computer Science I with Java	4
ENT-162	Engineering Physics II	4
ENT-233	Digital Circuits	4
MAT-123	Elementary Statistics	3

Fourth Semester	14 Credits	
CIS-211	Data Structures	4
CIS-232	Computer Science II with Java	4
COM	Communication	3
	Elective (see footnote 1)	3

Footnotes:

1. Elective chosen from courses designated CIS or ENT.
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.

NETWORKING OPTION Associate in Science

Program Advisor: Gregory Panczner, 413-236-4574

The Networking option of the Computer Information Systems degree program gives the student a technical understanding of computer systems and computer networking using the CISCO standard. The curriculum provides students with extensive course work in computer science and networking. This program is designed for students planning either to enter the workforce or to transfer to a baccalaureate institution for further study. To complete most computer assignments, students will need to use either BCC's computer laboratory or an off-campus computer. After completion of the program, students may become CISCO Certified. Related major at the baccalaureate level: Computer Science.

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; and
- 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 all program and general education credits, plus the following additional requirements.

Program	44 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	Introduction to Networks	4
CIS-181	Routing and Switching Essentials	4

CIS-231	Computer Science I with Java	4
CIS-240	Scaling Networks	4
CIS-241	Connecting Networks	4
CIS-256	Network Security	4
	Free Elective	1

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 (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average 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	Introduction to Networks	4
CIS-181	Routing and Switching Essentials	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	Scaling Networks	4
CIS-241	Connecting Networks	4

Fourth Semester	11 Credits	
CIS-256	Network Security	4
	Free Elective	1
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.

NETWORKING Certificate Option

Program Advisor: John Osthoff, 413-236-4616

The Networking Certificate Option of the Computer Science program of study is designed to provide a foundation set of skills to begin a successful career in computer networking. The coursework will introduce the student to skills used throughout the Information Technology (IT) field, but will culminate with obtaining competencies oriented to becoming an entry level technician. This program can lead to an industry Certification (CCENT) and is the opening toward achieving higher-level computer networking certifications or academic degrees. Graduates will also have 26 credits towards the Computer Information Systems – Networking Option A.S. Degree.

Graduation Requirements

To earn a certificate in this program, a student must complete all program credits, plus the following additional requirements.

Program	26 Credits
CIS-102	Fundamental Computer Literacy. 4
CIS-124	C++ Programming I. 4
CIS-153	Systems Operations 4
CIS-155	Web Development 3
CIS-180	Introduction to Networks 4
CIS-181	Routing and Switching Essentials. 4
ENG	English Composition/Writing 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	12 Credits
CIS-102	Fundamental Computer Literacy. 4
CIS-124	C++ Programming I. 4
CIS-153	Systems Operations 4

Second Semester	14 Credits
CIS-155	Web Development 3
CIS-180	Introduction to Networks 4
CIS-181	Routing and Switching Essentials. 4
ENG	English Composition/Writing 3

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 50).

Graduation Requirements

To earn a certificate in this program, a student must complete all program credits, plus the following additional requirements.

Program	29 Credits
CIS-102	Fundamental Computer Literacy. 4
CIS-124	C++ Programming I. 4
CIS-125	C++ Programming II 4
CIS-155	Web Development 3
COM	Communication or
ENG	English Composition/Writing 3
	Professional Electives * 11

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

Suggested Block for Program Completion

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

First Semester	15 Credits
CIS-102	Fundamental Computer Literacy. 4
CIS-124	C++ Programming I. 4
COM	Communication or
ENG	English Composition/Writing 3
	Professional Electives * 4

Second Semester	14 Credits
CIS-125	C++ Programming II 4
CIS-155	Web Development 3
	Professional Elective * 7

*Options for Professional Electives	Credits
BSS-201	Microsoft® Excel 3
BSS-202	Microsoft® Access 3
BUS-111	Principles of Accounting I. 3
BUS-112	Principles of Accounting II 3
CIS-153	Systems Operation 3
CIS-180	Introduction to Networks 4
CIS-181	Routing and Switching Essentials. 4

CIS-203	Systems Design	3
CIS-211	Data Structures	4
CIS-231	Computer Science I with Java	4
CIS-232	Computer Science II with Java	4
MAT	Mathematics (see footnote 1)	3
	Free Elective.	4
	Natural or Physical Lab Science	4

Footnotes:

1. Any MAT-course with the "MA" General Education designation.

Note: A minimum of three CIS-courses must be taken in the five years prior to receiving the certificate.

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.

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;
- 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; and
- 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, plus the following additional requirements.

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 or	
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 or	
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	Introduction to Networks	4
CIS-181	Routing and Switching Essentials	4
CIS-211	Data Structures	4
CIS-231	Computer Science I with Java	4
CIS-232	Computer Science II with Java	4
CIS-240	Scaling Networks	4
CIS-241	Connecting 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:

- 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 Associate in Science

Program Advisor: Reena Bucknell, 413-236-4551

Approved through the Massachusetts Department of Higher Education

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 and illustrate 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 all program and general education credits, plus the following additional requirements.

Program	36 Credits	
CRJ 105	Introduction to Criminal Justice	3
CRJ-108	Substance Abuse Education	3
CRJ-109	Police and Community Relations	3
CRJ-121	Criminal Law	3
CRJ-123	Criminal Procedures	3
CRJ-125	Juvenile Justice Process	3
CRJ-126	Criminal Investigation	3
CRJ-127	Correctional Process	3
CRJ-200	Introduction to Criminology or	
SOC-219	Women and the Law	3

PSY-107	Introductory Psychology	3
SOC-105	Introductory Sociology	3
	Professional Elective (see footnote 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 or	
	Environmental Studies	3

Additional	As Shown
Core Competencies Portfolio (items)	
Forum (units)	4
Health/Fitness (hours)	30
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 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
ENG	English Composition/Writing	3
MAT	Mathematics (see footnote 1)	3
SOC-105	Introductory Sociology	3

Second Semester	15 Credits	
CRJ-121	Criminal Law	3
CRJ-127	Correctional Process	3
COM	Communication	3
ENG	English Composition/Writing	3
PSY-107	Introductory Psychology	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 or	
	Environmental Studies	3

Fourth Semester	15 Credits	
CRJ-125	Juvenile Justice Process	3
CRJ-126	Criminal Investigation	3
CRJ-200	Introduction to Criminology or	
SOC-219	Women and the Law	3
	Professional Elective (see footnote 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. *Health Fitness requirement is 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 - Associate in Arts

Program Advisor: Patricia Kay, 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 24).

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;
- 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; and
- Value the importance of maintaining positive, collaborative relationships with families;

- Be familiar with community resources that serve children;
- Demonstrate the knowledge of opportunities for professional growth; and
- 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 all program and general education credits, plus the following additional requirements.

<u>Program</u>	<u>27 Credits</u>
ECE-101 Early Childhood Growth/Development	3
ECE-104 Education: Current Issues & Trends.	3
ECE-122 Special Needs in Early Childhood Ed.	3
ECE-123 Early Childhood Ed. Practicum I	3
ECE-124 Early Childhood Ed. Seminar I	1
ECE-241 Design Curriculum: Creativity	3
ENG Literature (see footnote 1)	3
Humanities and Fine Arts (see footnote 2)	3
MAT-113 Survey of College Mathematics	3
Free Elective (see footnote 3)	2

<u>General Education</u>	<u>35 Credits</u>
COM Communication	3
ENG English Composition/Writing.	6
ENG Literature	3
HIS History (see footnote 6)	3
HIS-117 United States History to 1877	3
MAT Mathematics	3
PSY-107 Introductory Psychology	3
SOC Sociology (see footnote 4)	3
Environmental Studies (see footnote 5)	1
Natural or Physical Science (see footnote 5)	7

<u>Additional</u>	<u>As Shown</u>
Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average 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.

<u>First Semester</u>	<u>6-14 Credits</u>
Pre-College Courses as needed	0-8
ECE-104 Education: Current Issues & Trends.	3
HIS History (see footnote 6)	3

<u>Second Semester</u>	<u>12 Credits</u>
ECE-101 Early Childhood Growth/Development	3
ECE-241 Design Curriculum: Creativity	3
ENG English Composition/Writing.	3
PSY-107 Introductory Psychology	3

<u>Third Semester</u>	<u>10 Credits</u>
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

<u>Fourth Semester</u>	<u>12 Credits</u>
ECE-122 Special Needs in Early Childhood Education	3
COM Communication	3
ENG Literature (see footnote 1)	3
MAT Mathematics	3

<u>Fifth Semester</u>	<u>10 Credits</u>
ENG Literature	3
SOC Sociology (see footnote 4)	3
Natural or Physical Science (see footnote 5)	4

<u>Sixth Semester</u>	<u>12 Credits</u>
MAT-113 Survey of College Mathematics	3
Humanities and Fine Arts (see footnote 2)	3
Environmental Studies (see footnote 5)	1
Free Elective (see footnote 3)	2
Natural or Physical Science (see footnote 5)	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.*
6. *Chosen from HIS-113, HIS-114, HIS-121 or HIS-122.*

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

EARLY CHILDHOOD EDUCATION Associate in Science

Program Advisor: Patricia Kay, 413-236-4626

The A.S. in Early Childhood Education is a “career degree” meeting the needs of practitioners in the field seeking an Associate’s Degree as a terminal degree. This option, with more required courses directly relevant to the care and teaching of young children and courses relating to working with families, provides training for those early childhood educators who chose to remain in the field at an Associate’s Degree level.

Graduation Requirements

To earn a degree in this program, a student must complete all program and general education credits, plus the following additional requirements.

Program	41 Credits
ECE-101	Early Childhood Growth and Development. 3
ECE-104	Education: Current Issues and Trends. 3
ECE-107	Understanding and Guiding Children’s Behavior. 3
ECE-122	Special Needs in Early Childhood Education 3
ECE-123	Early Childhood Education Practicum I 3
ECE-124	Early Childhood Education Seminar I 1
ECE-220	Infant and Toddler Care 3
ECE-223	Early Childhood Education Practicum II. 3
ECE-224	Early Childhood Education Seminar II 1
ECE-241	Design Curriculum: Creativity 3
	Behavioral Sciences Electives (see footnote 1) 6
	Free Electives 9
General Education	21 Credits
COM	Communication 3
ENG	English Composition/Writing. 6
ENG-205	Children’s Literature 3
MAT	Mathematics (see footnote 2) 3
PSY-107	Introductory Psychology 3
SOC-105	Introductory Sociology 3
Additional	As Shown
	Core Competencies Portfolio 4
	Forum (units) 4
	Health/Fitness (hours) 30
	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	12 Credits
<i>(Pre college courses as needed)</i>	
ECE-101	Early Childhood Growth and Development. 3
ECE-104	Education: Current Issues and Trends. 3

PSY-107	Intro to Psych 3
	English Composition 3

Second Semester	12 Credits
ECE-122	Special Needs in Early Childhood Ed. 3
ENG-102	English Composition 3
SOC-105	Introductory Sociology 3
	Free Elective. 3

Third Semester	13 Credits
ECE-123	
and 124	Intro. Practicum & Seminar 4
ECE-220	Infant & Toddler Care. 3
COM	Oral Communication 3
	Behavioral Science Elective 3

Fourth Semester	13 Credits
ECE-107	Guiding Children’s Behavior 3
ECE-223	
and 224	Intermediate Practicum & Seminar. 4
ENG-205	Children’s Literature 3
	Free Elective. 3

Fifth Semester	12 Credits
ECE-241	Design Curriculum: Creativity 3
MAT	Mathematics 3
	Behavioral Science Elective 3
	Free Elective 3

Footnotes:

1. Chosen from courses designated ECE, HSV, PSY or SOC. Recommended courses: HSV-135, SOC-136 and SOC-208.
2. BUS-105, Business Mathematics; MAT 101, Applied Contemporary Mathematics; or any course with the “MA” General Education designation.

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 to assess their child 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/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, operate and manipulate scissors, glue, etc. Sitting on floor or in 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 develop mental 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 Introductory - Certificate

Program Advisor: Patricia Kay, 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, plus the following additional requirements.

Program	16 Credits
ECE-101	Early Childhood Growth and Development. 3
ECE-104	Education: Current Issues and Trends. 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	Education: Current Issues and Trends
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 Intermediate - Certificate

Program Advisor: Patricia Kay, 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, plus the following additional requirements.

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 or
SOC 136	Sociology of Marriage and the Family 3
Additional	As Shown
Demonstrated College-level skills in Reading and Writing	
Minimum Cumulative Average Overall 2.000	
Minimum Cumulative Average in Program 2.000	

Suggested Sequence of Courses

The actual time to complete the program may vary according to each student's individual needs.

ECE-122	Special Needs In Early Childhood Education
ECE-223	Practicum in Early Childhood Education
ECE-224	Seminar in Early Childhood Education
ECE	Early Childhood electives (see footnote 1)
SOC-105	Introductory Sociology or
SOC-136	Sociology of Marriage and the Family

Footnotes:

1. *One of the early childhood electives must be either ECE-107, Understanding and Guiding Children's Behavior; or ECE-241, Design Curriculum: Creativity. 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 54). 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.

ELEMENTARY EDUCATION Liberal Arts - Associate in Arts

Program Advisor: Patricia Kay, 413-236-4626

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 24).

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; and
- 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 all program and general education credits, plus the following additional requirements.

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

General Education	35 Credits
COM	Communication 3
ECO	Economics 3
ENG	English Composition/Writing. 6
GOV	Government (see footnote 2). 3
HIS	History (see footnote 5). 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 (items). 4	
Forum (units) 4	
Health/Fitness (hours) 30	
Minimum Cumulative Average 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	History (see footnote 5). 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

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, BIO-102, BIO -111, BIO-112 or BIO-180; or ENV-101, BIO-102 or BIO-121. *Physical Science* selected from BIO-109 or -110; CHM-101, ENV-148, GEY-121 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.
5. Chosen from HIS-113, HIS-114, HIS-121 or HIS-122.

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 this program, a student must complete all program credits, plus the following additional requirements.

<u>Program</u>	<u>22 Credits</u>
ENM-125 Technical Mathematics I	3
ENM-126 Technical Mathematics II (or higher)	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>
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, plus the following additional requirements.

<u>Program</u>	<u>28 Credits</u>
ENM-125 Technical Mathematics I	3
ENM-126 Technical Mathematics II (or higher)	3
ENG 101 Composition I	3
COM-107 Oral Communication in Business	3
ENT-135 Interpreting Engineering Drawings I	4
ENT-136 Interpreting Engineering Drawings II	4
ENT-151 Introduction to Manufacturing	4
ENT-152 Advanced Manufacturing	4
<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

Engineering and Engineering Technology

ENGINEERING Associate in Science

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 RPI, UMass., Clarkson, and Worcester Polytech.

Graduation Requirements

To earn a degree in this program, a student must complete all program and general education credits, plus the following additional requirements.

<u>Program</u>	<u>43 Credits</u>
CHM-101 Introductory Chemistry I	4
CHM-102 Introductory Chemistry II or	
BIO 101 General Biology I (see footnote 1)	4
ENM-152 Engineering Calculus II	4
ENM-251 Engineering Calculus III	4
ENT-115 Introduction to Engineering	3
ENT-162 Engineering Physics II	4
ENT-185 Engineering Computer Applications	4
ENT-261 Engineering Physics III	4
MAT-253 Linear Algebra	3
MAT-254 Differential Equations	3
Tech Electives (see footnote 2)	6
<u>General Education</u>	<u>23 Credits</u>
COM Communication	3
ENG English Composition/Writing	6
ENM-151 Engineering Calculus I	4
ENT-161 Engineering Physics I	4
General Education Electives (see footnote 3)	6

<u>Additional</u>	<u>As Shown</u>
Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average 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.

<u>First Semester</u>		<u>14 Credits</u>
CHM-101	Introductory Chemistry I	4
ENG	English Composition/Writing	3
ENM-151	Engineering Calculus I	4
ENT-115	Intro to Engineering.	3
<u>Second Semester</u>		<u>19 Credits</u>
ENG	English Composition/Writing	3
CHM-102	Introductory Chemistry II or	
BIO-101	General Biology I (see footnote 1)	4
ENM-152	Engineering Calculus II	4
ENT-161	Engineering Physics I	4
ENT-185	Engineering Computer Applications	4
<u>Third Semester</u>		<u>17 Credits</u>
ENM-251	Engineering Calculus III	4
ENT-162	Engineering Physics II	4
MAT-253	Linear Algebra.	3
	Technical Elective (see footnote 2)	3
	General Education Elective (see footnote 3)	3
<u>Fourth Semester</u>		<u>18 Credits</u>
ENT-261	Engineering Physics III	3
MAT-254	Differential Equations	3
	Technical Elective (see footnote 2)	3
COM	Communication	3
	General Education Elective (see footnote 3)	3

Footnotes:

1. *Students planning to major in Chemical Engineering should take CHM-102.*
2. *Take two technical electives as follows:*
 - *For Electrical Engineering: ENT-203 and ENT-204*
 - *For Mechanical/Civil Engineering: ENT-212 and ENT-213*
 - *For Chemical Engineering: CHM-201 and CHM-202*
 - *Common Tech Electives: ENT-214, ENT-233, ENT-234, ENT-275 and ENT-285*
3. *General Education Electives chosen from the following: History, Humanities and Fine Arts, Behavioral and Social Science, Environmental Studies.*

ENGINEERING TECHNOLOGY Computer/Electronic - Associate in Science

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 all program and general education credits, plus the following additional requirements.

