

2017-2018  
**COLLEGE  
CATALOG**

Over 50 associate degree and certificate programs within reach  
for all people in Berkshire County and beyond!





Erin Murphy



**2017–2018  
Berkshire Community College  
COLLEGE CATALOG**

**Berkshire Community College, Main Campus**  
1350 West Street, Pittsfield, MA 01201  
413-499-4660

**Education Center at Conte**  
78 Center Street, Pittsfield, MA 01201  
413-236-2127

**South County Center**  
343 Main Street, Great Barrington, MA 01230  
413-528-4521

**Charles H. McCann Vocational Technical High School**  
70 Hodges Cross Road, North Adams, MA 01247  
413-236-5201

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

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Please visit [www.berkshirecc.edu](http://www.berkshirecc.edu) for the most up-to-date information.

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 or national origin in its education programs or employment.

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**Cover photo:** Organic Chemistry Lab, Melville Hall, *Erin Murphy*

**Back cover photo:** Springtime Quad, *Erin Murphy*



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# PRESIDENT'S MESSAGE



Erin Murphy

We have been re-imagining our campus for several years — what it will look like with new spaces, updated technology, new classrooms and labs, new parking lots and driveways, new landscapes and walking paths — and, this year, all of that re-imagining will be compared to the new reality.

## my re-imagining

As you begin or continue your educational journey, major changes will have taken place on campus. We hope you find them conducive to learning. We hope you find spaces that provide opportunities for quiet contemplation or active group study. We hope you find your faculty in comfortable office spaces that are private and serene. We hope, if you have re-imagined your life as a student, that your reality, at minimum, meets or exceeds *your* re-imagining.

Re-imagining buildings and space is one thing, but what about re-imagining your life? Your future? Your opportunities? When asked where they are going to college, we sometimes hear people say, “Just BCC.” Just BCC?! College and life are what you choose to make of them. Hundreds of our former students say that the most formative learning of their educational journey took place at BCC.

The faculty demanded more than they thought they were capable of. The extracurricular opportunities exposed them to new interests. They developed as scholars, as leaders, and as people able to critically think, communicate, and work in teams. If you want a top-flight education, you have to work for it, no matter where you choose to attend college. Attending BCC and fully engaging in your education will ensure that you are prepared for whatever you plan to do next.

We hope you will re-imagine a future that defines success for you. And we hope that future — and that success — include Berkshire Community College.

Let's re-imagine a future...

**Ellen Kennedy**

president@berkshirecc.edu  
413-236-1003



# WELCOME TO BCC

## 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 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

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 43 or visit [www.berkshirecc.edu](http://www.berkshirecc.edu).

## COLLEGE OVERVIEW

BCC is a public community college offering associate degree and certificate programs, as well as other educational opportunities, 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.

### Incident 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 three years. This report is prepared in cooperation with local law enforcement agencies, campus security and the Division of Student Affairs. Each semester, an e-mail notification is made to all enrolled students providing the website ([www.berkshirecc.edu/clery](http://www.berkshirecc.edu/clery)) to access this report. Faculty and staff receive similar notification. A paper copy of this publication is available upon request by calling the office of Student Affairs at 413-236-1602.

### 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

Many of BCC's associate degree programs are designed as transfer programs: they 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. Beginning these programs at BCC before transferring to a baccalaureate institution includes such benefits as smaller classes, more personal

attention and greater 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

Career 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 ENGAGEMENT, EDUCATION & WORKFORCE DEVELOPMENT

In addition to credit offerings, the Office of Community Engagement, 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

The General Studies (Liberal Arts) program 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.

## A smart path to earning a four-year degree

**For many students, the best place to start their bachelor's degree isn't a four-year college — it's Berkshire Community College.**

BCC is all about access and excellence. We offer you a quality college education that is challenging and affordable while preparing you for the future. At BCC, you'll find faculty and staff who are committed to your 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 following graduation.

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.

# WELCOME TO BCC

## 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 *Transfer Articulation Agreements* on page 35 and *MassTransfer Program* on page 30.

## STUDENT PROFILE

The vast majority of BCC students (97 percent) are Massachusetts residents with 94 percent coming from Berkshire County. More than half (60 percent) of the students are women. In addition, 49 percent of the student body consists of *non-traditional* students (23 years of age or older). In fall 2016, BCC also enrolled three international students from three different countries.

## GRADUATION & TRANSFER STATISTICS

BCC awarded its first two degrees, both to women, in 1961. In 2015, 346 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. Forty-seven percent (47%) of the graduating class of 2016 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 percent 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, Disclosures & Policies* on page 41.

## GOVERNING ORGANIZATIONS ►

Various levels of organizations are involved in governing BCC. These organizations include the following:

### Massachusetts Department of Higher Education

The Commissioner and staff of the Massachusetts Department of Higher Education 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](http://www.mass.edu). Anyone wishing to contact the commissioner and/or any board member (see opposite page) may write to: One Ashburton Place, Room 1401, Boston, MA 02108-1696; or call 617-994-6950; fax 617-727-0955; or e-mail [webmaster@bhe.mass.edu](mailto:webmaster@bhe.mass.edu).

## BCC Board of Trustees

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

The board meets most months at 4:30 p.m. 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 1 to June 30. The Student Trustee must be currently enrolled at BCC and maintain a full-time student status for the entire length of his/her term. He/she must maintain a 2.000 GPA for each semester and a 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.

## Institutional Review Board (IRB)

The IRB, an autonomous and independent board (see opposite page), implements a review process established within the Code of Federal Regulations to ensure that human subjects research complies with federal regulations, institutional policies and ethical standards. The IRB protects the rights, and ensures the safety, of people involved as participants in research. The IRB also provides assistance to investigators involved in human subjects research in complying with federal and state regulations and institutional standards. The IRB is guided by ethical principles set forth in the *Declaration of Helsinki* (1964) and *Ethical Principles and Guidelines for the Protection of Human Subjects of Research*, also known as the *Belmont Report* (1978).

## 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 12:15 p.m. 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 opposite page) 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](http://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 opposite page 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](http://www.berkshirecc.edu/alumni), visit the Association's Facebook page at [facebook.com/berkshireccalumni](https://facebook.com/berkshireccalumni), or contact the office of Alumni Relations at 413-236-2168 or [alumni@berkshirecc.edu](mailto:alumni@berkshirecc.edu).