<u>Program</u>		<u>47 Credits</u>
CIS-124	C++ Programming I	4
CIS-153	Systems Operations	4
CIS-180	Introduction to Networks	4
ENM-127	Technical Mathematics III (or higher)	3
ENT-129	Intro to Electricity/Electronics	4
ENT-135	Interpreting Engineering Drawings I	4
ENT-185	Engineering Computer App (see footnote 1)	4
ENT-233	Digital Circuits.	4
ENT-234	Microprocessors	3
ENT-260	Industrial Control Systems	4
PHY-111	Ideas of Physics (see footnote 2)	3
	Technical Electives (see footnote 3)	6
<u>General Education</u>		<u>22 Credits</u>
COM	Communication	3
ENG	English Composition/Writing.	6
ENM-126	Technical Mathematics II (or higher)	3
PHY-101	College Physics I (see footnote 2)	4
	General Education Electives (see footnote 4)	6
<u>Additional</u>		<u>As Shown</u>
	Core Competencies Portfolio (items)	4
	Forum (units)	4
	Health/Fitness (hours)	30
	Minimum Cumulative Average Overall	2.000
	Area of Specialization: All requirements 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.

<u>First Semester</u>		<u>17 Credits</u>
PHY-111	Ideas of Physics (see footnote 2)	3
ENT-135	Interpreting Engineering Drawings I	4
ENT-185	Engineering Computer App (see footnote 1)	4
ENG	English Composition/Writing.	3
ENM-126	Technical Mathematics II	3
<u>Second Semester</u>		<u>17 Credits</u>
CIS-124	C++ Programming I	4
ENM-127	Technical Mathematics III	3
ENT-129	Intro to Electricity/Electronics	4
	Technical Elective (see footnote 3)	3
ENG	Composition/Writing	3
<u>Third Semester</u>		<u>19 Credits</u>
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 (see footnote 4)	3
<u>Fourth Semester</u>		<u>16 Credits</u>
CIS-180	Introduction to Networks	4
ENT-234	Microprocessors	3
COM	Communication	3
	General Education Elective (see footnote 4)	3
	Technical Elective (see footnote 3)	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 and Switching Essentials; ENT-285, Technical Internship; and PHY 102, College Physics II.*
4. *General Education Electives are chosen from two of the following: History, Humanities and Fine Arts, or Behavioral and Social Science, or Environmental Studies.*

MANUFACTURING TECHNOLOGY Engineering - Associate in Science

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 all program and general education credits, plus the following additional requirements.

<u>Program</u>	<u>47 Credits</u>
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

<u>General Education</u>	<u>22 Credits</u>
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

<u>Additional</u>	<u>As Shown</u>
Core Competencies Portfolio (items).	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average 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.

<u>First Semester</u>	<u>17 Credits</u>
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

<u>Second Semester</u>	<u>17 Credits</u>
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

<u>Third Semester</u>	<u>18 Credits</u>
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

<u>Fourth Semester</u>	<u>17 Credits</u>
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-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 Associate in Science

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 all program and general education credits, plus the following additional requirements.

<u>Program</u>	<u>39 Credits</u>
BIO-109 Introductory Ecology I	4
BIO-110 Introductory Ecology II	4
BIO-111 Introductory Botany.	4
BIO-112 Zoology (see footnote 1)	4
ENV-101 Conservation of Natural Resources I.	4

ENV-102	Conservation of Natural Resources II	4
GEY-121	Earth Systems Science	4
GEY-136	Geographic Information Systems	4
	Science Electives (see footnote 4)	7

General Education 26 Credits

CHM-101	Introductory Chemistry I (see footnote 3)	4
CHM-102	Introductory Chemistry II (see footnote 3)	4
COM	Communication	3
ENG	English Composition/Writing	6
MAT	Mathematics (see footnote 2)	3
	Behavioral and Social Science	3
	Humanities and Fine Arts	3

Additional As Shown

Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average Overall	2.000
Area of Specialization:	
All required BIO, CHM, ENV and GEY 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-112	Zoology	4
CHM-101	Introductory Chemistry I (see footnote 3)	4
ENV-101	Conservation of Natural Resources I or	
MAT	Mathematics (see footnote 2)	3

Second Semester 15 Credits

BIO-111	Introductory Botany	4
CHM-102	Introductory Chemistry II (see footnote 3)	4
ENV-102	Conservation of Natural Resources II	4
ENG	English Composition/Writing	3

Third Semester 18 Credits

BIO-109	Introductory Ecology I	4
CIS-102	Fundamental Computer Literacy	4
	Science Elective (see footnote 4)	4
	Behavioral and Social Science	3

Fourth Semester 17 Credits

BIO-110	Introductory Ecology II	4
COM	Communication	3
GEY-136	Geographic Information Systems	4
	Science Elective (see footnote 4)	4
	Humanities and Fine Arts	3

Footnotes:

1. *Students focusing on Biotechnology may substitute General Biology I & II (BIO-101 & -102) for Botany & Zoology (BIO-111 & -112).*
2. *CHM-150, Essentials of Chemistry, and a lab science may be substituted for this requirement; one more credit must be taken in Free Electives.*
3. *Science electives chosen from BIO, CHM, ENV, GEY, or PHY courses selected in consultation with the student's advisor and consistent with transfer or career plans.*

Fine and Performing Arts

MUSIC CONCENTRATION Fine Arts - Associate in Arts

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 24).

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;
- To use music technology for notation and for sound recording to create original work;
- Develop a music repertoire appropriate for the instrument studied; and
- 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 all program and general education credits, plus the following additional requirements.

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

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 (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average 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

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 requirement.*

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 the 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

To earn a certificate in this program, a student must complete all program credits, plus the following additional requirements.

Program	28 Credits	
ENG-101	Composition I	3
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-232	Recording Technology II	3
MUS	Ensembles (see footnote 1)	2

Additional	As Shown
Demonstrated College-level skills in Reading and Writing	
Minimum Cumulative Average Overall	2.000
Area of Specialization: All required MUS courses	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 (see footnote 1)	1

Second Semester	14 Credits	
MUS-102	Applied Music II	1
MUS-139	Class Piano II	1
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 (see footnote 1)	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).*

THEATRE CONCENTRATION Fine Arts - Associate in Arts

Program Advisor: Kevin McGerigle, 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 Kous-sevitzky 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 24).

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 all program and general education credits, plus the following additional requirements.

Program	31 Credits	
THR-102	Stagecraft I or	
THR-103	Stagecraft II	3
THR-104	Acting I	3
THR-105	Acting II	3
THR-106	Fundamentals of Theatre Design	3
THR-205	Directing	3
THR-111	History of Theatre I or	
THR-112	History of Theatre II	3
THR-206	Acting Styles	3

THR-233	Movement for Actors.	3
THR	Dramatic Literature (see footnote 1).	3
THR	Practicum (see footnote 2)	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 (see footnote 3)	1
	History (HI) (see footnote 4)	6
	Mathematics	3
	Natural or Physical Science (see footnote 3).	7

Additional		As Shown
	Core Competencies Portfolio (items).	4
	Forum (units)	4
	Health/Fitness (hours) (see footnote 5).	30
	Minimum Cumulative Average 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	3
ENG	English Composition/Writing.	3
	History (HI)	3

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

Fourth Semester		17 Credits
THR-299	Practicum.	1
THR	Acting or Directing.	3
THR-214	Modern Dramatic Literature.	3
COM	Communication	3

Environmental Studies (see footnote 3)	1
Natural or Physical Science (see footnote 3).	3
Social or Behavioral Science	3

Footnotes:

1. THR-214
2. THR-198, THR-199, THR-298 and THR-299
3. *The Natural of 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.*
4. *History courses must have "HI" designation.*
5. THR-119 recommended.

VISUAL ARTS CONCENTRATION Fine Arts - Associate in Arts

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 24).

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; and
- 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 all program and general education credits, plus the following additional requirements.

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 or	
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 (items).	4
	Forum (units)	4
	Health/Fitness (hours)	30
	Minimum Cumulative Average 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
	Mathematics	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
	Behavioral or Social Science	3
FAS-225	Figure Drawing or	
FAS-227	Figure Painting	3
	History (HI)	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 the Natural/Physical science requirement and the Environmental Studies requirement.*

Fire Science

FIRE SCIENCE Associate in Science

Program Advisor: Kelly Kemp, 413-236-4507

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; and
- Identify hazardous materials, hazardous properties, and successful emergency scene operations.

Graduation Requirements

To earn a degree in this program, a student must complete all program and general education credits, plus the following additional requirements.

Program		41 Credits
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 (see footnote 1)	12

PHY 111	Ideas of Physics (see footnote 2)	3
SOC 105	Introductory Sociology	3

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

Additional		As Shown
	Core Competencies Portfolio (items)	4
	Forum (units)	4
	Health/Fitness (hours)	30
	Minimum Cumulative Average 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 (Prerequisite PHY 111 and FIS-101)	
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 Chemistry (Prerequisite CHM-150)	
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.*

Health Information

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
- Show 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

To earn a certificate in this program, a student must complete all program credits, plus the following additional 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>
Demonstrated College-level Skills in Reading and Writing	
Minimum Cumulative Average Overall	2.000
Minimum Cumulative Average Overall	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

To earn a certificate in this program, a student must complete all program credits, plus the following additional 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, plus the following additional requirements.

<u>Program</u>	<u>28 Credits</u>
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
<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>13 Credits</u>
BUS-105 Business Mathematics	3
CUL-101 Food Preparation I.	2
CUL-102 Food Preparation II	2
CUL-104 Baking	3
HSP-108 Wine Appreciation	1
HSP-112 Applied Food Service Sanitation.	2
<u>Second Semester</u>	<u>15 Credits</u>
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 ADMINISTRATION Career Option - Associate in Science

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 all program and general education credits, plus the following additional requirements.

Program	40 Credits
BUS-111	Principles of Accounting I. 3
BUS-208	Principles of Marketing 3
CIS-102	Fundamental Computer Literacy. 4
HSP-101	Introduction to Hospitality 3
HSP-105	Hospitality Law 3
HSP-125	Hospitality Management 3
HSP-237	Hospitality Seminar. 3
HSP-285	Cooperative Education I. 3
	Professional Concentration/Electives* 15
General Education	21 Credits
COM	Communication 3
ECO-211	Principles of Microeconomics 3
ENG	English Composition/Writing. 6
BUS-105	Business Mathematics OR
MAT-	Mathematics (see footnote 1) 3
	General Education Electives (see footnote 2) 6
Additional	As Shown
	Core Competencies Portfolio (items). 4
	Forum (units) 4
	Health/Fitness (hours) 30
	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* (see footnote 3) 3
ENG	English Composition/Writing. 3
BUS-105	Business Mathematics or
MAT	Mathematics (see footnote 1) 3
Second Semester	15 Credits
HSP-125	Hospitality Management 3
	Professional Electives* (see footnote 3) 6
COM	Communication 3
ENG	English Composition/Writing. 3
Third Semester	16 Credits
HSP-285	Cooperative Education I. 3
	Professional Elective* (see footnote 3) 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* (see footnote 3) 3
ECO-211	Principles of Microeconomics. 3
	General Education Electives (see footnote 2) 6

Footnotes:

1. Any MAT-course with the "MA" General Education designation.
2. General Education Electives to be chosen from two of the following: History, Humanities and Fine Arts; Natural or Physical Science; or Environmental Studies.
3. HSP-117 highly recommended.

HOSPITALITY ADMINISTRATION Transfer Option - Associate in Science

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 24).

Graduation Requirements

To earn a degree in this program, a student must complete all program and general education credits, plus the following additional requirements.

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 (items). 4
	Forum (units) 4
	Health/Fitness (hours) 30
	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.

<u>First Semester</u>		<u>15 Credits</u>
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
<u>Second Semester</u>		<u>15 Credits</u>
BUS-112	Principles of Accounting II	3
COM	Communication	3
ENG	English Composition/Writing	3
HIS	History	3
	Humanities (see footnote 2)	3
<u>Third Semester</u>		<u>15 Credits</u>
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
<u>Fourth Semester</u>		<u>16 Credits</u>
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.

LODGING MANAGEMENT Certificate

Program Advisor: Carlton Maaia, 413-236-4606

The Lodging Management Certificate is a one-year, 29 credit program that prepares students for entry-level positions in bed and breakfasts, inns, hotels and resorts. The program is designed to provide students with a basic understanding of the hospitality field, personnel and supervision principles as well as foundations of budgeting, accounting and revenue management. In addition to standard coursework, students complete an external cooperative learning experience in a lodging field that meets their specific career interests and professional goals. Students successfully completing this program can apply credits earned towards completion of the hospitality associate's degree 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>29 Credits</u>
BUS-111	Principles of Accounting I
COM-105	Intro Oral Communication
ENG-101	Composition I
HSP-101	Introduction to Hospitality
HSP-105	Hospitality Law
HSP-117	Hotel Management
HSP-125	Hospitality Management
HSP-133	Introduction to Spa Management
HSP-218	Lodging Revenue Management
HSP-285	Cooperative Education I

<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

In the next column 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>15 Credits</u>
BUS-111	Principles of Accounting I	3
ENG-101	Composition I	3
HSP-101	Introduction to Hospitality	3
HSP-105	Hospitality Law	3
HSP-117	Hotel Management	3
<u>Second Semester</u>		<u>14 Credits</u>
COM-105	Intro Oral Communication	3
HSP-125	Hospitality Management	3
HSP-133	Introduction to Spa Management	3
HSP-218	Lodging Revenue Management	3
HSP-285	Cooperative Education I	2

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.

<u>Program</u>	<u>29 Credits</u>
ENG-101	Composition I
HSV-111	Human Service Methods
HSV-135	Intro to Community Resources
HSV-151	Field Work Seminar I
HSV-161	Field Work Practicum I
HSV-280	Group & Professional Development
PSY-107	Introductory Psychology
PSY-204	Human Growth and Development
SOC-105	Introductory Sociology
	Specialized Electives (see footnote 1)

<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>
ENG-101	Composition I	3
HSV-135	Intro to Community Resources	3
PSY-107	Introductory Psychology	3
SOC-105	Introductory Sociology	3
	Specialized Elective (see footnote 1)	2
<u>Second Semester</u>		<u>15 Credits</u>
HSV-111	Human Service Methods	3
HSV-151	Field Work Seminar I	1
HSV-161	Field Work Practicum I	2
PSY-204	Human Growth and Development	3

PSY-226	Abnormal Psychology or	
SOC-208	Contemporary Social Problems	3
	Specialized Elective (see footnote 1)	3

Footnotes:

1. *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 field-work agencies. See Criminal Offender Record Information Checks on page 11 for details.

Essential Functions

Human Services Certificate and Associates in Science 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 prerequisite 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 persona 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.
10. Demonstrate the ability to effectively participate in a small group e.g., 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 indicate 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 Social Work Transfer Concentration Associate in Science

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.

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; and
- 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 all program and general education credits, plus the following additional requirements.

<u>Program</u>	<u>34 Credits</u>	
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
	Specialized Elective (see footnote 2)	6

<u>General Education</u>	<u>28 Credits</u>	
BIO-105	Fundamentals of Biology	4
COM	Communication	3
ENG	English Composition/Writing	6
	General Electives (see footnote 3)	4
	Mathematics (see footnote 1)	3

<u>Additional</u>	<u>As Shown</u>
Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average 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.

<u>First Semester</u>	<u>15 Credits</u>	
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

<u>Second Semester</u>	<u>15 Credits</u>	
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
ENG	English Composition/Writing	3

<u>Third Semester</u>	<u>16 Credits</u>	
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 field-work agencies. See Criminal Offender Record Information Checks on page 11 for details.

Liberal Arts

LIBERAL ARTS Associate in Arts

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 24).

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 all program and general education credits, plus the following additional requirements.

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 or	
HIS-121 World History to 1500	3
HIS-114 Western Civilization Since 1500 or	
HIS-122 World History Since 1500	
MAT Mathematics	3
Behavioral and Social Science	6

Environmental Studies (see footnote 1)	1
Humanities and Fine Arts	3
Natural or Physical Science (see footnote 1)	7

Additional	As Shown
Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average 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
Free Elective	3
ENG English Composition/Writing	3
HIS-113 Western Civilization to 1500 or	
HIS-121 World History to 1500	3
MAT Mathematics	3
Natural or Physical Science (see footnote 1)	4

Second Semester	16 Credits
Free Electives	6
ENG English Composition/Writing	3
HIS-114 Western Civilization Since 1500 or	
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 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.

Other Liberal Arts/Programs of Study can be located on the following pages: Biological Science Concentration, Associate in Arts on page 46; Biotechnology Concentration, Associate in Arts on page 47; Early Childhood Education, Associate in Arts on page 54; and Elementary Education, Associate in Arts on page 56.

ATMOSPHERIC SCIENCE CONCENTRATION Liberal Arts - Associate in Arts

Program Advisor: Joseph Kravitz, 413-236-4528

The fields of meteorology and climate science are developing rapidly, particularly with recent interest in climate change, providing many career opportunities for individuals with a Bachelor of Science (B.S.) degree in Atmospheric Science. The Atmospheric Science concentration in the Liberal Arts degree program provides a strong foundation in the physical sciences, particularly the fundamental calculus, physics and chemistry courses necessary to transfer into baccalaureate programs in the physical sciences. More specifically, this degree provides all of the essential courses necessary to successfully transfer directly into the 3rd year of a four-year Bachelor of Science degree program in Atmospheric Science. In fact, this program has been designed in conjunction with the University of Albany DAES (Department of Atmospheric and Environmental Science) to enable students to successfully transfer into their Atmospheric Science B.S. program starting in the 3rd year (instead of 1st or 2nd). This is a MassTransfer eligible program (see page 24).

Expected Outcomes

Graduates of this program should be able to:

- Understand the composition, structure and fundamental physical principles of the behavior of the atmosphere.
- Utilize mathematical and physical principles to explain atmospheric behavior, including thermodynamics and atmospheric circulations.
- Demonstrate an understanding of the formation and behavior of meteorological phenomena such as jet streams, cyclones, clouds and precipitation.
- Demonstrate an ability to understand the methods utilized in weather forecasting.
- Possess a rudimentary ability to produce a public weather forecast.
- Develop an understanding of the basic codes (METAR, weather balloon/skew-T, etc.) utilized in meteorology to store and present weather data and an ability to decode and understand this data.
- Be able to apply learned knowledge of the hydrological and carbon dioxide cycles to meteorological and climate behavior and issues.
- Understand the physical basis of earth's climate and climate change as manifested through the recent abrupt warming of earth's climate system.
- Understand the formation and behavior of extreme weather events such as hurricanes, tornadoes, floods and drought.
- Have a knowledge of possible impacts, of global warming on extreme weather events and the physical basis for these impacts.