# WELCOME TO BCC Governing Organizations

## Massachusetts Department of Higher Education

**Dr. Carlos Santiago**  
Commissioner

**Chris Gabrieli**  
Chairman

**Jasson Alvarado-Gomez**  
Student Member

**Sheila M. Harrity, Ed.D.**

**Nancy Hoffman, Ph.D.**

**Tom Hopcroft**

**Robert E. Johnson, Ph.D.**

**J.D. LaRock, J.D., Ed.D.**  
Community College Trustee Representative

**Paul Materra, J.D.**  
State University Trustee Representative

**Dani Monroe**

**James Peyser**  
Ex Officio

**Fernando M. Reimers, Ed.D.**

**Henry Thomas III, J.D.**  
University of Massachusetts  
Trustee Representative

**Paul F. Toner, J.D.**

### Non-Voting Student Advisors

**TBA**  
UMass Student Advisor

**Matt Carlin**  
State University Student Advisor

## Board of Trustees

**Darlene Rodowicz, Dalton**  
Chair

**Paul Caccaviello, Dalton**  
Vice Chair  
Appointed Alumni Representative

**Marcella Bradway, Pittsfield**

**Jeffrey Hiltbold, Pittsfield**  
Elected Alumni Representative

**Douglas Crane, Dalton**

**Kathleen McCormick, Great Barrington**

**Peter Mirante, North Adams**

**Carlo Zaffanella, Lenox**

**Julia Bowen, Williamstown**

**Pamela Preston, Pittsfield**  
Student Trustee

## Institutional Review Board

**Joanna Boody, MA**  
Springfield College

**Paul Johansen, MA**

**Wayne Klug, Ph.D**

**Charles Park, Ph.D**

**Faye Reynolds, MS**

**Frank Schickor, MD**

**Gina Stec, BA**

**Margaret Stephenson, Ph.D**  
Chair

## Foundation Board

**Eugene A. Dellea, West Stockbridge**  
President

**Barbara S. Hochberg, Richmond**  
Vice President

**Patricia Naventi Sinclair '74, Pittsfield**  
Treasurer

**Augusta Leibowitz, Pittsfield**  
Secretary

**Craig Smith, Pittsfield**  
Executive Director

**Dr. Norman Avnet, Pittsfield**  
Emeritus

**Arthur Stein, Pittsfield**  
Emeritus

**Daniel Dillon '62, Pittsfield**

**Janet Dohoney, Great Barrington**

**P. Keyburn Hollister '74, Pittsfield**

**William B. Kirby '67, Pittsfield**

**Roberto Laurens, Stockbridge**

**Susan Lombard, Dalton**

**Nancy McIntire, Williamstown**

**Bernard Pinsonnault '70, Adams**

**Sheri Quinn '83, Pittsfield**

**Richard A. Rilla, Pittsfield**

**Pamela J. Roberts '83, Lenox**

**Tess Sorrentino, Lenoxdale**

**Stan Walczyk, Dalton**

**Ellen Whittaker '79, Great Barrington**

## Alumni Board

**Melissa Myers '89**  
President

**Beth Wallace '80**  
Vice President

**Jessica Russo '10**  
Secretary

**Sharon Connors '00**

**Dawn Dellea '88, '89**

**Rachel Deschamps '14**

**Daniel Dillon '62**

**Jeffrey Hiltbold '09**

**Renee Huyghue '14**

**Elizabeth Kadar '11**

**Marie Lafayette '91**

**Kate Loria '14**

**Patrick Meunier '13**

**John Nuciforo '86**

**Cindy Shogry-Raimer '91**

**Darcie Sosa '04**

**William Sturgeon '74**

**Stan Walczyk '71**



# MAIN CAMPUS Directions



Erin Murphy

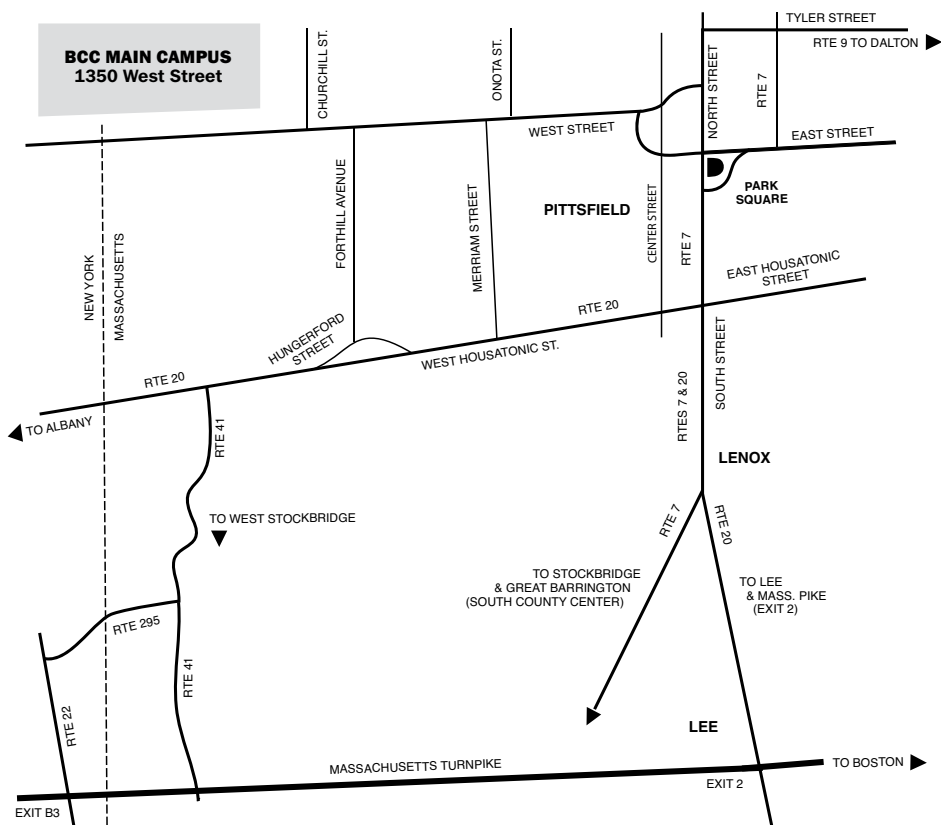
## DIRECTIONS

BCC's Main Campus is located at 1350 West Street in Pittsfield, Massachusetts, 3.5 miles west of Park Square in downtown Pittsfield. Directions to the campus are as follows:

### From Park Square, Downtown Pittsfield

#### VIA WEST STREET

Head west on West Street, pass through traffic light and go past the Big Y Supermarket on the right. Continue on West Street to the stop sign. Turn left and continue on West Street for about 3 miles. The College's main entrance is on the right.



### From the North

Follow Rte. 7 to Park Square in downtown Pittsfield. Turn right on to West Street and follow the directions from Park Square (above).

### From the East

#### VIA ROUTE 9

Follow Rte. 9 through Dalton and Pittsfield to Park Square in downtown Pittsfield. Turn onto West Street and follow the directions from Park Square (above).

#### VIA THE MASSACHUSETTS TURNPIKE

Follow the Massachusetts Turnpike (I-90 west) to Exit 2 in Lee. Turn right onto Rte. 20 towards Lenox and Pittsfield. After Rte. 20 merges with Rte. 7 in Lenox, follow Rte. 7 to Park Square in Pittsfield. Take a left onto West Street and follow the directions from Park Square (above).

### From the South

Follow Rte. 7 to Park Square in Pittsfield. Turn left onto West Street and follow the directions from Park Square (above).

### From the West

Follow Rte. 20 to the NY/MA border. Continue on Rte. 20, pass the CITGO gas station on the right and turn left onto Hungerford Street (about 1.5 miles past the gas station). Bear left onto Forthill Avenue (underneath a railroad overpass). Continue on Forthill Avenue to the stop sign. Turn left onto West Street and continue on West Street for 1 mile. The College's main entrance is on the right.

### Estimated Drive Times

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

## 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 are assigned as follows (see *Main Campus Map* on next page):

### Handicapped/Special Permit Parking

Handicapped/Special Permit Parking sections are located in several marked areas faculty, staff and students who park in these marked areas must display a state-issued handicap placard or plate or a special permit issued by the Facilities Office.

### Student Parking

Student parking is 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

Faculty and staff parking is located along East Road, 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

Visitor parking is located on the right side of the College's main entrance road 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 Student Billing Office (F-108).

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 made available on the BCC website.

# MAIN CAMPUS Facilities & Locations

## KEY TO BUILDINGS

<b>AA</b>	Susan B. Anthony Annex
<b>A</b>	Susan B. Anthony Center • Student Center • Cafeteria (bottom floor)
<b>E</b>	Jonathan Edwards Library
<b>F</b>	Field Administration Center
<b>H</b>	Hawthorne Hall
<b>K</b>	Koussevitzky Arts Center
<b>M</b>	Melville Hall
<b>P</b>	Paterson Field House
<b>R</b>	Ralph Hoffmann Environmental Science & Sustainable Energy Center
<b>S</b>	Stanley Power Plant
<b>SW</b>	BCC Swimming Pool
<b>T</b>	Paul E. Raverta Tennis Complex
---	Connector Building

## KEY TO SELECT FACILITIES

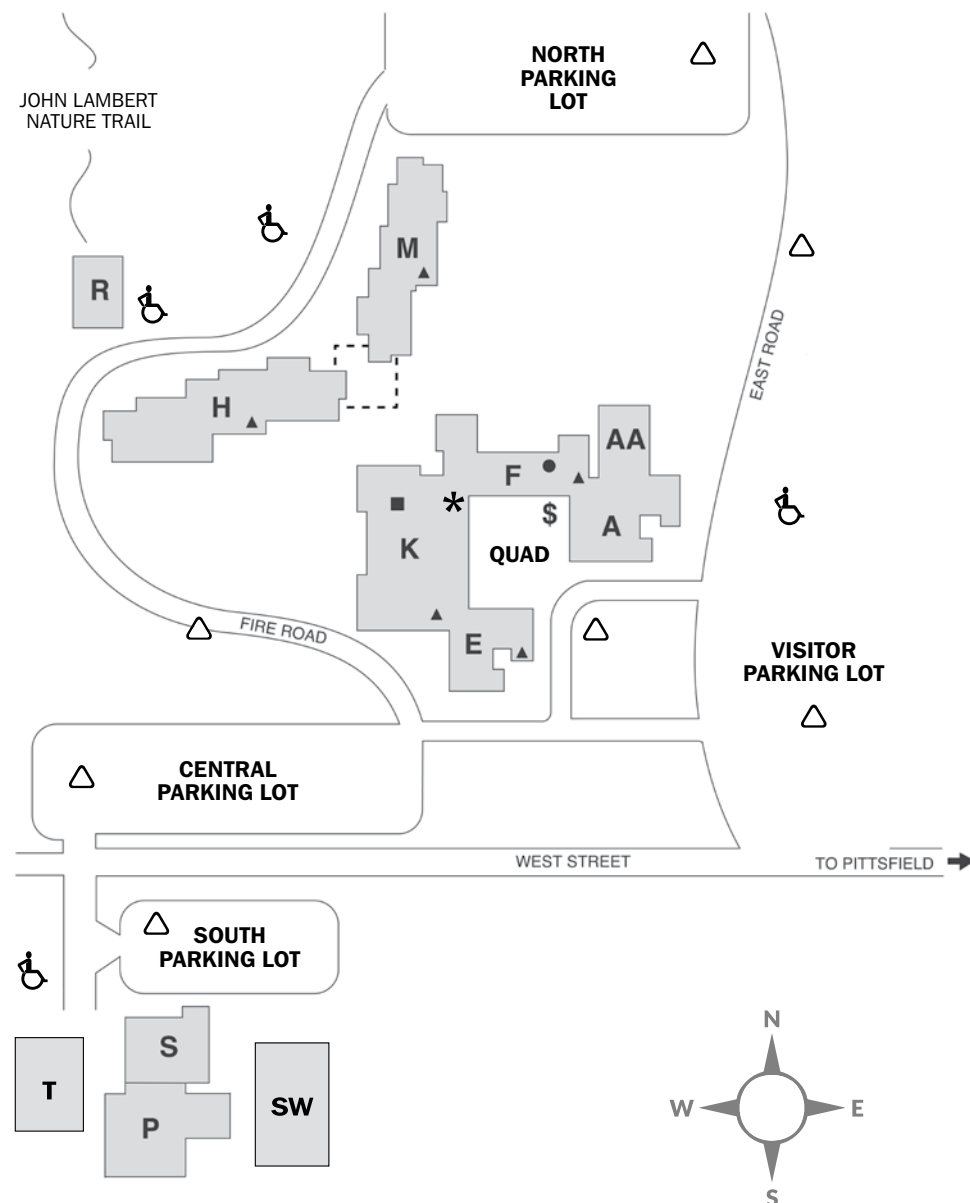
●	Admissions Office (F-113)
■	Koussevitzky Box Office
*	Testing Center (K-213)
♿	Handicapped & Special Permit Parking
\$	ATM Machine
▲	Elevators
△	Exterior Site Improvements (estimated April–October 2017)

## Exterior campus improvements

Following extensive renovations to the two main academic buildings, as well as the construction of a new connector, improvements are now being made to exterior areas on BCC's Main Campus.

The scope of "hardscape" work will include the Main Entrance, the Front Circle, East Road, Fire Road, several parking lots heavily used by students, faculty and staff, and the lot at Paterson Field House. This project will not only improve the appearance of our campus — it will also ease a number of accessibility issues and remedy poor road conditions in an environmentally responsible manner.

## MAIN CAMPUS MAP — 1350 WEST STREET



# MAIN CAMPUS Facilities & Locations

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:

## CONNECTOR BUILDING

The newly-completed Connector Building (joining Hawthorne Hall and Melville Hall) is part of a \$32 million upgrade to BCC's Main Campus.

## FIELD ADMINISTRATION CENTER

In addition to most of the College's executive and other administrative offices, the Field Administration Center 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 22.

### Admissions Office (F-111)

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 12 or visit [www.berkshirecc.edu/admissions](http://www.berkshirecc.edu/admissions). The Admissions Office currently shares space with the Registrar's Office.

### Computer Laboratories (F-102 & F-107)

Several computer laboratories are available for student use. Lab assistants are available to help students, and there is no fee for this service. Hours of operation are posted in the lab and on the web page [www.berkshirecc.edu/computer-labs](http://www.berkshirecc.edu/computer-labs).

### Career Development Center (F-114)

The Career Development Center offers students and alumni the resources to explore career options. For more information, see *Career Development Center* on page 36.

### Office of Enrollment Management & Student Success (F-125 & F-126)

The Office of Enrollment Management & Student Success oversees enrollment services from the point of admission through graduation. The office houses the work for the Title III Grant, leadership for EAB's Navigate, and coordinates college-wide conversation around enrollment management. In addition, student financial appeals are processed through this office.

See Main Campus Map on page 7.

### Financial Aid Office (F-122)

The Financial Aid Office offers group workshops and individualized counseling services about educational expenses and assistance in obtaining aid from various funding sources. For more information, see *Financial Aid* starting on page 18.

### IT Help Desk (G-21)

The IT Help Desk provides first-level technical support to all faculty, staff and students at BCC. The Help Desk is committed to assisting the computer and telecommunication needs of all employees and students by providing detailed resolutions and general system information for common problems. IT Help Desk hours are from 7:30 a.m.–4:00 p.m., Monday through Friday. For more information, contact Sharon Davis at [sdavis@berkshirecc.edu](mailto: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 32. The Registrar's Office currently shares space with the Admissions Office.

### Service-Learning (F-114)

Service-Learning is located in F-114. For more information, see page 33 or call 413-236-1637.

### Student Billing Office (F-108)

The Student Billing Office prepares student bills and collects required payments. Student Billing also handles all financial aid disbursements, refunds, and advances. For more information, see *Billing and Payment* on page 17.

### Transfer Office (F-113)

The Transfer Office is a resource for comprehensive information and assistance about every aspect of the transfer process. Applications to Massachusetts state colleges, universities and many other public and private colleges are available. See *Transfer Counseling* on page 39.

### 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 39.

### Veterans Center (F-111 & A-121)

BCC's Veterans Center assists veterans, reservists, active duty members and their eligible spouses and dependents. The Veterans Lounge is located in the Susan B. Anthony Center (see page 10).

BCC is committed to assisting those who have served or are serving in our military to access their educational benefits and reach 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, or 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 at [www.gibill.va.gov](http://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](http://www.militaryonesource.mil). (See also *Berkshire Community College's VALOR Act Academic Credit Policy* on page 39.)

## HAWTHORNE HALL

Hawthorne Hall, one of BCC's two main academic buildings, has been newly renovated as part of a \$32 million upgrade to the Main Campus.

In addition to classrooms, laboratories and faculty offices, Hawthorne Hall houses the following:

### Center for Teaching & Learning (H-431A)

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.

## JONATHAN EDWARDS LIBRARY

The Jonathan Edwards Library welcomes the BCC community and members of the general public. The Library provides an appropriate collection of information resources, outstanding services and up-to-date equipment in a pleasant environment conducive to research, collaboration, study, tutoring and quiet relaxation. For additional information, see *Library Resources & Services* on page 28.

### Hours of Operation

- Monday through Thursday: 8:00 a.m.–7:00 p.m.
- Friday: 8:00 a.m.–4:00 p.m.

### WHEN CLASSES ARE NOT IN SESSION:

- Monday through Friday: 8:00 a.m.–4:00 p.m.



# MAIN CAMPUS Facilities & Locations

## KOUSSEVITZKY ARTS CENTER

In addition to various faculty and staff offices, the Koussevitzky Arts Center 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 Accuplacer 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 and make-up exams for BCC courses are also offered. For more information, see *Assessment and Testing* on page 36.

### Career Vocational Technical Education Linkage Initiative (K-209)

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 14.

### Koussevitzky Art Gallery

The Koussevitzky Art Gallery (located in the theatre lobby near the box office) is open to the public and 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 33.