Graduation Requirements

To earn a degree in this program, a student must complete all program and general education credits, plus the following additional requirements.

Note: In addition to the below requirements, in order to transfer directly into the 3rd year of the Atmospheric Science program at the University at Albany following graduation from BCC, students must complete ATM 211 (Weather Analysis and Forecasting [4 Credits]) at the University at Albany during the Spring Semester of the final year at BCC.

Program	35 Credits
ATM-145 Introduction to Meteorology	4
ATM-209 Weather Workshop	1
ATM-210 Atmospheric Structure, Thermodynamics and Circulation	3
ATM-211 Weather Analysis and Forecasting	4
CHM-101 Introductory Chemistry I	4
ENM-151 Engineering Calculus I	4
ENM-152 Engineering Calculus II	4
ENM-251 Engineering Calculus III	3
ENT-161 Engineering Physics I	4
ENT-162 Engineering Physics II	4

General Education	27 Credits
COM Communication	3
ENG English Composition/Writing	6
ENG Literature	6
HIS-113 Western Civilization to 1500 or	
HIS-121 World History to 1500	3
HIS-114 Western Civilization since 1500 or	
HIS-122 World History since 1500	3
Behavioral and Social Science	3
Humanities and Fine Arts	3

Additional	As Shown
Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average Overall	2.000
Area of Specialization (All required ATM, ENM, CHM 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 to complete the program may vary according to each student's individual needs.

First Semester	15 Credits
ATM-145 Introduction to Meteorology	4
ENM-151 Engineering Calculus I	4
CHM-101 Introductory Chemistry I	4
ENG English Composition/Writing	3

Second Semester	14 Credits
ATM-211 Weather Analysis and Forecasting	4
ENM-152 Engineering Calculus II	4
ENT-161 Engineering Physics I	4
COM Communication	3
ENG English Composition/Writing	3

Third Semester	17 Credits
ATM-210 Atmospheric Structure, Thermodynamics and Circulation	3
ATM-209 Weather Workshop	1
ENM-251 Engineering Calculus III	3
ENT-162 Engineering Physics II	4
HIS-113 Western Civilization to 1500 or	
HIS-121 World History to 1500	3
ENG Literature	3

Fourth Semester	16 Credits
HIS-114 Western Civilization since 1500 or	
HIS-122 World History since 1500	3
ENG Literature	3
Behavioral and Social Science	3
Humanities and Fine Arts	3
ATM-211 Weather Analysis and Forecasting (footnote 1)	4

(Taken at the University at Albany - for students transferring into the UAlbany Atmospheric Science B.S. program only.)

Footnotes:

1. *In addition to the requirements, in order to transfer directly into the 3rd year of the Atmospheric Science Program at the University at Albany following graduation from BCC, students must complete ATM-211 (Weather Analysis and Forecasting [4 credits]) at the University at Albany during the Spring Semester of the final year at BCC.*

FOREIGN LANGUAGE CONCENTRATION Liberal Arts - Associate in Arts

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 to colleges and universities in the Commonwealth and around 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 24).

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;
- In multilingual communities within and beyond the classroom; and
- 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 all program and general education credits, plus the following additional requirements.

Program	27 Credits
ENG Literature	3
Foreign Language (see footnote 1)	16
Free Electives (see footnote 3)	8
General Education	35 Credits
COM Communication	3
ENG English Composition/Writing	6
ENG Literature	3
HIS-113 Western Civilization to 1500 or	
HIS-121 World History to 1500	3
HIS-114 Western Civilization Since 1500 or	
HIS-122 World History Since 1500	3
MAT Mathematics	3
Behavioral and Social Science	6
Environmental Studies (see footnote 2)	1
Natural or Physical Science (see footnote 2)	7
Additional	As Shown
Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average 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 (see footnote 1)	4
COM	Communication	3
ENG	English Composition/Writing	3
HIS-113	Western Civilization to 1500 or	
HIS-121	World History to 1500	3
	Behavioral and Social Science	3
Second Semester		16 Credits
	Foreign Language (see footnote 1)	4
ENG	English Composition/Writing	3
HIS-114	Western Civilization Since 1500 or	
HIS-122	World History Since 1500	3
MAT	Mathematics	3
	Behavioral and Social Science	3
Third Semester		14 Credits
ENG	Literature	3
	Foreign Language (see footnote 1)	4
	Free Elective (see footnote 3)	3
	Natural or Physical Science (see footnote 2)	4
Fourth Semester		16 Credits
	Foreign Language (see footnote 1)	4
	Free Elective (see footnote 3)	5
ENG	Literature	3
	Environmental Studies (see footnote 2)	1
	Natural or Physical Science (see footnote 2)	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: GOV-105, HIS-113, HIS-114, HIS-117, HIS-121, HIS-122, and PHL-105.*

INTERNATIONAL STUDIES CONCENTRATION LIBERAL ARTS - Associate in Arts

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 24).

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 multidisciplinary 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; and
- 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 all program and general education credits, plus the following additional requirements.

Program	27 Credits
ECO-150 World Economy or	
ECO-212 Principles of Macroeconomics	3
ENG Literature (see footnote 1)	3
Foreign Language (see footnote 2)	8
Free Electives	7
International Electives*	6
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 or	
HIS-121 World History to 1500	3
HIS-114 Western Civilization Since 1500 or	
HIS-122 World History Since 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 (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average Overall	2.000

*Options for International Electives

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-113/114	Western Civilization
HIS-121/122	World 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 to 1500 or	
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 or	
HIS-122	World History Since 1500	3
MAT	Mathematics (see footnote 3)	3
Third Semester		16 Credits
ECO-150	World Economy or	
ECO-212	Principles of Macroeconomics	3

ENG	Literature (see footnote 5)	3
	Free Elective	3
	International Elective*	3
	Natural or Physical Science (see footnote 4)	4

Fourth Semester		14 Credits
	Free Electives	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.*
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.*

PEACE AND WORLD ORDER CONCENTRATION Liberal Arts - Associate in Arts

Program Advisor: Thomas Curley, 413-236-2103

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 24).

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); and
- 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 all program and general education credits, plus the following additional requirements.

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 or	
HIS 121	World History to 1500	3
HIS 114	Western Civilization Since 1500 or	
HIS 122	World History Since 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 (items)		4
Forum (units)		4
Health/Fitness (hours)		30
Minimum Cumulative Average 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
PHL-105	World Security and Sustainability 3
ENG	English Composition/Writing 3
HIS-113	Western Civilization to 1500 or
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 or
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:

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 Environmental Studies requirement.*

PSYCHOLOGY CONCENTRATION Liberal Arts - Associate in Arts

Program Advisor: Dr. Wayne Klug

The Liberal Arts Psychology concentration closely parallels freshman and sophomore studies at colleges offering liberal arts baccalaureate degrees in psychology. Graduates of this concentration will transfer with junior status to four-year colleges and universities, and in most cases will be able to complete their baccalaureate degrees there in two years.

Expected Outcomes

Graduates of this concentration should be able to:

- Demonstrate a knowledge base in psychology by describing key concepts, principles, and themes; gain a working knowledge of content in abnormal, developmental, biological, and social domains;
- Demonstrate familiarity with scientific inquiry and critical thinking by using scientific reasoning to interpret psychological phenomena, and by gaining a working knowledge of research methods in psychology;
- Demonstrate awareness of ethical and social responsibility by applying ethical standards to evaluate psychological science and practice, and by adopting values that build community at local, national, and global levels; and
- Demonstrate communication proficiency through effective writing and presentation skills for different purposes, and through effective interaction with others.

Graduation Requirements

To earn a degree in this program, a student must complete all program and general education credits, plus the following additional requirements.

Program	24 credits
PSY-107	Introductory Psychology 3
PSY-204	Human Growth and Development 3
PSY-206	Adolescent Psychology 3
PSY-207	Social Psychology 3
PSY-226	Abnormal Psychology 3
	Professional Electives (see footnote 1) 6
	Free Electives 3

General Education	38 credits
BIO-175	Brain, Mind, and Behavior 3
COM	Communication 3
ENG	English Composition 6
ENG	Literature 6
ENV-127	Environmental Awareness 1
HIS-113	Western Civilization to 1500 or
HIS -121	World History to 1500 3

HIS-114	Western Civilization Since 1500 or	
HIS-122	World History since 1500	3
MAT	Mathematics (see footnote 2)	3
SOC-105	Introductory Sociology	3
	Natural or Physical Science	4
	Humanities and Fine Arts	3

Additional	As Shown
Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours)	30
Minimum Cumulative Average Overall	2.000

Suggested Block for Program Completion

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

First Semester	15 credits
ENG-101	English Composition 3
HIS-113	Western Civilization to 1500 or
HIS-121	World History to 1500 3
MAT	Mathematics (see footnote 2) 3
COM	Communication 3
PSY-107	Introductory Psychology 3

Second Semester	16 credits
ENG-102	English Composition 3
HIS-114	Western Civilization Since 1500 or
HIS-122	World History since 1500 3
BIO-175	Brain, Mind, and Behavior 3
SOC-105	Introductory Sociology 3
	Humanities and Fine Arts 3
ENV-127	Environmental Awareness

Third Semester	16 credits
ENG	Literature 3
PSY-204	Human Growth and Development 3
PSY-207	Social Psychology 3
	Natural or Physical Science (see footnote 3) 4
	Professional Elective (see footnote 1) 3

Fourth Semester	15 credits
ENG	Literature 3
PSY-206	Adolescent Psychology 3
PSY-226	Abnormal Psychology 3
	Professional Elective (see footnote 1) 3
	Free Elective 3

Footnotes:

1. *Professional Electives are chosen from PSY-208, PSY-210, PSY-297, SOC-136, SOC-208, and BIO-180. Additional Professional Electives must be approved by the Psychology Concentration Program Advisor.*
2. *MAT-123 (Elementary Statistics) is strongly recommended as preparation for "Statistics in Psychology" at the transfer institution.*

3. *The Natural or Physical Science requirements 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, fulfills both the Natural or Physical Science and the Environmental Studies requirements.*

Nursing

PRACTICAL NURSE Certificate

Program Advisor: Susan St. John, R.N., M.S.N., 413-236-4733

Approved by the Massachusetts Board of Registration in Nursing

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 alternative high school credential;
- 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.

BCC will not admit students concurrently into any two of the following degree or certificate programs: Physical Therapist Assistant, Respiratory Care, LPN or Nursing.

Graduation Requirements

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

Program	48 Credits
Prerequisite Courses (see footnote 1)	
BIO-150 Intro to Human Body	4
PSY-107 Intro to Psychology	3
ENG-101 Composition 1	3
Practical Nurse Courses	
LPN-142 Health Maintenance of the Adult and Aging (see footnote 2)	15
LPN-145 Gerontology Practicum	2
LPN-152 Health Alterations of the Adult and Aging (see footnote 2)	15
LPN-162 Health Care of the Family	6
Additional As Shown	
Demonstrated College-level Skills in Reading and Writing (see footnote 1)	
Minimum Cumulative Average Overall	2.000
Minimum Cumulative Average in Program	2.000

Block for Practical Nurse Course Completion

First Semester	15 Credits
LPN-142 Health Maintenance of the Adult and Aging (see footnote 2)	15
Winter Session 2 Credits	
LPN-145 Gerontology Practicum	2
Second Semester 15 Credits	
LPN-152 Health Alterations of the Adult and Aging (see footnote 2)	15
Summer Session 6 Credits	
LPN-162 Health Care of the Family	6

Footnotes:

1. *BIO-150 or BIO-201 and BIO-202; PSY-107; and ENG-101 must be completed before admission to the program.*
2. *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.

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 over head 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: 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 Associate Degree

Program Advisor: TBD

This program is approved by the Massachusetts Board of Registration in Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN, formerly NLNAC).

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. RN's 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 (RN's).

The program is approved by the Massachusetts Board of Registration in Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE Suite 850, Atlanta, GA 30326. Phone: 404-975-5000; Fax: 404-975-5020; Web: www.acenursing.org.

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:

1. Demonstrate the ability to perform essential functions for a maximum of a 12-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.

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 one 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 Corequisites 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).

BCC will not admit students concurrently into any two of the following degree or certificate programs: Physical Therapist Assistant, Respiratory Care, LPN or Nursing.

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/Student Learning Outcomes

At the completion of the program, the graduate will:

- Incorporate knowledge from the various disciplines to provide safe, patient-centered care emphasizing health promotion, maintenance and wellness for a diverse group of clients across the life span.;
- Choose and adapt appropriate communication techniques when interacting with the client, family and/or significant others to provide culturally competent care;
- Competently and proficiently perform entry-level assessment and psychomotor skills;
- Evaluate barriers to working collaboratively within the health care system while contributing resolution strategies to improve healthcare quality and outcomes; and
- Incorporate professionalism and leadership in evaluating the effectiveness of informatics and technology in providing evidence-based nursing care.

Graduation Requirements

To earn a degree in this program, a student must complete all program and general education credits, plus the following additional requirements.

Program	50 Credits
BIO-201 Anatomy and Physiology I	4
BIO-202 Anatomy and Physiology II	4
NUR-101 Physical and Mental Health I (see footnote 1)	9
NUR-102 Physical and Mental Health II	8

NUR-201 Physical and Mental Health III (see footnote 7)	9
NUR-202 Physical and Mental Health IV	9
NUR-206 Nursing in Transition	1
PSY-107 Introductory Psychology	3
PSY-204 Human Growth and Development	3

General Education	19 Credits
BIO-207 Microbiology	4
COM Communication (see footnote 2)	3
ENG English Composition/Writing (see footnote 3)	6
MAT Mathematics (see footnote 4)	
SOC-105 Introductory Sociology	3
General Education Elective (see footnote 5)	3

Additional	As Shown*
Core Competencies Portfolio (items)	4
Forum (units)	4
Health/Fitness (hours) (see footnote 6)	30
Minimum Cumulative Average	2.000
Minimum Numeric Grade in each NUR Course	75
Minimum Numeric Grade in All Other Courses.	73

*Service-Learning, concurrent with each NUR Course

Suggested Block for Program Completion

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

First Semester	19 Credits
BIO-201 Anatomy and Physiology I	4
NUR-101 Physical and Mental Health I (see footnote 1)	9
PSY-107 Introductory Psychology	3
ENG English Composition/Writing (see footnote 3)	3

Second Semester	19 Credits
BIO-202 Anatomy and Physiology II	4
BIO-207 Microbiology	4
NUR-102 Physical and Mental Health II	8
PSY-204 Human Growth and Development	3

Summer Session	1-3
EXL-225 Experiential Learning (optional)	1-3
NUR-106 Bridge Course - LPN to RN (for LPNs only) (see footnote 7)	2

Third Semester	15-16 Credits
NUR-201 Physical and Mental Health III	9
COM Communication (see footnote 2)	3
SOC-105 Introductory Sociology	3

Fourth Semester	16 Credits
NUR-202 Physical and Mental Health IV	9
NUR-206 Nursing in Transition	1
ENG English Composition/Writing (see footnote 3)	3
General Education Elective (see footnote 5)	3

Footnotes:

1. All incoming students are required to have completed CPR 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.
2. COM chosen from COM-104, COM-105, COM-106, or COM-107.
3. English Composition/Writing chosen from ENG-101, ENG-102, ENG-103, or ENG-104.
4. Mathematics: Students must demonstrate competency at a level of MAT-102 or MAT-102C or MAT-136 or higher level prior to matriculation in the Nursing Program.
5. General Education Elective chosen from History or Humanities and Fine Arts. If a student wishes to take a course that is not listed, she/he must first consult with the nursing program advisor.
6. Fulfilled by successful completion of NUR-101.
7. NUR-106, Bridge Course - LPN to RN, is a prerequisite for NUR-201 for all LPN Mobility students.

Note: All nursing faculty hold, as a minimum, professional Registered Nurse licensure in Massachusetts.

Note: 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.

NURSING Bachelors of Science

Program Advisor: Ann Tierney, MS, RN, 413-236-4716

Accredited by the Commission on Collegiate Nursing Education (CCNE)

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 90 credits are required to complete the program.
(See footnote 1)

General Education, Electives and

Nursing Prerequisite Courses (see Footnote 2)	60 Credits
Nutrition	3
Anatomy and Physiology	8
Microbiology	4
English Composition	3
Literature or Fine Arts	3
History	3
Statistics	3
Growth and Development/Life Span	3
Abnormal Psychology	3
Social World	3
Physical Science	3
Electives	21

Online UMass/Amherst Nursing Courses	30 Credits
N-290B Introduction to Healthcare Informatics	3
N-312 Cultural Diversity in Health and Illness	4
N-315 Health and Physical Assessment of Individuals and Families	3
N-317 Writing in Nursing	3
N-415 Community Focus in Nursing	3
N-418 Nursing Process: Families	3
N-420 Introduction to Research in Nursing	3
N-438 Professional Role	3
N-440 Vulnerable and Under-served Populations	3
N-498S 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
N-312 Cultural Diversity in Health and Illness	4
N-317 Writing in Nursing	3
N-415 Community Focus in Nursing	3
Fall	8 Credits
N-315 Health and Physical Assessment of Individuals and Families	3
N-440 Vulnerable and Under-served Populations	3
N-498S Practicum: Special Populations	2

Winter	3 Credits
N-290B Introduction to Health Care Information	3
Spring	10 Credits
N-420 Introduction to Research in Nursing	3
N-438 Professional Role	3
N-418 Nurse Process: Families	3

Two Year Plan:

Summer I	6 Credits
N-317 Writing in Nursing	3
N-415 Community Focus in Nursing	3
Fall I	5 Credits
N-440 Vulnerable and Under-served Populations	3
N-498S Practicum: Special Populations	2
Winter I	3 Credits
N-290B Introduction to Health Care Information	3
(Take Either Winter I or Winter II)	
Spring I	4 Credits
N-418 Nurse Process: Families	3
Summer II	3 Credits
N-312 Cultural Diversity in Health and Illness	4
Fall II	3 Credits
N-315 Health and Physical Assessment of Individuals and Families	3
Winter II	3 Credits
N-290 Introduction to Health Care Information	3
(Take Either Winter I or Winter II)	
Spring II	6 Credits
N-420 Introduction to Research in Nursing	3
N-438 Professional Role	3

Footnotes:

1. 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
2. A world/global diversity course is also required. This course may be integrated with a general education or elective course.
3. There are two admission cycles:
 - Spring (January)
 - Summer (June)

Notes



Figure 14: General Education Requirements

Listed on this page are all of the courses that meet the BCC general education requirements. For more information, please refer to the explanation of course codes (see page 81) before reading the course descriptions starting on page 83.