### Koussevitzky Small Theatre (K-111)

K-111 is a 110-seat hybrid theatre/lecture hall. The room is fully equipped with stage lighting, projection equipment, a sound system and a performance grand piano. This room is used for events such as musical concerts, FORUMS, theatre shows and major presentations.

### 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 14.

### Tutorial Center (K-214)

The Tutorial Center provides peer, professional and online tutoring, study skills workshops, and drop-in Help Centers. The Center is an important support service to students at BCC. For more information, see *Tutorial Services* on page 34. Please also see *Writing Center* on page 9.

## MELVILLE HALL

Melville Hall, one of BCC's two main academic buildings, has been newly renovated as part of a \$32 million upgrade to the Main Campus.

In addition to classrooms, laboratories and faculty offices, Melville Hall houses the following:

### Berkshire Honors Scholar Center (M-407)

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 28.

### Math Laboratory (M-302)

The Math Laboratory offers self-paced, individualized math instruction (see MAT 800 *Series* starting on page 135).

### Writing Center (M-431)

Staffed by trained student tutors, the Writing Center exists for the purpose of helping students improve their writing. A student can meet with a tutor to discuss writing for any course. The Center offers drop-in hours and scheduled appointments. For more information, visit [www.berkshirecc.edu/writing](http://www.berkshirecc.edu/writing).

## BCC Deans — Office Locations

### Business, Science, Mathematics & Technology

Charles Kaminski, Dean  
M-314

### Community Engagement, Education & Workforce Development

Jill Sasso Curtis, Dean  
Conte Federal Building, Downtown Pittsfield

### Enrollment Services

Christina Wynn, Dean  
F-110

### Humanities

Chris Laney, Interim Dean  
F-205

### Nursing, Health & Social Sciences

Chris Aylesworth, Interim Dean  
H-427



# MAIN CAMPUS Facilities & Locations

## PATERSON FIELD HOUSE

Paterson Field House maintains a basketball court for indoor activities, several soccer fields, a 5K cross-country course, 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: 7:00 a.m.–8:00 p.m.
- Friday: 7:00 a.m.–6:00 p.m.

### SUMMER HOURS

- Monday through Friday: 7:00 a.m.–6:00 p.m.
- Saturday and Sunday: Noon–6:00 p.m.

### 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. Personal Training Services are available.

### BCC Community Swimming Pool

Pricing details and hours for BCC's community swimming pool can be obtained at the Office of Student Life, the Paterson Field House, or by visiting [www.berkshirecc.edu/swimmingpool](http://www.berkshirecc.edu/swimmingpool).

### Tennis Courts

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

## RALPH HOFFMANN ENVIRONMENTAL SCIENCE & SUSTAINABLE ENERGY CENTER

The Ralph Hoffmann Environmental Science and Sustainable Energy Center 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, a 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 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 36.

### Campus Safety & Security (A-16)

The mission of the Berkshire Community College Safety and Security Department is to enhance the quality of life at BCC by providing a safe and secure environment that is conducive to learning, and is consistent with the educational goals of the College, while building community partnerships that foster trust, mutual respect, and cooperation. The BCC Safety and Security Department strives to achieve this mission by means of a community-friendly approach that enhances safety through the visibility of security personnel, preventive patrols, 24-hour accessibility, positive conflict resolution, and crime prevention and awareness programs. They can be reached at 413-236-1010.

### College Store/Follett (A-210)

The college store primarily serves as an outlet for textbooks and materials needed for BCC classes. For more information, see *College Store* on page 23.

### Conference Room (Lower Level, G-12)

BCC developed a state-of-the-art conference room for meetings and events. The space holds up to 50 people, has food service capabilities, and is equipped with the latest technology. Outside organizations can contact Michele Henderson at 413-236-3002 to reserve this space.

### 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 adjustment of heating and cooling systems. Additionally, they provide assistance in areas such as the distribution of keys and issuance of parking permits. The Facilities Department can be reached at 413-236-3016.

## General Bartlett Room (A-125)

The General Bartlett (GB) Room is located on the top floor of the Susan B. Anthony Center. In the room stands an eight-foot bronze tall statue of William Francis Bartlett, a general in the Union Army during the American Civil War and, later, an executive in the iron industry. The room is used for college meetings and events as well as to host outside groups. Please contact Michele Henderson at 413-236-3002 to reserve this space.

## 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 12.

## Office of Student Life (A-118)

The Office of Student Life is the center of student activity at BCC. The office helps to plan and administer a wealth of opportunities for social, cultural, recreational and personal enjoyment and enrichment. For more information, see *Student Life* on page 39.

## Student Development Center (A-107)

The Student Development Center, located down the hall from the College bookstore, provides various free services including personal counseling, personal growth workshops, and specialized support services for students with disabilities. See *Student Services* beginning on page 36.

## 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 and lectures to live entertainment. Students also use the lounge to study and relax.

## Veterans Lounge (A-122)

Located within the Office of Student Life, the Veteran's Lounge is a gathering place where our community of veterans can study, eat lunch, access a computer, or just take a break in between classes. The office of the Staff Assistant for Veterans Services is also located here (A-121).

See Main Campus Map on 7.

# OFF-CAMPUS CENTERS

In addition to its main campus in Pittsfield, BCC offers various courses and services at three off-campus sites.

## ❶ EDUCATION CENTER AT CONTE

The Center, located in the Conte Federal Building at **78 Center Street in downtown Pittsfield**, includes four classrooms featuring interactive white boards and Wi-Fi access. In addition to credit courses, BCC offers workforce development courses, the Accuplacer assessment, and an outreach program in the Center. For more information, call 413-236-2127.

### Community Engagement, Education & Workforce Development

The office for Community Education is located at the Education Center at Conte. 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 Engagement, Education & Workforce Development* on page 40 or visit [www.berkshirecc.edu/workshops](http://www.berkshirecc.edu/workshops).

## ❷ NORTH COUNTY CLASSES AT McCANN

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**. Accuplacer 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 the Director of Off-Campus Centers at 413-236-5201.

## ❸ SOUTH COUNTY CENTER (SCC)

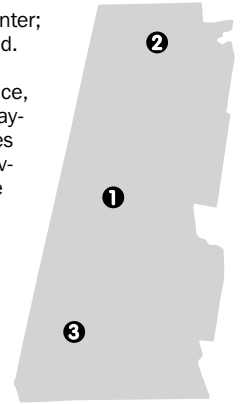
BCC's South County Center, located at **343 Main Street in the heart of Great Barrington**, offers convenient access to academic classes, noncredit workshops and related services for South County and tri-state residents. With wireless access available, SCC consists of seven academic classrooms, including an art room, a 17-station computer lab, student lounge, library/community conference room and café. Most general education academic

requirements may be fulfilled at the Center; many business courses are also offered.

SCC staff provides admission assistance, advising, registration, and student payment services. The staff also coordinates an annual Student Services Fair and several FORUM events each semester. Free tutoring is available on-site in many disciplines. Several community education noncredit workshops and general workforce training sessions are also presented. For more information, contact SCC staff at 413-528-4521.

### Adult Learning Program at South County Center

The South County Center is also home to BCC's Adult Learning Program (ALP), which provides English for Speakers of Other Languages (ESOL) classes. The program offers beginner, intermediate and advanced levels of ESOL at two locations — BCC's South County Center in Great Barrington and at Lee High School. For more information, visit our website at [www.berkshirecc.edu/alp](http://www.berkshirecc.edu/alp) or contact the ALP Office at 413-236-2174.



Berkshire County



BCC's South County Center in Great Barrington

Erin Murphy



# 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, you may begin your coursework for most programs in the fall, spring or summer.

## OBTAINING AN APPLICATION FOR ADMISSION

- Visit BCC's website and apply online at [www.berkshirecc.edu/apply](http://www.berkshirecc.edu/apply);
- Call 413-236-1630;
- Visit BCC's Admissions Office in F-111 at BCC's Main Campus (see *Main Campus Map* on page 7); or
- Visit the South County Center in Great Barrington.

## 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*.

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.

For applicants who have a name change, the Admissions Office will need legal documentation of change of name.

## ADMISSION REQUIREMENTS

Requirements for admission include:

1. An official final high school transcript issued from the school 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.

Although not required, 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](mailto: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- & 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. Applications must be received three months prior to the intended semester start date.

### International Student Admission Requirements

1. An official translated high school transcript (or high school equivalency program);
2. Official transcripts from any other colleges attended (indicating graduation date);
3. An affidavit of financial support (estimated at \$21,000 to reflect tuition, fees, health insurance and all housing and living expenses); and
4. Completion of the Berkshire Community College International Student Application Form.

Upon arrival, international students are required to take an Accuplacer assessment 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.

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

### Test of English as a Foreign Language (TOEFL)

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-based test (IBT). To find out about the TOEFL, visit [www.ets.org/toefl](http://www.ets.org/toefl). TOEFL scores must be sent to the Admissions Office at Berkshire Community College.

## ACCUPLACER ASSESSMENT

Unless exempted, all applicants to BCC must complete an Accuplacer assessment in writing, reading and mathematics before registering for courses. The assessment is administered by the Assessment & Testing Center (see page 36). 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

Regardless of their year of birth, all full-time day students (12 credits or more), all full- or part-time students in Nursing and Allied Health programs, 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-111) 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.

## 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. You may obtain a Liberal Arts degree by taking online courses exclusively, with the exception

# APPLYING FOR ADMISSION

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

## RE-ADMISSION TO THE COLLEGE

Students who have previously attended BCC and are returning after a lapse of one semester or more must apply for re-admission to the College (see page 32). See the Dean of Nursing, Health and Social Sciences for re-admission to a health program.

## 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 page 30). Colleges and universities outside of Massachusetts that have joint admission and/or transfer articulation agreements with BCC are shown on page 35.

## SPECIAL REQUIREMENTS

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

### Health Care Programs & Nursing

Most Nursing and Health Care programs at BCC have specific entrance requirements listed in the *Programs of Study* section starting on page 45. 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 upon 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.

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 mid-April. All students in Nursing and Health Care programs (except Physical Fitness) must comply with state legislation (Chap. 76, Sec. 15C, General Laws of Massachusetts) and 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, the Director of Nursing (DON), the 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 & Sex Offender Record Information Checks (CORI/SORI)

Students interested in participating in an academic, community or clinical program that involves working with a vulnerable population (children, the disabled or the elderly) will be required to undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities unless cleared by BCC’s CORI Review Committee following procedures set forth by the Commonwealth’s Department of Criminal Justice Information Services (DCJIS). The College is authorized by the DCJIS, pursuant to Massachusetts General Laws, Chapter 6, Sections 167A, 172, Chapter 30A, and regulation 803 CMR 2.00 to review and assess criminal history records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Section 178J.

For more information regarding the College’s CORI/SORI check process, please contact Mary Martin, CORI Administrator, at 413-236-1602.

## STUDENT POPULATIONS

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

### Current High School Students

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

### 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 or guardian’s signature is required for students under age 18. Students must meet all course prerequisites, typically through BCC’s Accuplacer 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 Accuplacer assessment at BCC.

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 (see page 13), and additional courses may be taken at the student’s expense.

[www.berkshirecc.edu/admissions](http://www.berkshirecc.edu/admissions)

# APPLYING FOR ADMISSION

## CAREER VOCATIONAL TECHNICAL EDUCATION 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](http://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 36) 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 College Connection 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 *dos and don'ts* of a successful first semester in college. Interested students should contact their guidance counselor/advisor or high school representative.

## Non-Traditional Students (Adult Learners)

More than half of BCC's student population is 22 years 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 TEST (HISET)<sup>®</sup>

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 413-236-1656. To register, visit [hiset.ets.org](http://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 (16 years old in Massachusetts), a letter from the student's school district's superintendent or school committee is required stating that the student is not considered truant and would not be required to attend further schooling or continue to be home-schooled if the student has completed his/her home-school program before the age of 16.

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

## Students under Age 16

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 BCC degree and certificate programs at no cost to students. Participants take courses in basic writing, reading and mathematics, and attend seminars on such topics as study skills, employment prospects and applying for financial aid. Students receive one-on-one advising and assistance throughout the program to ensure it fulfills their individual educational needs. For more information or to apply for selection, call the Project Link Advisor 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 Accuplacer 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 studies at the high school level and college or university transcripts, if applicable, must be submitted in English. Applications should normally be made three to 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.

See also *International Students* on page 12.

### NEW ENGLAND & NEW YORK REGIONAL STUDENTS

Students who are legal residents of any New England state or of 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 percent of applicable resident tuition.

### SENIOR CITIZENS

Senior Citizens who are legal residents of Massachusetts and are 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

# APPLYING FOR ADMISSION

(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 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 Schedule*.

## STUDENTS WITH DISABILITIES

Berkshire Community College values inclusion and equal access to its programs and activities and is committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. If you are an individual with a disability and require reasonable academic accommodations, you are advised to contact the Disability Resource Center (DRC) prior to the start of a course to discuss your accommodation needs and options. The DRC will work collaboratively with students with disabilities to develop effective accommodation plans. The DRC is located in the Susan B. Anthony Building in A-107. For an appointment, please 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 transcripts from their previous college(s) and high school. Official transcripts are also needed to meet the admission requirements for Nursing and Allied Health.

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 general education block (Gen Ed Foundation), 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 & 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 *Valor Act Academic Credit Policy* on page 39.

## Advanced Standing & 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 one half of their program's graduation requirements with credits earned by transfer, examination, prior learning experiences or any combination of these.

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

## CHALLENGE EXAMS

Challenge exams 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 exams 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. Credit will be given for CLEP exams with a passing score of 50 (the recommended national cut score).

Scores of 47 percent or above are required for tests of the Defense Activity for Nontraditional Education Support program (DANTES).

Check with the Assessment and Testing Center at 413-236-1655 or 413-236-1656 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.

[www.berkshirecc.edu/admissions](http://www.berkshirecc.edu/admissions)



# COST OF ATTENDANCE

Affordable cost is one of the many advantages you will have as a student attending a community college. This is especially true if you are planning to earn a bachelor's degree. By enrolling at BCC for your freshman and sophomore years before transferring to a baccalaureate institution, you can save thousands of dollars on the cost of your education.

BCC charges tuition, a college service fee and a technology fee for every registered credit. The actual cost per credit depends on whether you are taking day, evening and/or online courses, and your residency. The total cost per semester depends on the number of credits taken, the cost of books and supplies, the cost of 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 18), a statewide MassTransfer program (see page 30) and the higher education tax incentives provided by the Taxpayer Relief Act of 1997.

## TUITION & FEES ►

To determine the cost of tuition and fees, students should first read the following two paragraphs. Students *auditing* a course (see page 23) pay the same rates as students taking the course for credit.

### Day Courses

Day courses are defined as courses that take place Monday through Friday and begin before 4:00 p.m. during both the Fall and Spring semesters. The tuition and fees for day courses are based on the student's residency as shown in *Tuition & Fees* on this page.

### Evening & Online Courses

Evening courses are defined as:

1. All courses starting at or after 4:00 p.m.,
2. All courses held on weekends, and
3. All courses offered during the summer.

All evening and online courses are charged the Massachusetts resident rates (see *Tuition & Fees* on this page).

### Health Insurance

Students covered under a comparable health insurance plan may waive the health insurance fee. A link to the waivers can also be found online at [www.berkshirecc.edu](http://www.berkshirecc.edu).

#### HEALTH INSURANCE TIMELINES & FEES

- Fall (9/1 through 8/31)..... \$1,712
- Spring (1/1 through 8/31) .....TBD

### Massachusetts Public Interest Issues Research Group (MassPIRG)

All BCC day students are automatically charged a \$9 contribution each semester to 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) .....\$30.00
- Challenge Exam Fee (per credit) .....\$30.00
- Late Payment/Reinstatement Fee (per semester).....\$100.00
- Life Experience Fee (per credit) .....\$30.00
- Returned Check Fee (per check).....\$20.00
- TIPP Fee (per semester).....\$30.00  
(Three Installment Payment Plan, see page 17)
- Transcript Fee (per copy) .....\$3.00

**Additional fees specific to individual programs may apply.**

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

## To calculate your total tuition & fees...

Multiply the total per credit cost from the box on the right by the number of credits you are taking.