Communication (CO)

COM-104; COM-105; COM-106; COM-107

English Composition/Writing (EC)

ENG-101; ENG-102; ENG-103; ENG-104;
ENG-116

Health/Fitness (HF)

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

CRJ-108

HSP-112

LPN-142

MBW-110

NUR-101; NUR-102; NUR-201

PED-106; PED-109; PED-115; PED-116;
PED-128; PED-130; PED-135; PED-136;
PED-137; PED-144; PED-151; PED-152;
PED-160; PED-161; PED-180; PED-207;
PED-250; PED-284

PSY-122; PSY-127

PTA-100

RSP-105

THR-119

History (HI)

HIS- 113; HIS-114; HIS- 117; HIS- 118;
HIS- 121; HIS- 122

Humanities and Fine Arts (HU)

ENG-204; ENG-205; ENG-215; ENG-216;
ENG-221; ENG-222; ENG-223; ENG-228;
ENG-231; ENG-232; ENG-235; ENG-241;
ENG-243; ENG-245; ENG-255; ENG-260;
ENG-263; ENG-297

Humanities/Fine Arts (HU) cont.

FAS-103; FAS-111; FAS-113; FAS-114;
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; HON-298I

HUM-121; HUM-136; HUM-148; HUM-159;
HUM-168; HUM-218; HUM-297

MUS-101; MUS-102; MUS-106; MUS-108
MUS-110; MUS-116; MUS-132; MUS-136;
MUS-138; MUS-141; MUS-145; MUS-156;
MUS-163; MUS-164; MUS-185; MUS-187;
MUS-201; MUS-202; MUS-216; MUS-225;
MUS-226; MUS-249; MUS-263; MUS-264;
MUS-297

PHL-101; PHL-102; PHL-105; PHL-111;
PHL-209; PHL-270

SPA-101; SPA-102; SPA-131; SPA-132;
SPA-133; SPA-134; SPA-135; SPA-201;
SPA-202; SPA-221

THR-101; THR-104; THR-105; THR-106;
THR-111; THR-112; THR-120; 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

Behavioral/Social Sciences (SS)

ANT-101; ANT-102; ANT-125; ANT-197

ECO-150; ECO-211; ECO-212

ENV-182

GEO-125

GOV-105; GOV-135

HIS-208; HIS-226; HIS-228; HIS-232;
HIS-236; HIS-238; HIS-244

HON-298F; HON-298H

PSY-107; PSY-204; PSY-206; 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-217; SOC-219; SOC-228; SOC-232;
SOC-297

Natural or Physical Science (SC)

AHS-115; AHS-121; AHS-129; AHS-150;
AHS-230

ATM-126; ATM-135; ATM-145*; ATM-210;
ATM-211*

BIO-101*; BIO-102*; BIO-105; BIO-109*;
BIO-110*; BIO-111*; BIO-112*; BIO-132;
BIO-175; BIO-180; BIO-201*; BIO-202*;
BIO-207*; BIO-208*; BIO-230*; BIO-236*

CHM-101*; CHM-102*; CHM-150;
CHM-201*; CHM-202*

ENT-161*; ENT-162*; ENT-261*; ENT-262

GEY-121*; GEY-136*

PHY-101*; PHY-102*; PHY-111

Environmental Studies (ES)

ENV-101*; ENV-102*; ENV-121; ENV-133*;
ENV-139*; ENV-148; ENV-165*; ENV-207*;
ENV-208*

**4-credit lab sciences*

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BCC: A Smart Path to Earning a Four-Year Degree

For many students, the best start toward receiving their 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
413-236-5201/5202

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

Figure 15: MassTransfer and Literature Graduation Requirements

Listed on this page are all of the courses that meet MassTransfer requirements, in addition, there is a listing of courses that meet BCC's Literature requirement.

English Composition/Writing (ec)

ENG-101; ENG-102; ENG-103; ENG-104;
ENG-116

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-235; ENG-241;
ENG-243; ENG-245; ENG-255; ENG-260;
ENG-263; 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;
HON-298I

HUM-121; HUM-136; HUM-148; HUM-159;
HUM-168; HUM-218; 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-145;
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-131; SPA-132;
SPA-133; SPA-134; SPA-135; SPA-201;
SPA-202; SPA-221

Humanities and Fine Arts (hu) cont.

THR-101; THR-104; THR-105; THR-106;
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

ENT-161; ENT 162; ENT 261; ENT 262

ENV-101; ENV-102; ENV-133; 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; ATM-210; ATM-211

BIO-175; 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

ENV-182

GEO-125

GOV-105; GOV-135

HIS-113; HIS-114; HIS-117; HIS-118;
HIS-121; HIS-122; HIS-208; HIS-226;
HIS-228; HIS-232; HIS-244

HIS-236; HIS-238

HON-298F

PSY-107; PSY-204; PSY-206; 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-217; SOC-219; SOC-228; SOC-232;
SOC-297

Courses that meet a BCC Literature Requirement

ENG-204; ENG-205*; ENG-215; ENG-216;
ENG-221; ENG-222; ENG-228; ENG-231;
ENG-232; ENG-241; ENG-245; ENG-255;
ENG-297

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





Berkshire Community College Course Descriptions

BCC currently offers more than 500 credit courses in the 48 areas shown below.

Course	Page	Course	Page	Course	Page
Allied Health (AHS)	83	Experiential Learning (EXL)	100	Physical Education (PED)	114
Anthropology (ANT)	84	Fine Arts (FAS)	100	Physical Therapist Assistant (PTA)	116
Atmospheric Science (ATM)	85	Fire Science (FIS)	102	Physics (PHY)	117
BCC Student Success (BCC)	85	Geography (GEO)	103	Psychology (PSY)	117
Biology (BIO)	85	Geology (GEY)	103	Respiratory Care (RSP)	118
Business (BUS)	87	Government (GOV)	103	Sociology (SOC)	118
Business Software Systems (BSS)	88	Health Information Management (HIM)	103	Spanish (SPA)	119
Chemistry (CHM)	89	History (HIS)	104	Theatre (THR)	120
Communication (COM)	89	Honors (HON)	105		
Computer Information Systems (CIS)	89	Hospitality Administration (HSP)	106		
Criminal Justice (CRJ)	91	Human Services (HSV)	106		
Culinary Arts (CUL)	92	Humanities (HUM)	107		
Early Childhood Education (ECE)	92	Interdisciplinary Studies (INT)	108		
Education (EDU)	93	Massage Therapy (MBW)	108		
Economics (ECO)	93	Mathematics (MAT)	108		
Engineering and Engineering Technology (ENT)	94	Mathematics Modules	110		
Engineering Mathematics (ENM)	96	Music (MUS)	111		
English (ENG)	96	Nursing/ADN (NUR)	113		
English for Speakers of Other Languages (ESL)	98	Nursing/LPN (LPN)	114		
Environmental Science (ENV)	99	Philosophy, Peace and World Order (PHL)	114		



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 FAS-171, Pre-Renaissance Art History. In the example, FAS-171 fulfills BCC's General Education Humanities and Fine Arts (HU) as well as the MassTransfer humanities and fine arts requirement (hu). The course also has one embedded core competency: Critical Thinking (CC-CT).

- 1 FAS-171
- 2
- 3 Pre-Renaissance Art History
- 4 3 Credits
- 5 Fall
- 6 HU/hu
- 7 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.*

1. Course Designation (FAS)

Identifies the department and/or category of the course.

2. Course Number (171)

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.

3. Course Title (Pre-Renaissance Art History)

4. 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.

5. Course Availability (Fall)

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."

6. Course Codes (SS/ss, CC-SK, CC-HU)

Courses that fulfill Berkshire Community College's general education and/or MassTransfer requirements include the two letter codes as shown. 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.

■ BCC General Education and MassTransfer Codes

CO	Communication
EC/ec	English Composition/Writing
ES	Environmental Studies
HF	Health/Fitness
HI	History
HU/hu	Humanities and Fine Arts
Is	Natural or Physical Laboratory Science
ns	Natural or Physical Non-Laboratory Science
MA/ma	Mathematics
SC	Natural or Physical Science
SS/ss	Behavioral and Social Science

■ Embedded Core Competency Codes

Identifies courses that have an embedded core competency:

CC-CT	Critical Thinking
CC-OC	Oral Communication
CC-QR	Quantitative Reasoning and Logical Thinking
CC-WC	Written Communication

■ Prerequisites and Other Information

Some or all of the following information, appears at the end of affected course descriptions:

- Special grading situations (i.e., Pass/No Pass grading). For example, see RSP-107 on page 118; and
- Modular courses, which do not meet for an entire semester, indicate their duration (i.e., a five-week course). For example, see HSP-108 on page 106.
- Various prerequisites as shown below.

Skills Prerequisite

A skill level that must be attained BEFORE enrolling in the course that lists the skills prerequisite. This may be accomplished by (1) successfully completing the listed course, or (2) demonstrating competency on BCC's Learning Skills Assessment at a level higher than the skill level listed. For example, AHS-129 (See page 83) lists ENG-020 and ENG-060 as a skills prerequisite. Therefore, a student must either successfully complete ENG-020 and ENG-060 before enrolling in AHS-121, or demonstrate the required English competency on the Learning Skills Assessment.

Prerequisite

A course that must be successfully completed BEFORE enrolling in the course that lists the prerequisite. For example, BUS-206 (See page 87) lists a prerequisite of BUS-107 or higher. Therefore, a student must successfully complete BUS-107 or higher before taking BUS-206.

Corequisite

A course that must be taken at the SAME TIME as the course that lists the Corequisite. For example, ECE-124 (See page 92) lists a Corequisite of ECE-123. Therefore, a student should be enrolled in ECE-123 and ECE-124 during the same semester.

Recommendation

Suggestions made by the faculty. For example, AHS-150 (See page 83) lists high school or college biology as a recommendation. Therefore, although not mandatory, it is in the best interest of the student to have completed a high school or college biology course before enrolling in AHS-150.

Notes

To help select courses consistent with their academic plans, students should become thoroughly familiar with the explanation of course descriptions. The following pages (83 - 122) will illustrate Understanding Course Descriptions from course designation, course numbers, course title, credits, course availability and course codes. (See Figure 16 on page 82.)

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.

Critical Thinking (CC CT)

AHS-142; AHS-148;
 ANT-125
 ATM-210; ATM-211
 BIO-101; BIO-175; BIO-180; BIO-201;
 BIO-202
 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-223; ENG-228; ENG 231;
 ENG-232; ENG-235; ENG-241; ENG-243;
 ENG 245; ENG-255; ENG-260; ENG-263;
 ENG-297
 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-228; HIS-226; HIS-232;
 HIS-238; HIS-244
 HON-298I
 HSP-101
 HSV-111; HSV-280
 HUM-159
 LPN-142; LPN-162
 MBW-130
 MUS-108; MUS-225; MUS-226
 NUR-101; NUR-102; NUR-201

Critical Thinking (CC CT) continued

PED-170
 PHL-102; PHL-105; PHL-111; PHL-209
 PHY-102
 PSY-206; PSY-208
 PTA-101; PTA-115; PTA-200
 SOC-208; SOC-212; SOC-216; SOC-232
 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;
 ENG-255
 HIS-228; HIS-244;
 HON-298I
 HSP-101
 HSV-244
 HUM-121;
 LPN-142
 MBW-131
 MUS-226
 NUR-201
 PHL-101
 PTA-201
 SOC-232
 THR-111; THR-112; THR-205

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

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-115; 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



Allied Health (AHS)

AHS-101 Introduction to Complementary Care and Alternative Medicine

2 Credits ■ Fall ■ HF

An overview of the history, philosophy, and approaches of complementary care and alternative medicine (CAM). A variety of categories of CAM and their integration into the western medicine model will be explored. *Skills prerequisite: ENG-020 and ENG-060. 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 and 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 Corequisite: 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. Corequisite: MAT-028A.*

AHS-129 Medical Terminology

3 Credits ■ SC

The development of an extensive medical vocabulary. The course addresses the medical terms associated with body systems, including names, functions, malfunctions, and diseases. Terminology covering diagnosis, treatment, and medications is also covered. *Skills prerequisite: ENG-020 and ENG-060. Recommendation: High school or college biology, or anatomy and physiology.*

AHS-131 Orientation to the Musculoskeletal System

2 Credits

Interactive orientation to palpation and knowledge of the structure and basic physiology of the musculoskeletal system. Students will be working with anatomical skeletons, lab partners, drawings, observation, and lectures. Students will develop a working familiarity of bones and bony landmarks, muscle origins, insertions and actions, and joint dynamics. This course will include one hour of lecture and two hours of hands-on supervised laboratory experience a week. *Skills prerequisites: ENG-020 and ENG-060.*

AHS-142 Exercise Science

3 Credits ■ HF ■ CC-CT

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

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

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 chair side. 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/rs

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 work site settings. Students will be required to plan a fitness program of their own as part of the coursework. *Skills prerequisites: ENG-020 and ENG-060. Prerequisites: PED-170 or a strong background in exercise and permission of the instructor.*

AHS-238 Mind/Body Theory and Methods

3 Credits ■ HF

An exploration of a variety of techniques that combine a strong emphasis in utilizing both the mind and the body simultaneously. Practices such as Yoga, Pilates, Tai Chi and walking meditation will be included in this course. *Skills prerequisite: ENG-020 and ENG-060.*

AHS-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 the college's pre-registration materials.

Anthropology (ANT)

ANT-101 Cultural Anthropology

3 Credits ■ SS/ss

An introduction to the peoples and cultures of the world. This course investigates the factors that produce different ways of life, belief systems, and behavior patterns, and examines what is considered 'normal' from the perspective of different cultures. *Skills prerequisite: ENG-010.*

ANT-102 Physical Anthropology

3 Credits ■ Spring ■ SS/ss

An introduction to human evolutionary studies and the biological history of the human species. Includes surveys of the human fossil record, great ape studies, prehistoric archaeology, and modern human biodiversity. Additional topics touched upon include forensic anthropology, human genetics, dating methods, and human skeletal anatomy. *Skills prerequisite: ENG-010.*

ANT-125 American Indians

3 Credits ■ SS/s ■ CC-WC ■ CC-CT

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.

Atmospheric Science (ATM)

ATM-126 Extreme Weather: Past, Present and Future

3 Credits ■ SC/ns

A study of extreme weather events (hurricanes, floods, tornadoes, blizzards, drought, etc.) from a variety of perspectives. The course examines the atmospheric processes involved in the formation, evolution and destruction caused by these events as well as the human impact in the region affected. Historic cases and real-time events will be utilized to illustrate these processes and impacts. In addition, the possible effect of global warming on the number and severity of different extreme weather events will be studied. In particular, evidence will be examined to help determine if there has already been a change over the past century and whether further, perhaps more profound change is likely in the future. The physical basis for these changes and possible impacts on human society will also be examined. *Skills prerequisite:* ENG-020 and ENG-060.

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/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.

ATM-145A Introduction to Meteorology

3 Credits ■ As Needed ■ SC/ns

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.

ATM-209 Weather Workshop

1 Credit

Intended to complement coursework in ATM-210 as well as provide training for upper-level weather analysis and forecasting classes to be taken upon transfer to baccalaureate programs in Atmospheric Science. The course is designed to teach students how to decode, interpret and understand weather data and apply it to real world weather scenarios. *Prerequisites:* ATM-145, ENM-151 and PHY-101. *Corequisite:* ATM-210.

ATM-210 Atmospheric Structure, Thermodynamics Circulation

3 Credits ■ C/ns ■ CC-CT

A technical survey of the atmosphere with application of physical and mathematical concepts. The course is designed to explore many of the concepts learned in Introduction to Meteorology in a more detailed manner by applying learned physics and mathematical principles to evaluate and understand the fundamental properties and behaviors of earth's atmosphere that govern weather and climate. *Prerequisites:* ATM-145, ENM-151 and PHY-101. *Corequisite:* ATM-209.

ATM-211 Weather Analysis and Forecasting

4 Credits ■ Spring ■ SC/ns ■ CC-CT

An introduction to the use and interpretation of observed weather data, satellite and radar imagery, and atmospheric soundings; horizontal atmospheric forces and force balances; air masses and fronts; extratropical cyclone development and structure; mid-latitude flow properties; temperature and precipitation forecasting. This course will teach students how to understand the fundamental 'synoptic-scale' processes of the atmosphere, evaluate real-time weather data and apply this knowledge and information to generate weather forecasts. *Prerequisites:* ATM-209 and -210.

BCC Student Success (BCC)

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-102 Student Success Seminar for Math

1 Credit ■ As Needed

A semester-long course designed to support students who are enrolled in mathematics courses to develop the strategies, skills and persistence necessary for success. This course will help students understand the practical applications of math, to learn the skills necessary for mathematical proficiency, and to gain confidence in their ability to successfully navigate their mathematics courses at BCC.