**Example: \$213 per credit x 12 credits = \$2,556**

## Tuition & Fees

### 2017–2018 Academic Year\*

**Registration Fee (applies to all students; non-refundable)**  
Registration Fee (per semester).....\$20.00

#### Massachusetts Residents

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

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.

Tuition (per credit) .....\$26.00  
College Service Fee (per credit) .....\$163.00  
Technology Fee (per credit) ..... \$24.00  
**Total .....\$213.00**

#### New England & New York State 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) .....\$163.00  
Technology Fee (per credit) .....\$24.00  
**Total .....\$226.00**

#### 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) .....\$163.00  
Technology Fee (per credit) .....\$24.00  
**Total ..... \$447.00**

\* Fees are subject to change.

# COST OF ATTENDANCE

## 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 (F-111). 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 at the time of registration.

### 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 \$100 late fee. Payment for summer courses is due at the time of registration.

### Three Installment Payment Plan (TIPP)

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.

### Paying the Bill

The College accepts cash, checks, American Express, Discover, MasterCard and Visa. Payments may be made in the following ways:

- **By WebAdvisor** 24 hours a day. Follow the WebAdvisor link at [www.berkshirecc.edu/mybcc](http://www.berkshirecc.edu/mybcc);
- **By telephone** at 413-236-3042 or 413-236-3043 during business hours, 8:00 a.m.–4:00 p.m., Monday through Friday;
- **In-person at the Student Billing Office (F-108)**, located on the first floor 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.

### Additional Bills

Students may receive at least one additional bill during a semester if they:

- Enrolled in the Three Installment Payment Plan (TIPP);
- Registered for additional credits; or
- 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;
- 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;
- Refunds are processed after the end of the refund period according to the *Per Credit Refund Table* on this page; and
- 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 20 for additional information.

## PER CREDIT REFUND TABLE

(Refunded amount includes tuition, college service fees and technology fees.)

Fall & Spring Semester Courses	Before 1 <sup>st</sup> Day of Semester	1–6 Days* of Semester	7–10 Days* of Semester	After 10 <sup>th</sup> Day* of Semester
All Students	100%	75%	50%	\$0
Summer Courses	Before 1 <sup>st</sup> Day of Session	1–2 Days* of Session	3–4 Days* of Session	After 4 <sup>th</sup> Day* of Session
All Students	100%	75%	50%	\$0

\* Days refers to business days (weekends, holidays and other non-business days are excluded).



Erin Murphy

# FINANCIAL AID

The Financial Aid Office mission is to remove economic barriers for you so that you can focus on your studies while attending BCC and achieve your academic and career goals. Financial aid can make all the difference in your academic success, and we want to help you succeed. Each year nearly 1,900 students receive an average award of \$4,330 to attend BCC.

**Forty-nine percent of BCC's 2016 graduating class took out a student loan and had an average loan debt of \$6,951.**

## TYPES OF FINANCIAL AID

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. Students receiving financial aid may also qualify for the TRIO Program (see page 39).

Financial aid is available in the following forms:

**Grant, waiver and scholarship programs**, which provide free monies that can be applied to college expenses and do not have to be repaid.

**The Federal Work-Study program**, which 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.

## SALT<sup>®</sup> FINANCIAL LITERACY PROGRAMMING AT BCC

BCC has partnered with American Student Assistance, a non-profit, to provide Salt — 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 Salt, 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 wisely; and
- Student loan advice from experts.

Visit [www.saltmoney.org/BCC](http://www.saltmoney.org/BCC) to sign up and access exclusive benefits. For more information, contact the Financial Aid Office (F-122) at 413-236-1645 or 413-236-1643.

**Federal student loan programs**, which 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.

## SOURCES OF FUNDING

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

Source	Minimum Required Credit Load
<b>Federal Pell Grants</b> Lifetime limit of 6 years or 144 credits	1
<b>Federal Supplemental Educational Opportunity Grants</b>	6
<b>Federal Work-Study</b>	6
<b>Federal Direct Student Loans</b> Subsidized loans limited to 150% of student's published degree/certificate program length	6
<b>Massachusetts Tuition Waivers</b>	3
<b>Massachusetts Cash Grants</b>	3
<b>MASSGrants</b> Limited to 4 semesters for degree candidates; 2 semesters for certificates	12
<b>Massachusetts Part-Time Grants</b>	6
<b>BCC Grants</b>	3
<b>BCC Foundation Grants/Scholarships</b>	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. The application can be found online at [www.berkshirecc.edu/scholarships](http://www.berkshirecc.edu/scholarships). Only one application is necessary to qualify for all BCC Foundation scholarships.

## ELIGIBILITY REQUIREMENTS

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.

Federally 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.

## FINANCIAL AID APPLICATION PROCESS

Applying for financial aid is easy. Simply follow the steps below:

- **Create an FSA ID at [www.fafsa.gov](http://www.fafsa.gov):** The FSA ID is used to electronically sign the Free Application for Federal Student Aid (FAFSA). One parent of a dependent student must also create an FSA ID to sign the FAFSA. As a FAFSA must be renewed annually, applicants should record their user names, passwords and challenge questions/answers for future reference.
- **File the FAFSA by May 1 each year** (filing deadline for Massachusetts residents): There is no charge for filing a FAFSA at [www.fafsa.gov](http://www.fafsa.gov). Pop-up boxes provide step-by-step instructions on how to complete each question. **BCC's Federal School Code is 002167.**
- **After filing the FAFSA, if asked, submit IRS Tax Return Transcripts, W-2 Form(s) or other documentation** to the Financial Aid Office. Mark each document with the student's full name and BCC Student ID, then:
  - E-mail to Natalia Eddy at [neddy@berkshirecc.edu](mailto:neddy@berkshirecc.edu); or
  - Fax to 413-442-8930; or
  - Mail to BCC Financial Aid Office, 1350 West Street, Pittsfield, MA 01201.

**BCC's Federal School Code: 002167**

# FINANCIAL AID

- **Apply for admission** at [www.berkshirecc.edu/admissions](http://www.berkshirecc.edu/admissions): Students must be admitted to a certificate or degree program to qualify for aid. If accepted at BCC prior to graduating from high school, submit an official high school transcript with proof of graduation to the Admissions Office as soon as possible. Students who have broken enrollment or graduated must re-admit to receive aid.

## WHEN TO APPLY

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

- On-time filers who qualify for a Federal Pell Grant will receive consideration for additional grant assistance, generally state aid, to equal 100% of tuition and fees up to 12 credits per semester while funds last; and
- Students who file their FAFSA *after* May 1 will receive consideration for a Federal Pell Grant and student loans, but state aid is available to late filers on a limited basis only.

Visit [www.berkshirecc.edu/financialaid](http://www.berkshirecc.edu/financialaid) to learn more.

## FEELING SHORT-CHANGED?

The only way to qualify for aid is for you to apply and reapply every year. Keep in mind that you can get aid without being eligible for a Federal Pell Grant. If you do not qualify for grant aid — or feel that your award is insufficient to support your 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 17) that allows you to budget your payments over time. Savvy students know this is a better option than borrowing or using credit.

## DISBURSEMENTS

Financial aid funds, including loans and scholarships, are credited to the recipient's account at the College, generally 30 days after the beginning of the semester. 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 approximately 45 days after the beginning of each semester and on a rolling basis thereafter as funds are received by the College.

## FINANCIAL AID CONSORTIUM TO ATTEND MORE THAN ONE SCHOOL CONCURRENTLY

The Financial Aid Office can often support financial aid recipients who take classes at other colleges to meet graduation requirements at BCC.

By participating in Consortium Agreements:

- BCC can combine credits taken at a host institution with credits taken at BCC in the same term to determine the amount of aid the student is eligible to receive for that term. For example, with a Consortium, a financial aid recipient taking 9 credits at BCC and 3 credits at another college during the same term can be considered a full-time student for the purpose of receiving financial aid at BCC.
- In certain circumstances, BCC may also disburse financial aid to a student who is not registered for any credits at BCC in a given term but who is matriculated at BCC and will transfer credits from a host institution to meet graduation requirements at BCC.

Consortium forms are available at the Financial Aid Office and must be completed by the student and forwarded to the financial aid office at the host school for processing. The Consortium is intended to prevent students from receiving financial aid at more than one school at a time and does so by determining which school is the student's home institution where financial aid can be awarded versus the host institution, where financial aid cannot be awarded.