Biology (BIO)

BIO-101 General Biology I

4 Credits ■ SC/Is ■ CC-CT

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-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-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 sys-

tems. 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.*

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.*

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 and Health

4 Credits

An introduction to domestic animal nutrition and health care. Topics include basic nutritional requirements, digestive processes, common feeding practices, routine animal health maintenance, and domestic animal pathology and parasitology. *Prerequisite: BIO-103 or permission of the instructor.*

BIO-132 Biological Laboratory Techniques

1 Credit ■ SC

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-175 Brain, Mind and Behavior: An Introduction to Biopsychology

3 Credits ■ Spring ■ SC/ns ■ CC-CT

An introduction to the study of biological foundations of behavior, thought and emotion. This course examines current theory on the evolution, development, structure and function of the brain with emphasis on the ways that experience, physiology and genes influence the brain, mind and behavior. Students will explore how biopsychological methods are applied to the study of movement, sensation and perception; emotion and cognition; sleep and wakefulness; and reproduction and sexual behavior. And through clinical case studies, students will the biopsychological factors that contribute to the development of neurological diseases and psychological disorders. *Skills prerequisite: ENG-020 and ENG-060.*

BIO-180 The Biology of Sex and 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 and 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

4 Credits ■ All Terms ■ SC/Is

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-236A 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. *Corequisite: BIO-236 or permission of the instructor.*

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)

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-139 Introduction to Personal Finance

3 Credits

Provides a hands on, interactive approach to life skills management of personal finance and insurance. Students will be exposed to strategies for personal financial planning, successful money management (savings strategies, managing debt), and personal risk management (life, health, property and casualty insurance). As part of a course project, students will create their own personal financial plan.

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

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-243 **Introduction to Non-Profit Management**

3 Credits

An introduction into what makes a successful non-profit organization. Topics included are formation and management of a non-profit organization, fund-raising strategies, and management/leadership styles.

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.*

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.

Business Software Systems (BSS)

BSS-102 **Microsoft® Word**

3 Credits

An introduction to word processing. This applications course emphasizes the basic features of word processing, formatting, tables, mail merge, formatting long documents using advanced features such as styles, outlines and master documents, and indexes and table of contents. After completion of this course, students may become Microsoft Certified by taking the Word Expert Microsoft Office Specialist Exam.

BSS-105 **Microsoft® PowerPoint**

3 Credits

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-115 **Computer Keyboarding**

3 Credits

For students with no keyboarding experience as well as those looking to upgrade their keyboarding skill. An individualized training program will be assigned using a specialized keyboarding software program that will identify students' level of skill. This course also includes proofreading and the formatting of letters, tables and reports.

BSS-201 **Microsoft Excel**

3 Credits

An introduction to spreadsheets. This applications course emphasizes the basics of creating and editing worksheets, using formulas and functions, working with multiple worksheets, creating charts, and using templates and macros. After completion of this course, students may become Microsoft Certified by taking the Excel 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

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.

Chemistry (CHM)

CHM-101 Introductory Chemistry I

4 Credits ■ Summer and Fall ■ SC/Is

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-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 Corequisite:* 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 bio-molecules (fats, carbohydrates, and proteins). *Prerequisite:* CHM-101 and CHM-102.

CHM-202 Organic Chemistry II

4 Credits ■ Spring ■ SC/Is

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)

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, para language) 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

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)

CIS-102 Fundamental Computer Literacy

4 Credits

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 on-line 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-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

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. *Corequisite: CIS-102 or permission of the instructor.*

CIS-155 Web Development

3 Credits

An experiential web programming course using common web programming languages and their real world applications. Concepts and programming languages covered include: document structure (XHTML), formal layout (CSS), interactivity (JavaScript), and structure of content (XML). Students learn how to organize and present information on the World Wide Web. *Skills prerequisite: CIS-102 or permission of the instructor.*

CIS-180 Introduction to Networks

4 Credits

First course of a four course sequence designed to provide students with classroom and laboratory experience in current and emerging networking technologies while beginning student's preparation for professional certifications. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for advancement in networking. By the end of the course, students will be able to build simple LANs, perform basic configurations of routers and switches, and implement IP addressing schemes. *Skills prerequisites: ENG-020, ENG-060 and MAT-029 or permission of the instructor. Recommendation: CIS-153.*

CIS-181 Routing and Switching Essentials

4 Credits

Second course of a four course sequence describes the architecture, components and operation of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with routing protocols, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. In addition, students will be prepared for the Entry Networking Technician Certification (CCENT). *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-225 Spreadsheets and Databases for Professionals

4 Credits

Designed for students who have prior hands-on experience with computers and software such as Windows, word processing applications, spreadsheet functions/formulas and presentation/slideshow applications. This course explores the power of spreadsheet and database productivity software. Specific course topics may include advanced spreadsheet concepts, statistical functions, specialized functions, what-if data analysis, large workbooks, macros, VBA, PivotTables, Pivot-Chart reports as well as basic database concepts, tables, forms, queries and reports. *Prerequisite: C+ or better in CIS-102 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 Scaling Networks

4 Credits

Third course of a four course sequence provides the in depth exposure to the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with routing protocols, and spanning tree protocols in IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed 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 Connecting Networks

4 Credits ■ CC-CT

Discusses the Wide Area Network (WAN) technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network. Completing this course of the four course sequence will prepare the student for the Associate-level certifications in Networking (CCNA). *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-256 Network Security

4 Credits

A next step for individuals who want to enhance their network routing and switching skill set to help meet the growing demand for network security professionals. The course provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. *Prerequisite:* CIS-181 or permission of the instructor.

CIS-275 Independent Study in Computer Information Systems

1-4 Credits

For students with a foundation in the field. Student and instructor determine the project and the number of credits to be earned. Literature search, field work, and written or oral reports may be involved. Regularly scheduled meetings between student and instructor are required. *Prerequisite:* Permission of the instructor.

CIS-297 Special Topics in Computer Information Systems

3-4 Credits

Specific course content and prerequisites vary from semester to semester. Details are in pre-registration materials.

Criminal Justice (CRJ)

CRJ-105 Introduction to Criminal Justice

3 Credits ■ Fall and Spring

History, development, philosophy, and constitutional aspects of the U.S. criminal justice system. Emphasis will be on actual situations confronting police, prosecutors, judges, probation officers, correctional officers and prison administrators, parole boards, and other practitioners in the field. *Skills prerequisite:* ENG-020 and ENG-060.

CRJ-108 Substance Abuse Education

3 Credits ■ Fall and Spring ■ HF ■ 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

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

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

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

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

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

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

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, CRJ-108, CRJ-127, and ENG-101, and permission of the program advisor.

Culinary Arts (CUL)

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, sauteing, 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. Corequisite: 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.*

Early Childhood Education (ECE)

ECE-101 Early Childhood Growth and Development

3 Credits ■ Fall

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 Education: Current Issues & Trends Education

3 Credits ■ Fall

An introductory course designed to look at school as a social institution with interactions with diverse communities, social, political and cultural institutions and traditions. Concepts of culture and the impact of these understandings will be explored with regard to teaching. The history of preschools in America, program models, such as Reggio Emilia, Bank Street and High Scope, as well as, theory of child development will be the cornerstone of the course.

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. Corequisite: ECE-124.*

ECE-124 Early Childhood Education Seminar I

1 Credit ■ As Needed

A consideration of problems such as assessing growth, providing for the individual needs of children, group management, and problem-solving. Student experiences from the variety of community programs and ages of children represented in their practicum placements provide the content of seminar discussion. *Prerequisite: One theory and one methods course in early childhood education or permission of the instructor. Corequisite: ECE-123.*

ECE-154 Early Childhood Language and Literacy

3 Credits

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 ECE-124 or permission of the instructor. *Corequisite:* 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. *Corequisite:* ECE-223.

ECE-230

Supervision and Administration in Child 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

Designing Curriculum: 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.

Education (EDU)

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.

Economics (ECO)

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.

Engineering Technology (ENT)

ENT-115 Introduction to Engineering

3 Credits ■ Fall ■ CC-QR

Designed to introduce first-year engineering students to the engineering profession and provide an overview of the various engineering disciplines. Students will complete various projects and activities that will include engineering analysis, the design process and evaluation, computer aided design, graphical design and working in a team environment. Visits to local industries will illustrate the various engineering disciplines and the possible career paths available. *Skill prerequisites: ENG-020 and ENG-060. Corequisite: ENM-126 or permission of the instructor.*

ENT-122 Computer Aided Drafting/Design I

3 Credits ■ As Needed ■ CC-QR

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

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. Corequisite: 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

An introduction to the metalworking processes including the setup and operation of metalworking tools. Topics covered will be manufacturing theory, tool geometry, blueprint reading, precision measurements, gages and inspection, as well as a basic introduction to computer aided drafting and automated machine tools. *Skills prerequisite: ENG-020 and ENG-060. Corequisite: ENM-126 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. *Corequisite: MAT-102.*

ENT-161 Engineering Physics I: Mechanics

4 Credits ■ Fall ■ SC/Is ■ CC-QR

The beginning of a three-semester sequence for engineering, physics, architecture, and mathematics majors. With an emphasis on problem solving, this course covers classical mechanics, including particle kinematics, translational and rotational motion, the forces affecting motion, equilibrium, work and mechanical energy, impulse and momentum, and harmonic motion. *Corequisite: ENM-151 or permission of the instructor.*

ENT-162 Engineering Physics II: Fluids Heat And Sound

4 Credits ■ Spring ■ SC/Is ■ 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. Corequisite: ENM-152 or permission of the instructor.*

ENT-185 Engineering Computer Applications

4 Credits

Applications of the personal computer to various engineering problems, including mathematical applications such as graphing techniques and statistical analysis, and engineering applications such as computer assisted design and electrical circuit analysis. C language programming will be introduced. *Skills prerequisite: ENG-020 and ENG-060. Prerequisite: MAT-028B or ENM-126. Or permission of the instructor.*

ENT-203 Linear Circuit Analysis I

4 Credits ■ Fall ■ CC-QR

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

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

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

A three-dimensional study of static mechanical force systems including resultants, centroids and centers of gravity, equilibrium, friction, and moments of inertia. Vector algebra is employed. *Corequisite: ENM-251 or permission of the instructor.*

ENT-213 Dynamics

3 Credits ■ Spring ■ 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

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

3D solid modeling is utilized to further investigate computer aided design (CAD). The basics of modeling and machining are studied through the introduction of computer aided manufacturing (CAM) and CNC machine tools. Simple parts are designed and created in the lab. *Prerequisite: ENT-152 or permission of the instructor.*

ENT-226 Introduction to Computer Aided Manufacturing II

4 Credits

Use of CNC machine tools will be continued. A final project will be required where students will design and manufacture a project using their knowledge and experience with CAD and CAM from the previous labs. Students will visit local manufacturing facilities to enhance their knowledge of the manufacturing and metal working process. *Prerequisite: ENT-225 or permission of the instructor.*

ENT-233 Digital Circuits

4 Credits ■ As Needed ■ 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

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

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, Magnetism and Light

4 Credits ■ Fall ■ SC/Is ■ CC-QR

The third course in a series. Lectures and laboratories cover electrostatics, fields, capacitance, DC circuits, magnetics, electromagnetic waves, light and optics including interference and diffraction and related engineering applications. *Prerequisite: ENT-161 and ENM-152, or permission of the instructor. Corequisite: ENM-251 or permission of the instructor.*

ENT-262 Engineering Physics IV: Optics and Modern Physics

3 Credits ■ Spring ■ SC/Is ■ CC-QR

The wave nature of light, ray theory of mirrors and lenses, and interference and diffraction. This course also covers relativistic mechanics, particle nature of light, quantum mechanics, and atomic and nuclear physics. *Prerequisite: ENT-261 or permission of the instructor. Corequisite: ENM-252 or permission of the instructor.*

ENT-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.*

Engineering Mathematics (ENM)

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

4 Credits ■ Fall ■ MA/ma ■ CC-QR

The first half of an introduction to single-variable calculus. Topics include limits, continuity, derivatives of algebraic, trigonometric, logarithmic, exponential, and inverse functions, and an introduction to the definite integral. Applications to physics and engineering are emphasized. *Prerequisite: ENM-127, MAT-102 or permission of the instructor.*

ENM-152 Engineering Calculus II

4 Credits ■ Spring ■ MA/ma ■ CC-QR

The second half of an introduction to single-variable calculus. Topics include the fundamental theorem of calculus, applications of the definite integral to physics and engineering, techniques of integration, parametric equations, polar coordinates, infinite sequences and series, power series, and Taylor series. *Prerequisite: ENM-151 or permission of the instructor.*

ENM-251 Engineering Calculus III

4 Credits ■ Fall ■ MA/ma ■ CC-QR

An extension of the basic concepts of calculus to functions of several variables. Topics include three-dimensional geometry, vector functions, partial derivatives, multiple integrals, and line integrals. Applications to physics and engineering are emphasized. *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.*

English (ENG)

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-116 Technical Writing

3 Credits ■ As Needed ■ EC/ec

Introduction to composing professional and technical documents in science, technology and engineering fields. Students will learn to write effective proposals, manuals and a variety of formal technical reports and documents. *Prerequisite: "C" or better in ENG-101 or ENG-103.*

ENG-204 Literature of Peace and War

3 Credits ■ As Needed ■ HU/hu ■ CC-CT

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

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

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

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

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.*

ENG-223 Creative Writing: Poetry

3 Credits ■ HU/hu

A course in which students create a substantial body of work as they cultivate the unique rhythms of their language and the truths of their imagination. Students work on poems-in-progress during class discussion and learn to understand relationships between a poem's meaning, sound and structure. Students develop a creative process that supports the generation and revision of poems during and after the semester. *Skills prerequisite: ENG-020 and ENG-060. Recommendation: Six credits of composition.*

ENG-228 US Poetry Since 1945

3 Credits ■ HU/hu ■ CC-CT

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

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

ENG-232 American Literature Since 1865

3 Credits ■ Spring ■ HU/hu ■ CC-CT

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-241 British Literature I

3 Credits ■ As Needed ■ HU/hu ■ CC-CT

A selective introduction to British writers concentrating on such authors as Chaucer, Shakespeare, Spenser, and Milton. The emphasis is on understanding the way literature expresses moral ideas and values through the imaginative creation of characters. *Prerequisite:* Six credits of composition or permission of the instructor.

ENG-242 British Literature II

3 Credits ■ As Needed ■ HU/hu ■ CC-CT

A continuation of ENG-241 which may be taken separately. Poems, novels and plays by British writers from the eighteenth century to the present will be studied, including works by such authors as Pope, Wordsworth, Keats, Dickens, Wilde, Woolf and some recent poets. Class discussions will focus on not only the authors' social and historical context, but also their continuing relevance to our own cultural moment. *Prerequisite:* Six credits of composition or permission of the instructor.

ENG-243 Creative Writing

3 Credits ■ HU/hu

A course for students with a serious interest in creative writing. Assignments will include practice primarily in the short story but also in screenplays, drama, poetry, and/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

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-255 Multi-Ethnic American Literature

3 Credits ■ HU/hu ■ CC-CT ■ CC-WC

A course focusing on the oral and written analysis and interpretation of texts concerning the multiplicity of ethnic experiences that make up American cultural experiences. This course will include works by, but not limited to, African American, Latino/a, American Indian, and Asian American writers. *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-263 Creative Writing: Creative Non-Fiction

3 Credits ■ As Needed ■ HU/hu ■ CC-CT

A course in reading and writing creative non-fiction, prose based on fact but treated in a literary manner. In addition to reading and discussing a range of creative non-fiction, students will write such work, engage in workshop discussions, and revise their pieces. *Prerequisite:* Six credits of composition or permission of the instructor.

ENG-275 Independent Study in English

1-3 Credits

A tutorial course. The student and instructor determine the project to be undertaken subject to approval by the department chair. *Prerequisite:* Six credits of composition and six credits of literature.

ENG-297 Special Topics in Literature

3 Credits ■ HU/hu

Specific course content at the discretion of the department. Recent topics have included Women's Writing, Contemporary British and American Fiction, Mythology, Gay and Lesbian Literature, Russian Literature, and The Bible. Details are included in pre-registration materials. *Prerequisite:* Six credits of composition or permission of the instructor.

English For Speakers Of Other Languages (ESOL)

ESL-101 Fundamentals of Beginning English for Speakers of Other Languages

3 Credits ■ As Needed

Introduction to the English language for non-native speakers including beginning listening, speaking, reading, and writing skills. Topics include present, past, and future tenses; basic sentence structure; skimming and scanning. *Prerequisite:* ESL placement or permission of the instructor.

ESL-102 Beginning English for Speakers of Other Languages II

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.*

Environmental Science (ENV)

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 Corequisite: 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 Corequisite: ENG-020 and ENG-060.*

ENV-115 Introduction to Nature Photography

3 Credits ■ ES

A field-oriented course which explores both the art and science of nature photography. With natural lighting and a minimum of special equipment, students photograph wildlife, landscapes, flowers, and vegetation. Specialized applications will include aerial and microphotography. A camera is required (contact instructor for details). *Skills pre- or Corequisite: ENG-020 and ENG-060.*

ENV-121 Introduction to Environmental Science I

3 Credits ■ Fall ■ ES/ns

A multi-disciplinary course dealing with many aspects of the contemporary environment. Presentations from various college departments and by community leaders focus on our role in the environment.

ENV-127 Environmental Awareness and Responsibility

1 Credit ■ ES

Environmental study open to anyone who wishes to develop or deepen an awareness of the environment. This course promotes an appreciation of natural beauty and of other natural resources. It also provides exposure to ongoing problems and solutions.