Students enrolled as full-time students (12 or more credits) at their home institution generally do not benefit from a Consortium as they are already receiving 100% of their aid.

It is the student's responsibility to obtain pre-approval from their academic advisor to take one or more classes at another institution for transfer back to BCC.

## FINANCIAL AID POLICY ON REPEAT COURSEWORK

Effective July 1, 2011, federal regulations (34 CFR Section 668.2 (b)) limit student financial aid 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.

\* Financial aid offered by the federal government is done so by the Department of Education. When Congress passed the Higher Education Act in the 1960s, it established certain types of financial aid to be offered to students (known as Title IV).

## 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- and part-time students.
- For the purpose of determining repeat course eligibility, full-time is defined as 12 credit hours. For example, a student who is enrolled in 15 credits, 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 are enrolled in non-repeatable coursework.

### 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 who have proper documentation of new program or transferring degree requirements, and who are making Satisfactory Academic Progress for financial aid.

Under federal Satisfactory Academic Progress (SAP) regulations, a repeat course will count toward a student's completion rate and maximum allowable credits for financial aid, whether or not the student successfully completes the repeat course and earns credit for it (see *Satisfactory Academic Progress Policy* on page 20).



# FINANCIAL AID

## SATISFACTORY ACADEMIC PROGRESS POLICY

In order to be eligible for financial aid consideration, a student must be making satisfactory academic progress according to the standard requirements shown in the table below. Set by the U.S. Department of Education in Section 668.16 of the Student Assistance General Provisions, these requirements apply to all sources and all types of aid administered by the Financial Aid Office, including student loans. These requirements also 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.

ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID		
Attempted # of Credits	Minimum % of Credits Student Must Complete	Minimum Cumulative Grade Point Average
1-29	50.0%	1.500
30-44	58.5%	1.750
45 or more	67.0%	2.000

Grades such as F, IN, RE and W count toward 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 toward 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 percent 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.

For example, if a program requires 60 credits to graduate, a student can receive financial aid for up to 90 credits in that program.

A **term** is defined as any period of enrollment to include Fall and Spring semesters, January intersession and Summer sessions.

## 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 only those terms for which he/she received aid and not only the most recent term. (See definition of **term** below.)

### 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 that 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 two 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, provided the student is still within the 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 percent of the semester to "earn" 100 percent of their eligible financial aid.

If a student drops out or withdraws from BCC before the 60 percent 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.

For example, students who attend the first 30 days of a typical 110-day semester will qualify for only 27 percent of their eligible financial aid ( $30/110 = 27$  percent).

### Possible Consequences of Dropping Out or Withdrawing

A student who drops out or withdraws from the College could find themselves owing a balance to the College. If a financial aid disbursement has already been made, 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 *Academic Progress Standards for Financial Aid* on page 20). Classes that students start but 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* on page 20).

# FINANCIAL AID

## **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. We urge you to complete BCC’s official withdrawal process by contacting the 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. If you are planning to leave BCC, be sure to initiate 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.

## **FINANCIAL AID ASSISTANCE**

For more information, visit the Financial Aid Office or BCC’s website at [www.berkshirecc.edu/financialaid](http://www.berkshirecc.edu/financialaid).

The Financial Aid Office is located on the first floor of the Field Administration Center in Room F-122.

Office hours are:

- **Monday, Wednesday, Thursday** ..... 8:00 a.m.–5:00 p.m.
- **Tuesday** ..... 8:00 a.m.–6:00 p.m.
- **Friday** ..... 8:00 a.m.–4:00 p.m.

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

### **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
- **Anne Moore**  
Director of Financial Aid

## **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. It also formalizes 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. Berkshire Community College’s 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; and
- 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 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, 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; and
- 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.

[www.berkshirecc.edu/financialaid](http://www.berkshirecc.edu/financialaid)

# ACADEMIC AFFAIRS

This section contains definitions, policies and procedures related to the academic affairs of the College that are not addressed elsewhere. For the convenience of the reader, topics are listed in alphabetical order. For more information on any topic, refer to the BCC website at [www.berkshirecc.edu](http://www.berkshirecc.edu) or call the appropriate contact person listed on page 156.

## ACADEMIC ADVISING

Every BCC student enrolled in a degree or certificate program is assigned an academic advisor. Students are strongly encouraged to meet with their advisor throughout the semester, especially during the designated registration period during which they will choose classes for the next semester. Meeting with the assigned advisor is vital in ensuring that students are taking courses that are appropriate for their academic and career plans. The academic advisor should also be consulted before students add or drop courses or change their program of study.

To learn the name of their academic advisor, students may check their WebAdvisor account, visit the Academic Advising Center (F-117) or Registrar's Office (F-111) on the Main Campus, or visit the South County Center early in their first semester. 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 this catalog, as are program descriptions which list specific course requirements for each academic program. Program descriptions for new programs not listed in the catalog are available in the Registrar's Office (F-111) and Academic Advising Center (F-111). Students should check their degree audit using their WebAdvisor account to track progress toward program completion.

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

## ACADEMIC CALENDARS

See the inside of the back cover for the Fall and Spring Academic Calendars, and a list of annual events at the College.

The academic year begins with fall semester courses starting in early September and ending in 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, Honors Convocation, which takes place in October, Graduation Honors, and Phi Theta Kappa. See *Honors Opportunities* on page 29.

## 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 below 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.

SUSPENSION & PROBATION CUMULATIVE AVERAGES		
Attempted Credit Hours (total of all credits attempted in courses taken at BCC)	Suspension Cumulative Average	Probation Cumulative Average
1-29	0.00-1.499	1.500-1.749
30-44	0.00-1.749	1.750-1.999
45 or more	0.00-1.999	2.000

## ADDING COURSES

See *Dropping & Adding Courses* on page 26.

## APPLICATION FOR GRADUATION OR CERTIFICATE COMPLETION

See *Graduation* on page 27.

## ARTICULATION AGREEMENTS

For more than 15 years, the Transfer Office at BCC has been developing 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. Lists of these agreements may be found on page 35, *Transfer Articulation Agreements* and on page 30, *MassTransfer Program*.

## ASSESSMENT OF STUDENT WORK

In keeping with BCC's commitment to excellent educational experiences and high-quality programs for its students and keeping consistent 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 co-curricular 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 for the purpose of improving student learning and academic success, curriculum, and instruction. Assessment activities will have absolutely no effect on a student's grade, academic standing, ability to transfer, or ability to graduate. BCC will take 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.

# ACADEMIC AFFAIRS

## 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 encouraged to withdraw from the class with a grade of "W," "WP," or "WF," depending on the student's academic standing and date in the semester. Faculty-initiated student withdrawals will pertain to administrative withdrawal only.

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 notify the instructor prior to the absence, if possible and 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 the class may be considered to be canceled if the instructor has not arrived.

## AUDITING COURSES

A student who audits a course registers for the course but does not intend to receive credit for the course. Attendance requirements for audit students should conform with the instructor's policy for the class as a whole, unless other arrangements are made between the auditing student and the teacher.

Students who audit a course are normally not required to complete work assignments, take tests or fulfill laboratory requirements. However, the auditing 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 (F-111). 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.



#myBCC

## my new start

**KELLY PHIPPS** is a student at Berkshire Community College.

"It hasn't been easy to raise a child on my own while pursuing a college degree. I never gave up even when I wanted to, because I know that a degree will make a meaningful difference in my life and the life of my children."

She points to the support she's received and the connections she's made at BCC that have helped her reach her goals.

Next up, Kelly has been accepted into the fall 2017 Licensed Practical Nursing (LPN) Program.

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.

## CANCELLATIONS & DELAYS

See *Cancellations & Delays* on page 31.

## 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 (F-117) 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, many of which may now be leased, the store sells a wide variety of other items including art supplies, clothing and merchandise, candy, novelties, office supplies, reference books and health products. Postage stamps and a variety of BCC and Falcons insignia items are also available.

Located in the Susan B. Anthony Center, the store is open Monday through Friday from 8:00 a.m. to 4:00 p.m. During the first week of the fall and spring semesters, store hours are extended to 6:00 p.m., Monday through Thursday.