ENV-133 Everglades Ecosystems

4 Credits ■ As Needed ■ ES/Is

A field experience focused on the biological diversity of Everglades National Park. This course includes the natural history of flora and fauna within sawgrass prairie, tropical hardwood hammock, bald cypress head, pineland and coastal mangrove ecosystems. Practical skills in descriptive ecology are developed through guided field study. *Skills prerequisite: ENG-020 and ENG-060. Prerequisite: Permission of the instructor.*

ENV-139 Tropical Ecosystems

4 Credits ■ ES/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/handheld computers, radio-telemetry, seining and live-trapping surveys to immerse students in all aspects involved in the study of wildlife biology. *Skills prerequisite: ENG-060. Prerequisites: High school biology, BIO-105, or permission of the instructor.*

ENV-182 Environmental Advocacy

3 Credits ■ As Needed ■ SS/ss

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.

ENV-207 Wildlife Biology

4 Credits ■ As Needed ■ ES/ls

Ecological, biological, and human intervention factors affecting wildlife populations. This course emphasizes the population ecology and biology of game, non-game, and endangered species. Field labs investigate some of these factors by collecting and analyzing data about wildlife populations. *Prerequisite: ENG-101 and MAT-028A or permission of the instructor.*

ENV-208 Aquatic Biology

4 Credits ■ As Needed ■ ES/ls

Biological, physical, and chemical components of freshwater aquatic habitats and their ecological relationships. Laboratories involve observation, collection, and analysis of aquatic samples using scientific techniques. *Prerequisite: ENG-101 and MAT-028A or permission of the instructor.*

ENV-247 Advanced Travel Study

4 Credits ■ ES/ls

An exploration of topics such as biodiversity, natural history of flora and fauna, geologic and physiographic features, cultural history, and ecotourism in remote locations. Activities and assignments are chosen to increase the level of challenge and foster growth beyond the expectations established in prior course work. *Prerequisite: 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)

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 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 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)

FAS-103 Printmaking I

3 Credits ■ HU/hu

An introduction to the art of producing multiple images from a single source. This course includes the preparation of plates, inking procedures, and the use of the printing press. *Prerequisite: FAS-163.*

FAS-111 Drawing I

3 Credits ■ Fall ■ HU/hu

An introduction to the concepts and techniques of drawing through the use of charcoal and newsprint. Class problems and critiques are presented to help the student develop a foundation of knowledge and ability to build on.

FAS-113 Printmaking II

3 Credits ■ HU/hu

A continuation of FAS 103. This course includes the study of the skills and processes of printmaking with emphasis on etching and color printing. *Prerequisite: FAS-103.*

FAS-114 Landscape Painting

3 Credits ■ As Needed ■ HU

A study of painting as applied to landscape. The use of color, composition, and overall principals of design will be discussed in relation to painting out-of-doors. Stylistic diversity will be encouraged.

FAS-115 Digital Photography

3 Credits

An introduction to photographic processes that use computer-based technologies. Students learn the basics of image capture with digital cameras and from there explore the world of digital image processing, utilizing Adobe Photoshop to prepare and modify images. The course will examine digital photography as a creative process, focusing on its aesthetic power and use in contemporary society.

FAS-120 Drawing II

3 Credits ■ Spring ■ HU/hu ■ 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-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-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

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

A survey of the arts of India, China, and Japan and their impact on Western culture. The course includes discussions of the art of painting, sculpture, and architecture, as well as discussions and comparisons with the alternative arts of Asia which may include ceramics, calligraphy, gardens, martial arts, and haiku. This course reviews the arts with special attention to the role of religion and philosophy in their development. Lectures and discussions are illustrated by slides and visual materials; some classes will incorporate participation and experimentation with the particular art. An art background is not required. *Skills prerequisite: ENG-020 and ENG-060.*

FAS-157 Introduction to Studio Art

3 Credits ■ As Needed ■ HU/hu

A hands-on approach to studio art for beginning art majors and the non-art student. The creative process will be explored by experimenting with a variety of media. Each medium covered will emphasize mastery of basic techniques and concepts which will strengthen and develop a foundation of knowledge and individuality of self-expression.

FAS-163 Two-Dimensional Design II

3 Credits ■ Spring ■ HU/hu ■ 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-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-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-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-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-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

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-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

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-275 Independent Study in Art

1-3 Credits

For students with a foundation in the field. Student and instructor determine the project and the number of credits to be earned. Projects involve specialized work in art or crafts. Regularly scheduled meetings between student and instructor are required. *Prerequisite: Permission of the department chair or program advisor.*

FAS-297 Special Topics in Visual Arts

3 Credits ■ HU/hu

Specific course content at the discretion of the department. Details are included in preregistration materials.

Fire Science (FIS)

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, pre-planning 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.

Geography (GEO)

GEO-125 World Geography

3 Credits ■ SS/ss

An introduction to World Geography stressing the location and interrelationships of the various nations on our planet along with their cultural, linguistic, economic, and religious makeup. The role of weather and climate, ocean currents, rivers, coastline features, mountains, and geological movement will be examined. Attention will also be given to the geological, topographical, economic, and historical forces that have formed them and the challenges they face in the 21st century. *Skills prerequisite: ENG-020.*

Geology (GEY)

GEY-121 Earth Systems Science

4 Credits ■ SC/ls

A systematic, integrated approach to the sciences of geology, oceanography, meteorology, and ecology of planet Earth. The course emphasizes the synergy of interrelated phenomena while focusing on Earth as a system. Students are encouraged to look beyond the traditional boundaries of physical science and learn to recognize the increasingly significant role of humanity as an agent of global change. *Skills prerequisite: ENG-020 and ENG-060.*

GEY-136 Geographic Information Systems

4 Credits ■ SC/ls

Intended for science majors. This course emphasizes the role of GIS in scientific investigations, resource management, and planning. Topics include gathering and organizing geographically referenced information and the representation of spatial information through maps, databases, plans, and images. Students work with a variety of case studies from the fields of environmental science, natural resources, and public health. *Skills prerequisite: ENG-020, MAT-028A or MAT-028.*

Government (GOV)

GOV-105 United States Government

3 Credits ■ As Needed ■ SS/ss

An examination of the American structure of government at the national, state, and local levels. This course examines and explores the powers and limitations of the federal system, the 'checks and balances' system, the machinery of state government, and the variety of municipal and local forms of administration.

GOV-135 The Constitution and Civil Rights

3 Credits ■ As Needed ■ SS/ss

A study of the Constitution and of major legal interpretations that have reflected social, economic, and political changes. Current civil and legal rights of the individual are discussed from the standpoint of an era in which the growing scope of government has sometimes clashed with the rights of the individual and sometimes upheld and increased them.

GOV-275 Independent Study in Government

1-3 Credits

Tutorials in which student and instructor determine a project and the number of credits to be earned. *Prerequisite: ENG-101 and permission of the instructor.*

Health Information Management (HIM)

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. Prerequisite: AHS-129.*

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.*

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. Corequisite: 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:* HIM-106 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)

HIS-113 Western Civilization to 1500

3 Credits ■ HI/ss

An exploration of the origins and development of Western society and culture from prehistory through the Ancient Near East, Greece, Rome, and the Middle Ages to the Renaissance. *Skills prerequisite:* ENG-020 and ENG-060.

HIS-114 Western Civilization Since 1500

3 Credits ■ HI/ss

An examination of the political, social, and cultural history of Western civilization from the Renaissance to the present, with emphasis on the causes and consequences of the West's rise to worldwide influence and on the roots of current global issues. *Skills prerequisite:* ENG-020 and ENG-060.

HIS-117 United States History to 1877

3 Credits ■ Fall ■ HI/ss

A survey of the social and political development of North America, the British Colonies, and the United States from before the arrival of Europeans to the Civil War and Reconstruction. *Skills prerequisite:* ENG-020 and ENG-060.

HIS-118 United States History Since 1865

3 Credits ■ Spring ■ HI/ss

A survey of the social and political development of the United States from the Civil War to the present. *Skills prerequisite:* ENG-020 and ENG-060.

HIS-121 World History to 1500

3 Credits ■ All Terms ■ HI/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

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-208 Introduction to Chinese Civilization

3 Credits ■ As Needed ■ SS/ss

An investigation of the cultural development and 4,000-year-old traditions of China, and China's influence on the Far East and on the world. Western civilization is compared and contrasted to Chinese values. Beginning with prehistory, the major elements of Chinese thought and behavior patterns are analyzed, and the insights gained from the study of Chinese history are applied to an understanding of contemporary China. *Skills prerequisite:* ENG-020 and ENG-060.

HIS-225 Comparative Religions

3 Credits ■ As Needed ■ HU/hu ■ CC-CT

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-226 Workers' Rights in the United States

3 Credits ■ As Needed ■ SS/ss ■ CC-CT

A study of the history and legal sources of workers' rights in the United States, union and non-union. Students will be introduced to the main laws and regulatory bodies that implement labor law in the United States. The course will also explore contemporary controversies regarding workers' rights. *Skills prerequisite:* ENG-020 and ENG-060.

HIS-228 World War II

3 Credits ■ Fall ■ SS/ss ■ CC-CT ■ CC-WC

An overview of World War II from a global perspective. In addition to the causes and course of the war, emphasis will be placed on the ways in which the war spawned changes which continue to impact the world, in science, technology, economics, politics, gender and race relations, and the environment. The course will engage in the ongoing debates over controversial aspects of the war (e.g., How did Pearl Harbor happen? Why did the United States drop two atomic bombs on Japan? Does the narrative of 'the Good War' fit the realities of the war?) *Skills prerequisites:* ENG-020 and ENG-060. *Prerequisite:* HIS-114, HIS-118 or HIS-122 recommended.

HIS-232 The World Since 1945

3 Credits ■ SS/ss ■ 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-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-244 African Slave Trade and Colonization

3 Credits ■ As Needed ■ SS/ss ■ CC-CT ■ CC-WC

An exploration of the slave trade and colonization in Africa. Major topics such as the origin of African slavery and its consequences; the decline of the Atlantic slave trade; the nature of European colonialism and imperialism; and the African response to Colonial rule will be examined. *Prerequisite: ENG-101 or permission of the instructor.*

HIS-275 Independent Study in History

1-3 Credits

Tutorials in which student and instructor determine a project and the number of credits to be earned. *Prerequisite: One previous course in history and the permission of the instructor.*

HIS-297 Special Topics in History

3 Credits

Specific course content at discretion of the department. Details are included in preregistration materials.

Honors (HON)

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.*

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 (i.e., 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, Piltown 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 Honors 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.*

HON-298I Honors Colloquium: Graphic Novel and Comics As Cultural Barometer

3 Credits ■ As Needed ■ HU/hu ■ CC-CT ■ CC-WC

An introduction to critical methods in popular culture studies, with a focus on the graphic novel and comics as cultural producer and process. Through a survey of primary texts, we will learn how graphic storytellers use historical and contemporary social issues as a primary source for their work. The translation of traditional literary pieces into graphic medium will also be addressed. *Prerequisites: Membership in the Berkshire Honors Scholar Program. Six credits of composition or permission of the instructor.*

Hospitality (HSP)

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, food service, 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

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-133 Introduction to Spa Management

3 Credits ■ As Needed

A study of the responsibilities of the spa director for a resort hotel property. The course provides a contemporary look at the spa industry and the various and unique aspects of spa operations from day spa to resort spas. *Skills prerequisites: ENG-020 and MAT-018C.*

HSP-218 Lodging Revenue Management

3 Credits ■ As Needed

An exploration of current strategies to maximize revenue in various business settings with emphasis on the hotel and lodging industry. Topics to explore include yield management, effective pricing techniques, market segmentation, distribution channels, overbooking practices and forecasting. *Skills prerequisites: ENG-020 and MAT-018C.*

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

1-3 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 Hospitality/Culinary Arts students. Objectives and theory covered in the classroom will be integrated within the work experience and supervised by a work-site coordinator.

Human Services (HSV)

HSV-111 Human Service Methods

3 Credits ■ Spring ■ 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

A broad survey of local resources and social services. Through readings, guest lectures, and research, students use Berkshire County as a social laboratory to examine community governance, health services, education, social welfare programs, public and voluntary personal social services, and formal and informal groups. The course also examines the impact of the economy and natural resources on the community. *Skills prerequisite: ENG-010. Skills Corequisite: ENG-020.*

HSV-151 Field Work Seminar I

1 Credit

A discussion course for human services interns to share field work experiences through case presentations. Students explore organizational structure; agency goals; human service roles; helping philosophies; supervisory, client, and colleague relationships; and professional ethics. Techniques and skills for specific internships are discussed. *Prerequisite: Permission of the instructor. Corequisite: HSV-161.*

HSV-161 Field Practicum I

2 Credits

An introductory internship giving students first-hand experience observing human service agencies in operation. Students perform tasks appropriate to a novice intern and record experiences in field work journals. An agency staff member provides supervision. Students spend a minimum of eight hours a week in the internship agency. *Prerequisite: Permission of the instructor. Corequisite: 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 HSV-135 with a grade of "B" or better or permission of the instructor.*

HSV-252 Field Work Seminar II

1 Credit

A continuation of skill development and sharing field experiences through case presentations. Students discuss factors which affect helping relationships, and the effectiveness of assessment and intervention techniques used in each case. *Prerequisite: Permission of the instructor. Corequisite: HSV-262.*

HSV-253 Field Work Seminar III

1 Credit

A continuation of skills development and review of field experience through case presentations. The course emphasizes the dynamics of helping relationships, considers individual professional issues affecting ethics and competence, and develops assessment and intervention skills. *Prerequisite: Permission of the instructor. Corequisite: HSV-263.*

HSV-262 Field Practicum II

3 Credits

An internship with increased levels of direct involvement in helping relationships, agency functioning, assessment, and case planning. Students keep field work journals and spend a minimum of twelve hours a week in the internship supervised by an agency staff person. *Prerequisite: Permission of the instructor. Corequisite: HSV-252.*

HSV-263 Field Practicum III

3 Credits

An internship which emphasizes the student's ability to demonstrate the skills and ethical standards of an entry-level human services professional. Students deal with more complex and intensive agency operations, assessment, intervention, and case planning. Students spend at least twelve hours a week in the agency and write case reports which demonstrate case management skills and the ability to record objective behavioral descriptions. *Prerequisite: Permission of the instructor. Corequisite: HSV-253.*

HSV-280 Group and Professional Development

3 Credits ■ Spring ■ 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.*

Humanities (HUM)

HUM-121 Introduction to the Humanities

3 Credits ■ As Needed ■ HU/hu ■ 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 Conversational American Sign Language

3 Credits ■ HU/hu

Introduction to various forms of sign language and Deaf Culture. Topics include fundamental sign vocabulary, syntax, and grammar, as well as history of Deaf Culture and legal, ethical, educational, and cultural issues facing the Deaf.

HUM-148 Turbulent Decade: Changing America in the 1960s

3 Credits ■ As Needed ■ HU/hu

An investigation of the people, politics, and prose of a critical era in American history. This course includes a study of the Civil Rights Movement, the New Feminism, and the war in Vietnam as well as the art, music, and literature of the period. In addition to books, films and other media are used to bring home the reality of the era. *Prerequisite: ENG-101 or permission of the instructor.*

HUM-159 Digital Culture

3 Credits ■ As Needed ■ HU/hu ■ CC-CT

A survey course of the pervasive impact of technology on contemporary life and institutions. Topics include a history of technology; social media and mobile technology's role in the 'my' culture; security and privacy on the Internet; career technologies; search, search engines, information, and 'big data'; gaming; the sharing economy; technology and gender; and other topics. Course assessments include blogging, quizzes and exercises. *Skills prerequisites: ENG-020 and ENG-060. Word processing, E-mail and Moodle skills recommended.*

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-218 Conversational American Sign Language II

3 Credits - HU/hu

A course designed to refine skills in the use of basic ASL sentence types. Pronominalization, classifiers, spatial references, pluralization, and temporal and distributional aspects are introduced. Students will study common communicative functions of the language such as the following: asking; requesting; providing clarification; and the giving and asking of directions. Information about the deaf community and culture will be included. *Prerequisite: HUM 136 or permission of the instructor.*

HUM-297 Special Topics in Humanities Conversational American Sign Language II

3 Credits - HU/hu

A course designed to refine skills in the use of basic ASL sentence types. Pronominalization, classifiers, spatial references, pluralization, and temporal and distributional aspects are introduced. Students will study common communicative functions of the language such as the following: asking; requesting; providing clarification; and the giving and asking of directions. Information about the deaf community and culture will be included. *Prerequisite: HUM 136 or permission of the instructor are in preregistration materials. Prerequisite: ENG-101 or permission of the instructor.*

Interdisciplinary (INT)

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.*

Massage Therapy (MBW)

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. Corequisite: 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. Corequisite: AHS-162, AHS-230, MBW-130, MBW-131 and MBW-150.*

MBW-130 Therapeutic Massage Practicum

2 Credits ■ Spring ■ CC-CT

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. Corequisite: 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. Corequisite: MBW-120 and MBW-130.*

MBW-150 Business Practice for Massage Therapy

1 Credit ■ Spring ■ CC-QR

An overview of the business aspects of massage therapy. Areas covered include methods of income, business planning, business development, management, marketing and establishment of a business plan. *Prerequisite: MBW-110 or permission of the instructor. Corequisite: MBW-120, MBW-130 and MBW-131.*

Mathematics (MAT)

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-029C). 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 Corequisite: 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 Corequisite: ENG-020 and/or ENG-060.*

MAT-029 Elementary Algebra IV-VI

3 Credits

The second semester of a two-semester sequence in elementary algebra preparing students for intermediate algebra. Topics include factoring polynomials, operating with rational expressions, solving rational expressions, solving rational equations, manipulating square roots and solving square root and quadratic equations. College credit will be awarded, but this credit will not count toward a degree. *Skills prerequisite: MAT-028C or MAT-028 or by learning skills placement. Skills Corequisite: ENG-020 and/or ENG-060.*

MAT-045 Introduction to Mathematical Literacy

4 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, ENG-060 and BCC-102.*

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 Criminal Justice, Fire Science, and Human Services programs. *Skills prerequisite: ENG-020, MAT-018C, and BCC-102.*

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. Topics include number sense and numeration; geometry and measurement; logic; sets; patterns and symmetry; equations and graphs of linear, exponential and logarithmic functions; and basic probability and statistics. *Skills prerequisites: ENG-020 and MAT-029, MAT-029C or MAT-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.*

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 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-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

1-3 Credits

Tutorials in which student and instructor determine the project and the number of credits to be earned subject to approval by the department chair.

MAT-276 Independent Study in Mathematics II

1-3 Credits

Tutorials in which student and instructor determine the project and the number of credits to be earned subject to approval by the department chair.

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 Corequisite: 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.*

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.*

Music (MUS)

MUS-101 Applied Music I (All Other Instruments)

1 Credit ■ HU/hu

The study of an instrument, or voice. This course is aimed at the development of performance skills and the study of appropriate literature drawn primarily from the Western music tradition. Lessons taught at the Berkshire Music School require that students register at both BCC and BMS, and pay an additional fee to BMS.

MUS-102 Applied Music II (All Other Instruments)

1 Credit ■ HU/hu

A continuation of MUS-101. *Prerequisite: MUS-101.*

MUS-106 Fundamentals of Music

4 Credits ■ Fall ■ HU/hu

A study of the fundamentals of musical language: pitch, intervals, scales, keys, rhythm, and basic triads. Basic keyboard skills and principles of musical organization will also be studied, using examples from classical and popular music. Course objectives include the student learning to read, play, and listen more effectively to music. No musical background is required. *Skills prerequisites: ENG-020, ENG-060 and MAT-018A.*

MUS-108 Music Theory I

3 Credits ■ Spring ■ HU/hu ■ CC-CT

A study of tonal harmony beginning with a brief theory review. Course topics include 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. Students will analyze and write in accordance with the principles studied.

MUS-110 American Popular Music

3 Credits ■ HU/hu

An introduction to the history and diversity of American popular music. This course begins with an examination of the sources of American popular music and then follows the development of popular styles up to contemporary vernacular styles. The discussions include folk, blues, gospel, country, jazz, musical theater, popular song, and rock. No musical background is required. *Skills prerequisite: ENG-020 and ENG-060.*

MUS-116 Fundamental Musicianship

2 Credits ■ HU/hu

An instructor-guided practicum involving sight singing and dictation (writing down) of melodies and phrases of easy to intermediate level difficulty.

MUS-120 Choral Ensemble I

1 Credit

Rehearses and performs choral works for mixed voices. The BCC Chorale prepares music of all styles, including classical, pop, jazz, and show tunes. For beginning and experienced singers.

MUS-130 Choral Ensemble II

1 Credit

A continuation of MUS-120. *Prerequisite: MUS-120.*

MUS-132 Recording Technology I

3 Credits ■ HU/hu

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.*

MUS-145 World Music

3 Credits ■ As Needed ■ HU/hu

A survey of the indigenous musics of Africa, South and North America, Eastern Europe, India, Southeast Asia, and East Asia. Emphasis will be placed on the interrelationships between music and society. Course work will include lecture, listening, live performances, videos, and student experiments in performance of non-Western music. No musical background is required. *Skills prerequisite: ENG-020 and ENG-060.*

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 beginning to intermediate level. Sight singing/ear training software may be used for this course.

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

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. Students will analyze and write in style according to the principles studied. Finale music notation software will be used in this course. *Prerequisite: A grade of "B" or better in MUS-102.*

MUS-201 Applied Music III (Other Instruments)

Credits ■ HU/hu

A continuation of MUS-102 intended for music majors. Students will develop more advanced performance skills, will attend concerts or recitals, and will complete at least one public performance and/or jury as defined by the student and instructor. *Prerequisite: A grade of "B" or better in MUS-102.*

MUS-202 Applied Music IV (All Other Instruments)

2 Credits ■ HU/hu

A continuation of MUS-201 intended for music majors. Students will develop more advanced performance skills, will attend concerts or recitals, and will complete at least one public performance and/or jury as defined by the student and instructor. *Prerequisite: "B" or better in MUS-201.*

MUS-216 Musicianship II

2 Credits ■ HU/hu

An instructor-guided practicum involving sight singing and dictation (writing down) of melodies and phrases of advanced difficulty. Sight Singing/Ear Training music software will be used in this course. *Prerequisite: MUS-156.*

MUS-220 Choral Ensemble III

1 Credit

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, Stravin-

sky, 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

A continuation of MUS-220. Prerequisite: MUS-220.

MUS-232 Recording Technology II

3 Credits

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. *Prerequisite: MUS-132.*

MUS-249 Song Writing

3 Credits ■ HU/hu

An examination of the process of setting words to music and music to words. Using pre-existing or original texts, students explore the techniques used to create songs. The course features a consideration of how melody, rhythm, harmony, and dynamics, as well as other musical elements, combine to elevate the meaning of the words. Students will study how the human voice can be expressive in the realm of the sung thought and how the presence of an accompaniment can tie musical forces together to form a creative work in which the whole is greater than the sum of its parts. *Prerequisite: MUS-108 or permission of the instructor.*

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.

Nursing (ADN)

NUR-101 Physical and Mental Health I

9 Credits ■ Fall ■ HF ■ CC-CT

An introduction to health care with focus on normal physiological and psychosocial function. This course provides a basic introduction to the Nurse of the Future Core Competencies with an emphasis on nursing knowledge, patient-centered care, therapeutic communication, safety, quality improvement, informatics and technology. Critical thinking skills are introduced and utilized in the collection and analysis of simple types of data. Basic assessment and psychomotor skills are taught, allowing the student to provide patient-centered care in varied settings. The concepts of system-based practice and evidence based practice are discussed, along with the role of the nurse as a health care professional and leader, with an emphasis on health promotion, wellness, teamwork and collaboration. Student learning activities include journaling, case studies, use of learning management system for online 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. *Corequisite:* BIO-201, and ENG-101 or ENG-103, and PSY-107.

NUR-102 Physical and Mental Health II

8 Credits ■ Spring ■ HF ■ CC-CT

The development of the Nurse of the Future Core Competencies with a greater understanding and application of nursing knowledge, therapeutic communication, safety, quality improvement and informatics and technology. The focus is on patient-centered care of individuals with acute and chronic physiological and psychosocial alterations across the lifespan. Critical thinking skills are enhanced in the collection and analysis of more complex types of data. Assessment and psychomotor skills with increased dexterity are utilized in the planning and provision of patient-centered care in varied settings. The concepts of system-based practice and evidence-based practice are utilized along with the role of the nurse as a health care professional and leader with an emphasis on the developmental needs of patients. Student learning activities include journaling, case studies, pediatric case presentations, learning management system online assignments and test taking skills. Service learning activities are continued in this course and focus on health promotion and maintenance in a supervised setting. *Prerequisite:* BIO-201 and ENG-101 or ENG-103 and NUR-101 and PSY-107. *Corequisite:* BIO-202 and BIO-207 and PSY-204.

NUR-106 LPN to RN Bridge

2 Credits

An introduction to the ADN Nurse of the Future Core Competencies, including nursing knowledge, therapeutic communication, safety, quality improvement, informatics and technology. Development of critical thinking skills to collect and analyze complex data is discussed. The concepts of system-based practice and evidence-based practice are introduced along with the role of the nurse as a health care professional and leader with an emphasis on the developmental needs of patients. Basic assessment and psychomotor skills are reinforced. The role transition from LPN to ADN Nursing is emphasized. *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

Is a refinement of the Nurse of the Future Core Competencies with integration of nursing knowledge, critical thinking, therapeutic communication, quality improvement and evidence-based nursing practice that focuses on adult patients with acute and chronic physiological and psychosocial alterations. The efficient performance of basic and advanced assessment and psychomotor skills are utilized to provide safe, quality care in a variety of settings. The leadership role of the professional nurse within the health care system is enhanced through the process of teamwork and collaboration to achieve prioritized patient-centered outcomes. A comprehensive care plan, older adult assessment and/or service learning project reinforce learning and helps to refine achievement of Nurse of the Future Core Competencies in a variety of settings. *Prerequisites:* BIO 202, NUR-102 and PSY-204. *NUR 106 is required for all LPN mobility students. Prerequisite or Corequisite:* BIO 207. *Corequisites:* COM-104, COM-105, COM-106 or COM-107 and SOC-105.

NUR-202 Physical and Mental Health IV

9 Credits ■ Spring ■ CC-QR

This course continues to build upon the Nurse of the Future Core Competencies with analysis of nursing knowledge, critical thinking, therapeutic communication, conflict resolution, quality improvement and evidence-based nursing practice, as well as increased proficiency in basic and advanced psychomotor skills. The focus is on adult patients and families experiencing multisystem illnesses in a variety of settings. Competence in the role of the professional nurse as a leader within the health care system is obtained through teamwork and collaboration to achieve desired patient-centered outcomes. A capstone nursing care plan, older adult assessment and/or service learning project reinforce learning and proficiency in the application of the Nurse of the Future Core Competencies in a variety of settings. *Prerequisite:* COM-104, COM-105, COM-106 or COM-107, NUR-201 and SOC 105. *Corequisite:* ENG-102 or ENG-104, NUR 206, and an elective in history or humanities and fine arts.

NUR-206 Nursing in Transition

1 Credit ■ Spring

The Nurse of the Future Core Competencies of professionalism, leadership, teamwork and collaboration are further analyzed. The role of the nurse is emphasized in relation to the historical development of the profession, legal, cultural and ethical issues faced by today's nurses. The various educational, employment and community service options in nursing and the transition from student to a professional nurse are also recognized. *Prerequisite:* NUR-201. *Corequisite:* NUR-202.

Nursing (LPN)

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

A three-week intensive clinical practicum to reinforce competency in basic nursing theory, practice, and assessment of aging clients. Participation in the formulation of a written nursing care plan is emphasized. Pass/No Pass grading. *Prerequisite:* LPN-142.

LPN-152 Health Alterations of the Adult and Aging

15 Credits

A continuation of basic nursing theory and more advanced clinical practice. Course components include nursing theory and nursing process, broadened to include assessment planning, implementation, and evaluation. Clinical practice occurs in a long-term care and acute care facility. Ten hours of class time and fifteen hours of laboratory weekly. A service learning component is required. *Prerequisite:* LPN-145.

LPN-162 Health Care of the Family

6 Credits ■ 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.

Philosophy (PHL)

PHL-101 Philosophy and Self-Identity

3 Credits ■ HU/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-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-CT

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-CT

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

A study of contrasting approaches to ethical decision-making. This course includes application of moral theory to major current problems facing the individual and society. *Skills prerequisite:* ENG-020.

PHL-270 Independent Study in Peace and World Order

3 Credits ■ HU/hu

An individually tailored course for the Peace and World Order Studies student. Typical projects may include research, creative writing, local organizing, project-related travel and evaluation, and teaching internships. Participants meet frequently with the instructor to discuss projects and results. *Prerequisite:* Enrollment in the Peace and World Order Studies concentration or permission of the instructor.

Physical Education (PED)

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 **Ultimate Functional Training Workout**

2 Credits ■ HF

An intense total body workout that combines interval, cardio, and muscle conditioning exercises. Agility ladders, stability balls, free weight and medicine balls are used in this course. All exercises are modified and individualized for each participant. All fitness levels are welcome.

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 degree program.*

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-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

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 vari-

ous 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-healthcare community relationship; and the Advanced Health and Fitness Specialist's professional role. *Prerequisites: 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. Three hundred 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.*

Physical Therapist Assistant (PTA)

PTA-100 **Introduction to Physical Therapy**

2 Credits ■ Fall ■ HF

An introduction to the philosophy, history, and practice of physical therapy. This course examines the relationship of the physical therapist assistant to the licensed physical therapist, and to other members of the health care team. Laboratory exercises include instruction in body mechanics, lifting techniques, basic patient care skills, and preparation of patient and treatment areas. *Prerequisite: Admission to PTA-program. Corequisite: PTA-102, BIO-201 and PHY-111.*

PTA-101 **Physical Therapist Assistant I**

4 Credits ■ Spring ■ 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. *Prerequisite: PTA-100, PTA-102, BIO-201, and PHY-111. Corequisite: PTA-115 and BIO-202.*

PTA-102 **Structural Anatomy**

3 Credits ■ Fall

An introduction to the structural anatomy of the human body. This course is designed to emphasize surface palpation and musculoskeletal anatomy. The course will include anatomical palpations and orthopedic data collection. *Prerequisite: Admission to PTA-Program. Corequisite: PTA-100, BIO-201 and PHY-111.*

PTA-115 **Functional Anatomy**

3 Credits ■ Spring ■ 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. *Prerequisite: PTA-100, PTA-102, PHY-111 and BIO-201. Corequisite: PTA-101 and BIO-202.*

PTA-150 **Clinical Education I**

2 Credits ■ Summer

The first of three clinical education courses scheduled for the summer between the first and second year of the Physical Therapist Assistant program. The student is placed in a physical therapy facility under the supervision of a licensed physical therapist or physical therapist assistant to practice the procedures and treatments learned in the classroom and laboratory during the first year. 160 hours of clinical laboratory. Pass/No pass grading. *Prerequisites: PTA-101, PTA-115, and a current Community CPR card.*

PTA-200 **Rehab Neurology**

3 Credits ■ Fall ■ 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. Corequisite: PTA-202.*

PTA-201 **Physical Therapist Assistant I**

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. Corequisite: PTA-203.*

PTA-202 **Therapeutic Exercise**

4 Credits ■ Fall

An introduction to the physiological effects of exercise and common approaches to therapeutic exercise. Joint mechanics and range of motion are reviewed. Techniques of exercise for various regions of the human body, including exercise for spinal dysfunction, will be discussed. *Prerequisite: PTA-101, PTA-115 and BIO-202. Corequisite: PTA-200.*

PTA-203 Physical Therapist Assistant Seminar

3 Credits ■ Spring ■ 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. *Prerequisite: PTA-200 and PTA-202. Corequisite: PTA-201.*

PTA-250 Clinical Education II

4 Credits ■ Fall ■ CC-OC

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. Clinical laboratory: 240 hours. Pass/No Pass grading. *Prerequisites: PTA-150, Clinical Competency Practical Exam, and a current CPR card.*

PTA-260 Clinical Education III

4 Credits ■ Spring ■ CC-OC

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. Clinical laboratory: 240 hours. Pass/No Pass grading. *Prerequisite: PTA-250 and a current Community CPR card.*

Physics (PHY)

PHY-101 College Physics I

4 Credits ■ Fall ■ SC/Is ■ CC-QR

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

A study of wave motion, including vibrations and pendulum; of sound, including resonance, beats, and the Doppler Effect; of light, including reflection, refraction, and dispersion; and of static and current electricity, including capacitance, magnetism, inductance, and circuits. The course also covers electrical machines and phenomena, plus topics from modern physics. *Prerequisite: PHY-101 or permission of the instructor.*

PHY-111 The Ideas of Physics

3 Credits ■ As ■ Needed ■ SC

A physics course designed for the student who is not science oriented but who would benefit from a study of the principles of physical science. Technical and mathematical terms are minimal. An understanding of physical concepts and phenomena is developed. *Prerequisite: One year of algebra or permission of the instructor.*

Psychology (PSY)

PSY-107 Introductory Psychology

3 Credits ■ SS/ss

A traditional introductory course in psychology. Topics include research methods and experimental design, biology and behavior, development, learning and conditioning, intelligence and memory, sensation and perception, motivation and emotion, theories of personality, abnormal behavior and psychotherapy. A prerequisite for many other psychology courses. *Skills prerequisite: ENG-020 and ENG-060.*

PSY-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-127 Developing Resiliency

1 Credit ■ As Needed ■ HF

An examination of the components of resiliency and how they relate to academic and personal success. This course focuses on the major factors that influence resiliency or the ability to 'bounce back' after life's challenges including developing community, optimism and personal control. *Skills prerequisite: ENG-010.*

PSY-204 Human Growth and Development

3 Credits ■ SS/ss

A survey of the psychological, physiological, and social development of humans, with emphasis on 'normal' growth. Students examine the various factors determining developmental tasks at stages throughout the life span. Life stages covered in the course extend from pre-natal to death as the final stage of development. *Prerequisite: PSY-107.*

PSY-206 Adolescent Psychology

3 Credits ■ As Needed ■ SS/Is ■ CC-CT

A comprehensive survey of the psychology of adolescence. Topics include history and science of the discipline; the role of identity; cognitive, social and moral development; family relations; peer relations; sexuality; the impact of schooling; and risk factors for delinquency and psychological disorders. *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/Is 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.*

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-226 Abnormal Psychology

3 Credits ■ SS/ss

This course covers the history of mental illness and its treatment, approaches to prevention, research methods, modern classification and diagnosis, and causes of disorders. *Prerequisite: PSY-107.*

PSY-275 Independent Study in Psychology

1-3 Credits

Independent study for students with a foundation in the field. Student and instructor determine the project to be worked on and the number of credits to be earned. Regularly scheduled meetings between student and instructor are required. Pass/No Pass or traditional grading. *Prerequisite: PSY-107, and permission of the instructor and the department chair or program advisor.*

PSY-297 Special Topics in Psychology

1-3 Credits ■ As Needed ■ SS/ss

Specific course content at the discretion of the department. Details are in preregistration materials. *Prerequisite: PSY-107.*

Respiratory Care (RSP)

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. *Prerequisite: Admission to Respiratory Care program. Corequisite: 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

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. Corequisite: RSP-241.*

RSP-207 Respiratory Care III: Theory and Practice

8 Credits ■ Spring

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 de-brief on the clinical experiences is also required. *Prerequisite: RSP-205 and RSP-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. Corequisite: RSP-205.*

Sociology (SOC)

SOC-105 Introductory Sociology

3 Credits ■ SS/ss

The nature and scope of sociology. In this study of human groups and relationships, the course explores the origin, structure, and growth of human society; its basic institutions and processes; and problems resulting from social change. *Skills prerequisite: ENG-020.*

SOC-121 Human Sexuality

3 Credits ■ Spring ■ SS/ss

An interdisciplinary study of human sexuality including the perspectives of historical and cross cultural, biological and physiological, psychosocial developmental, and social cultural. *Skills prerequisite: ENG-020.*

SOC-136 Sociology of Marriage and the Family

3 Credits ■ As Needed ■ SS/ss

Analysis of the family as a basic unit of society and the chief formative influence on the shaping of personality. The American family is studied from a historical and cross-cultural perspective. *Skills prerequisite: ENG-020.*

SOC-197 Special Topics in Sociology

1-3 Credits ■ SS/ss

Specific course content at the discretion of the department. Details are in the preregistration materials.

SOC-203

Issues Through Film and Video

3 Credits ■ As Needed ■ SS/ss

An examination of American society in the twentieth century landscape, via film and video, as a reflection of that society. This course also looks at the medium of film from the perspective of social issues and social change. *Prerequisite:* SOC-105 or PSY-107 or permission of the instructor.

SOC-208

Contemporary Social Problems

3 Credits ■ Fall ■ SS/ss ■ 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-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 ■ As Needed ■ SS/ss ■ 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

A study of women as victims and perpetrators of crime in America. Historical and contemporary women's lives are examined through fictional portrayal and factual data. Theories of causality, the legal status of women, the impact of rising female criminality, and the presence of women in law enforcement professions are addressed. *Prerequisite:* CRJ-105 or SOC-105 and ENG-101, or permission of the instructor.

SOC-228

Death and Dying

3 Credits ■ As Needed ■ SS/ss

An examination of death in American society from the perspectives of sociology, psychology, philosophy, religion, and literature. Topics include the meaning of death, the experience of dying, funeral rites, suicide, fear of death, the value of life in American culture, and immortality. *Prerequisite:* SOC-105 or PSY-107 or permission of the instructor.

SOC-232

The Nature of Social Class

3 Credits ■ Fall ■ SS/ss ■ CC-CT ■ CC-WC

An examination of the nature of social class in the United States. This course will examine the nature of the system of social class as it currently exists, as well as examining some of the ways that it developed over time. This analysis will include data and research on class stratification to explain how the system is justified and its effect on the individual and society. Cross-cultural examples will be used to place the U.S. system in context. *Skills Prerequisites:* ENG-020 and ENG-060. *Prerequisites:* Three credits of sociology (SOC).

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)

SPA-101

Introductory Spanish I

4 Credits ■ Fall ■ HU/hu

An introduction to Spanish, appropriate for beginners. Students develop listening and speaking skills through immersion in the language. Contextualized interactive activities as well as short reading and writing assignments teach vocabulary, elementary grammatical structures, and Hispanic culture. This class, conducted in Spanish, meets four hours a week. One additional hour of laboratory is required. *Skills prerequisite:* ENG-020 and ENG-060.

SPA-102

Introductory Spanish II

4 Credits ■ Spring ■ HU/hu

A continuation of SPA-101. More complex grammatical structures, vocabulary, and readings are presented. Students conduct interviews and debates in Spanish, and research topics on Hispanic culture. Focused drill and practice include audio, video, computer, and internet applications. This class, conducted in Spanish, meets four hours a week. One additional hour of laboratory is required. *Prerequisite:* "C-" or better in SPA-101, SPA-placement, or permission of the instructor.

SPA-131

Spanish for the Workplace I

3 Credits ■ HU/hu

A course for those who expect to interact with Spanish speakers in the workplace. Designed to enable students to communicate in job-related situations, this course covers basic Spanish language skills and strategies as well as issues involved in cross-cultural communication.

SPA-132

Spanish for the Workplace II

3 Credits ■ HU/hu

A continuation of SPA-131. Complex grammatical structures are presented. Students develop listening, speaking, reading, and writing skills in a variety of authentic contexts. Vocabulary, communicative activities, and cultural topics relate to the workplace. *Prerequisite:* SPA-131 or permission of the instructor.

SPA-133

Spanish for the Workplace III

3 Credits ■ As Needed ■ HU/hu

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, SPA-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, SPA-133 sequence or permission of the instructor.*

SPA-135 Spanish for the Workplace V 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, SPA-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: SPA-134.*

SPA-201 Intermediate Spanish I

4 Credits ■ Fall ■ HU/hu

The development of language skills and cultural awareness of the Spanish-speaking world through readings and discussions and authentic audio and video materials. The course is a review of basic grammatical structures through activities emphasizing oral and written expression in Spanish. This class, conducted in Spanish, meets four hours a week. One additional hour of laboratory is required. *Prerequisite: "C-" or better in SPA-102, SPA placement, or permission of the instructor.*

SPA-202 Intermediate Spanish II

4 Credits ■ Spring ■ HU/hu

A continuation of SPA-201. Class activities are designed to develop mastery of listening, reading, speaking, and writing in Spanish. Students work with written and audio materials of increasing difficulty to further promote accuracy and fluency. In addition to studying works from Spain and Latin America, students write essays and conduct debates on contemporary topics. This class, conducted in Spanish, meets four hours a week. One additional hour of laboratory is required. *Prerequisite: "C-" or better in SPA-201, SPA-placement, or permission of the instructor.*

SPA-275 Independent Study in Spanish

1-4 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.*

Theatre (THR)

THR-101 Introduction to the Theatre

3 Credits ■ Fall ■ HU/hu

An introduction to the personalities and technological innovations that make up the dynamics of the theatre experience. The origin of modern-day theatrical practice and conventions are explored.

THR-102 Stagecraft I

3 Credits ■ Fall

An introduction to the technology of theatre production. This course concentrates on the construction techniques for building stage scenery and costumes. Students devote class time to building sets for BCC productions. *Skills prerequisites: MAT-018C or MAT-018. Prerequisite: THR 106.*

THR-103 Stagecraft II

3 Credits ■ Spring

An introduction to the technology of theatre production. This course concentrates on the equipment and techniques for implementing stage lighting and sound. Students devote class time to executing lighting and sound designs for BCC productions. *Skills prerequisite: MAT-018C or MAT-018. Prerequisite: THR-106.*

THR-104 Acting I

3 Credits ■ Fall ■ HU/hu

A study of the basic principles of acting with emphasis on Stanislavski techniques. Focus will be placed on the rehearsal and performance processes including discipline, collaboration and evaluation. The course will include sections on the business of acting and auditioning. *Skills prerequisite: ENG-020 and ENG-060.*

THR-105 Acting II

3 Credits ■ Spring ■ HU/hu

Continued study of the principles of acting with emphasis on scene study, script analysis, and ensemble performance. Focus will be placed on acting in the style of American Realism covering contemporary Western playwrights. *Skills prerequisite: ENG-020 and ENG-060. Prerequisite: THR-104 or permission of the instructor.*

THR-106 Fundamentals of Theatre Design

3 Credits ■ HU/hu

An introduction to theatrical design. This course focuses on creating the visual and aural elements necessary for a live stage production as well as cultivating artistic expression. Aspects include script analysis, interpretation, research, and presentation. The course will also include basic drafting and rendering techniques for the different facets of theatre design. *Skills prerequisite: ENG-020 and ENG-060.*

THR-111 History of Theatre and Drama I

3 Credits ■ HU/hu ■ CC-WC

A study of the history, plays, players, and playhouses from classical Greece to the early Renaissance. *Skills prerequisite: ENG-020 and ENG-060.*

THR-112 History of Theatre and Drama II

3 Credits ■ HU/hu ■ 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 prerequisite: ENG-020 and ENG-060.*

THR-119 Dance I

3 Credits ■ As Needed ■ HF

An introductory dance course exploring movement, technique, composition, improvisation, and choreography. The focus of this course is body awareness and control as well as use of the body as a means of self-expression and communication. Previous dance training is not required.

THR-120 Dance II

3 Credits ■ HU

A continuation of THR-119, with more advanced study of dance technique, musicality, staging, and compositional skills. *Prerequisite: THR-119 or permission of the instructor.*

THR-121 Choreography I

1 Credit

Studio work in choreography with a focus on the kinesthetic, dramatic, sculptural, musical and visual approaches to designing the human body moving in space. *Prerequisite: THR-119 or THR-233 or permission of the instructor.*

THR-122 Choreography II

1 Credit

A continuation of THR-121 with further work in choreography with a focus on the kinesthetic, dramatic, sculptural, musical and visual approaches to designing the human body in space. *Prerequisite: THR-121.*

THR-198 Theatre Practicum

1 Credit

A theatre experience open to all students participating in college theatre productions. Credit is granted for responsible effort and achievement in a production crew or on stage. Students must attend rehearsals or crew sessions.

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-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 approaches to the art of acting in theatrical styles ranging from classical theater to theater of the absurd. Emphasis will be placed on Shakespearean acting styles as explored through monologues and scene work. Course study will include text analysis, improvisation and ensemble performance. *Prerequisite: THR-104 or THR-105 or permission of the instructor.*

THR-214 Modern Dramatic Literature

3 Credits ■ HU/hu ■ 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

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 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

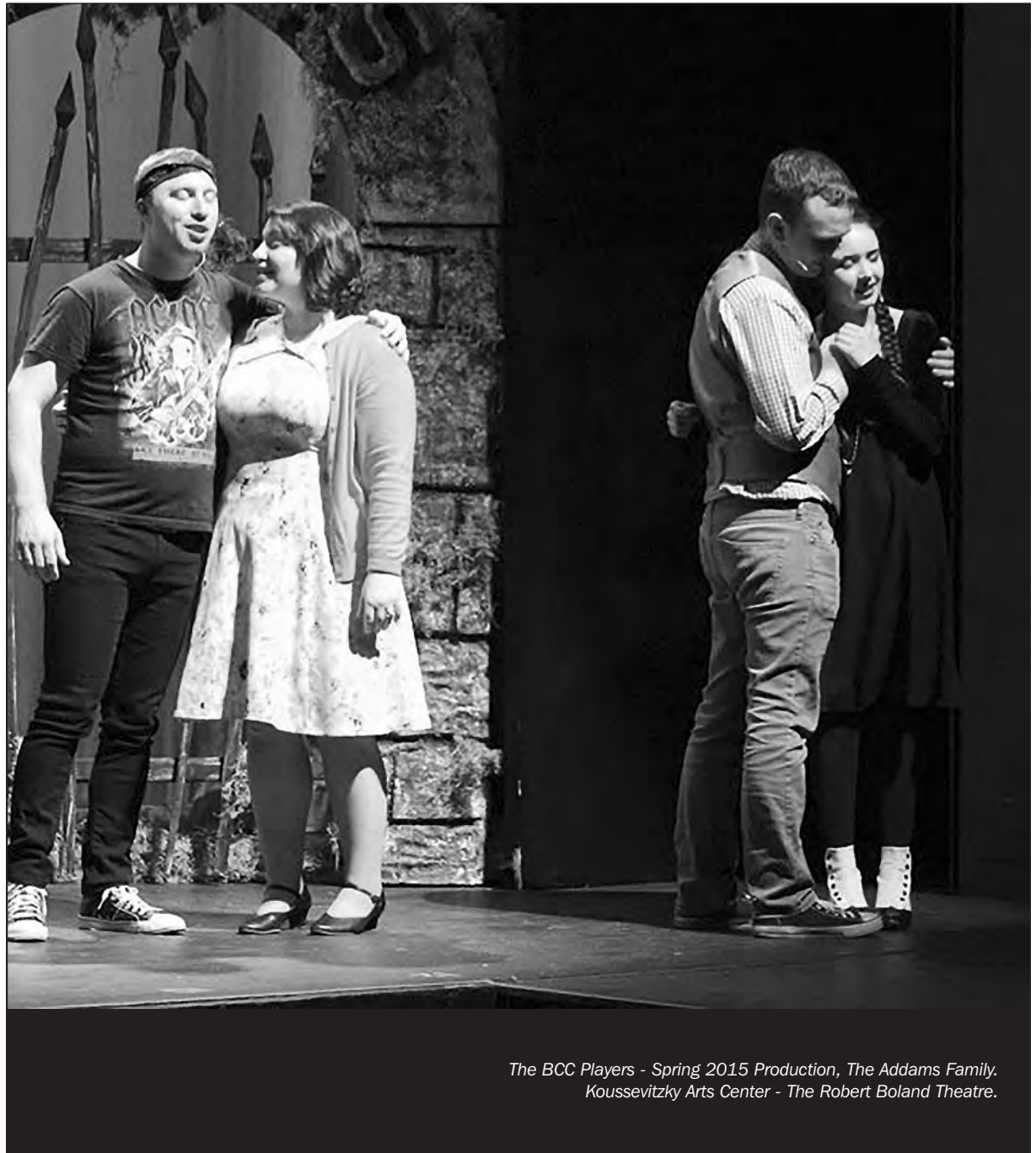
1 Credit

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.*



*The BCC Players - Spring 2015 Production, The Addams Family.
Koussevitzky Arts Center - The Robert Boland Theatre.*



Insights into Berkshire Community College

Testimonials from students, faculty and staff.

BCC is all about access and excellence. We offer our students a quality college education that is challenging and affordable while preparing them for the future. At BCC, students will find faculty and staff who are committed to their success.

Our diverse student body and faculty combine to provide a rich community of learners. BCC boasts one of the highest graduation rates in the Massachusetts Community College system, with students moving on to quality four-year institutions or starting careers.

Juan Carrion-Almeida
Class of 2015 Valedictorian

"I earned straight A's my first semester at BCC. I had never done that before. It motivated me to keep going and go beyond my own limits. My success at BCC wouldn't have been possible without the awesome faculty and staff whose goal has always been to teach students to learn."

Gabby Brooks, *Class of 2015*

"...The bonds I have formed with my advisor, professors and peers has given me everlasting support even after completing the program."

Edson Chipalo, *Class of 2015*

"The professors want you to succeed. I appreciate them all very much."

Myla Franklin, *Class of 2014*

"I'm so grateful for the experiences I've had at BCC."

Kate Loria, *Class of 2014*

"I love everything about BCC. I really like the professors and the

other students. Everybody is so nice and helpful. I like to be involved and have volunteered to help with events such as new student orientation and holiday lunches. I feel so included at BCC and I think that's what makes me a successful student."

Amanda Belanger, *Class of 2013*

"BCC has instilled in me a true passion for academics, and has set me on what I hope will be a lifelong path in pursuit of knowledge. I thoroughly enjoyed my time here. It was a wonderful experience."

Christopher Laney, *Professor of History*

"I enjoy when a student says they hate history – and, at the end of the semester, they say they like it. History can tell us about who we are and where we're going. What's not to love?"

Abu Selimuddin, *Professor of Business/Department Chair*

"When my students finish at BCC and report back to me that they are doing well – it's fantastic! It's my best achievement in life."

Lois Cooper, *Professor and Program Chair of Foreign Languages, International Studies and Peace and World Order*

"My favorite thing is to connect people with people and people with resources. I get to do all that in my job. So many possibilities come from BCC."

Eleanore Velez, *Admissions Counselor and Coordinator of the Multi-Cultural Center*

"I believe that through education we can reach our full potential not only by improving our own personal circumstances, but because we can understand others better and collectively work towards the common good. I have been blessed to work alongside those who are pursuing that goal."



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Who to Call - For Your Information

Who to Call: Dial 413-236 (Plus the four digit ext. number).

Where and Who Office/Extension

Academic Advising Center

Main Office	F-117/1620
Anne Fortune, Professor	F-117/1622
Peg Cookson, Coordinator, Student Success	F-118/1625

Academic Affairs

Frances Feinerman, Vice President	F-229/2102
Laura Saldarini, Assistant to Vice President	F-228/2102

Administration & Finance:

John Law, Vice President	F-225/3001
Molly Guest, Assistant to Vice President	F-224/3002

Admissions

Main Office	F-114/1630
Christina Barrett, Director	F-113/2112
Tina Schettini, Counselor	F-116/1635
Eleanore Velez, Counselor (Bilingual)	F-115/1636

Advanced Standing

Christina Barrett, Director	F-113/2112
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Affirmative Action

Deborah Cote, Vice President	A-20/1022
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Assessment & Testing

Liz Recko-Morrison, Coordinator	K-113D/1656
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BCC Foundation

Craig Smith, Vice President	F-230/2186
Jennifer Larkin, Assistant to Vice President	F-232/2185

Business, Science, Mathematics & Technology

Charles Kaminski, Dean	F-208/2105
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Career Services

Judith Monachina, Coordinator	A-116/1611
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CCNA Certification

John Osthoff, Professor, CIS	M-224/4616
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College Store (Follett Inc.)

Kate Tise, Manager	A-102/3065
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Where and Who Office/Extension

Community Education & Workforce Development

Bill Mulholland, Vice President	Conte/2121
Christine Hoyt, Assistant to Vice President	Conte/2121
Denise Johns, Director Corporate Training	Conte/2125
Linda Morelli, Director Noncredit Instruction	Conte/2122

Computer Lab

Michael Shakeshaft, Computer Lab Specialist	F-106/2165
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Disability Resource Center

Pamela Farron, Coordinator	A-112/1608
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Distance Learning

TBA, Director	F-206/2170
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Emergency

Security	A-18/6100
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Enrollment Services

Christina Barrett, Director	F-113/2112
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Facilities & Grounds

Dave Moran, Director	A-17/3015
Diane Kitterman, Administrative Assistant	A-15/3016

Financial Aid

Anne Moore Director	F-124/1641
Christopher Weingartner Coordinator, Student Loans	F-121/1642
Karrie Trautman, Coordinator, Work-Study	F-123/1643

Food Services:

Kevin Kennedy, Director	A-G3/3046
Katie Hickey, Assistant Director	A-G3/3045

FORUM

Kelly Dillon, Records	F-111/2134
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Immunization Records

Donna Connors, Clerk	A-100/1614
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Institutional Advancement

Craig Smith, Vice President	F-230/2186
Jennifer Larkin, Assistant to Vice President	F-232/2185

Honors Program

Stacy Evans, Professor	H-235/4563
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Humanities

Thomas Curley, Dean	F-205/2103
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