During the week prior to the start of classes and the first three weeks of the semester, financial aid recipients may charge books and essential supplies against their remaining balance if they have remaining funds after tuition and fees are covered.

Students can sell their textbooks back to the bookstore during the final exam week of each semester.



# ACADEMIC AFFAIRS

## COMMONWEALTH COMMITMENT

The Commonwealth Commitment is an innovative college affordability and completion plan to help more students achieve the dream of a college degree. This plan works in conjunction with the MassTransfer program. (See *Commonwealth Commitment* on page 31.)

## CONFIDENTIALITY OF STUDENT RECORDS ►

The Family Educational Rights and Privacy Act (FERPA) of 1974 (also known as the Buckley Amendment) affords certain rights with respect to education records. These rights and other information may be found on the right, *Confidentiality of Student Records*.

## COOPERATIVE EDUCATION

Through credit-bearing internships, designed with faculty and staff assistance, students put their classroom learning to work. Both on and off campus, 1-, 2- or 3-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 3-credit experience, therefore, would necessitate a total of 135 hours (or approximately 10 hours each week).

Work sites throughout the surrounding area may be recruited to provide students the 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. These objectives are 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 student. For more information, students should contact the Coordinator of Cooperative Education in the Student Development Center at 413-236-1611.

## CORE COMPETENCIES REQUIREMENT ►

See *Core Competencies Requirement* on the next page and on page 106.

## Confidentiality of Student Records — Student Rights

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.

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, address, telephone listing, electronic mail address, 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 1/16*).

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 her/himself 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: a student's name(s), address(es) and telephone listing(s); and if known, a student's age, level(s) 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.

# ACADEMIC AFFAIRS

## Core Competencies Requirement

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.

The student's instructor 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 instructor about the possibility of fulfilling a different competency in an assignment. All items must be graded C or better.

The instructor 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. Competency requirements must be met and certified during the semester the student is enrolled in the course.

Some courses have embedded core competencies (see page 106). 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 have become a graduation requirement for A.A. and A.S. students beginning with the 2004 catalog year. Students who have earned a baccalaureate 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 requirement.

### 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:

#### CRITICAL THINKING (CC-CT)

- 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.

#### ORAL COMMUNICATION (CC-OC)

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

#### WRITTEN COMMUNICATION (CC-WC)

- To respond to complex questions in creative and thoughtful ways, considering multiple points of view; and
- To write essays focusing on one main idea logically developed with detailed paragraphs; to responsibly and accurately incorporate information from secondary sources.

#### QUANTITATIVE REASONING (CC-QR)

- 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; and
- To show flexibility within the basis of analysis; and
- To appraise problem-solving options using sequential or systemic logic.

See *Core Competencies Graduation Requirement* on page 106.



Erin Murphy

# ACADEMIC AFFAIRS

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

A chronological record of each student's courses and grades is maintained by the Registrar's Office (F-111). 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, which 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.

CALCULATING SEMESTER GRADE POINT AVERAGE (GPA)					
Course	Letter Grade	Grade Points	X	Credit Hours	= Points
ENG-101	A	4.000		3	12.000
BIO-101	D	1.000		4	4.000
MAT-101	C	2.000		1	2.000
MAT-115	B	3.000		1	3.000
HIS-113	B	3.000		3	9.000
PHL-101	F	0.000		3	0.000
<b>TOTAL</b>				<b>15</b>	<b>30.000</b>
<b>Total Points / Total Credit Hours = 30.00 / 15 = 2.000 GPA</b>					

## 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 (F-111) on the 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 with the Financial Aid Office 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; and
- To strengthen college outreach and community involvement.

To qualify as a FORUM, the activity must be a live event that supports the FORUM objectives, publicly announced and accessible, and 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 p.m. to 1:15 p.m. 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.

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.

## 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 (F-117) to use the policy.

# ACADEMIC AFFAIRS

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;
- 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
- Expose students to the values that sustain and nurture productive, purposeful and healthy lives.

The general education requirements listed in each degree program of study contain this core curriculum. Courses meeting these requirements are listed on page 105.

## GRADE POINTS & GRADE POINT AVERAGES

See *Credits, Grade Points & Grade Point Averages* on page 26.

## GRADING SYSTEM ►

BCC uses the grading system shown in the table on the right.

## GRADUATION

### 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 (F-111) 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). See *Honors Opportunities* on page 29.

### 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 12. Students must complete at least one quarter (25 percent) 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 beginning on page 45. Any substitutions 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 four-item core competencies portfolio (see page 25); and
- 4 FORUM units (see page 26); and
- 30 hours of Health/Fitness participation (see page 28).

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

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



# ACADEMIC AFFAIRS

## 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.

\* BCC courses that meet the Health/Fitness requirement are designated "HF" in the course descriptions beginning on page 108 and in the consolidated *General Education Requirements* list on page 105.

## 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. Examples 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 CONVOCATION

This BCC tradition recognizes the academic excellence of students as measured by grade point average (GPA). Honors Convocation is a formal ceremony held during the fall semester.

## 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.

The Berkshire Honors Scholar Center (see page 9) provides a quiet place for honors program students to relax or study. 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. For a detailed description of the requirements and program application procedure, call Stacy Evans at 413-236-4563.

## 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. Re-admission 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 (75 percent average or above for nursing), and clinical or practicum. Re-admission to the program may require remediation prior to return as determined by the health faculty.

### To apply for a leave of absence:

- Complete a Leave of Absence application in the Academic Advising Center (F-117);
- Students should submit their request for a medical leave of absence to the Director of Nursing (nursing programs) or department chair/program advisor for their specific health program;
- Application must be accompanied by a formal written request to the Vice President for Academic Affairs and the Vice President of Enrollment Services citing the reasons for requesting the leave and the period of desired time (one or two semesters);
- The decision of the Vice President is final.

### Criteria for requesting a leave of absence:

- Applicants must be in good academic standing at time of request;
- Student must be matriculated, have a total of 30 earned degree credits; and
- Have maintained a minimum GPA of 2.0.

If the request is made and approved between semesters, then the approved leave begins the following semester. 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 (see *Main Campus Map* on page 7) aims to be your home-away-from-home during your time at BCC. There are comfortable seating areas to meet with classmates between classes as well as quiet areas for digging into your studies undisturbed. There are four technology-rich collaboration tables to share a laptop, tablet or smartphone display with a study group on large flat-screen TVs. The library has strong Wi-Fi and free printing, and coffee and food are welcomed. When classes are in session, we are open from 8:00 a.m. to 7:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Fridays.

Resources include over 55,000 printed books and more than 150,000 e-books in collections from *Ebrary*, *Credo* and others. Many other databases, including *Academic Search Premier*, *Elsevier's ScienceDirect*, and *LexisNexis*, contain millions of periodical articles, citations and other relevant material. Streaming video is provided through *Films on Demand* and *Medcom* databases. BCC participates in various resource-sharing systems, connecting students to the vast collections of hundreds of libraries across Massachusetts and beyond.

The library staff are the most valuable resources available to you, offering professional reference assistance, library instruction, information literacy sessions for groups and individuals, and interlibrary loan services. All English 101 classes are given an introduction to the library and new students tour the facility during orientation.

Students must bring their BCC ID card to the main desk to activate the library barcode. This barcode allows the student to borrow materials, request items from other libraries, check borrowing records and access all the electronic databases from off-campus locations.



Erin Murphy

# ACADEMIC AFFAIRS

HONORS OPPORTUNITIES					
Type of Honor	Purpose	Eligible Students	Criteria	Notification & Recognition	
<b>BCC</b>	<b>Dean's List</b> (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 and must be 100- or 200-level.	<ul style="list-style-type: none"> <li>GPA of 3.250 to 3.749 for Honors</li> <li>GPA of 3.750 to 4.000 for High Honors</li> </ul>	<ul style="list-style-type: none"> <li>Congratulatory letter after completion of the fall or spring semester</li> <li>Press release listing of students on Dean's List</li> <li>Notation on student's academic transcript</li> </ul>
	<b>Dean's List</b> (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 at least 12 credit hours during both fall and spring semesters of one academic year. Courses must be traditionally graded*, cannot be repeated courses and must be 100- or 200-level.	<ul style="list-style-type: none"> <li>GPA of 3.250 to 3.749 for Honors</li> <li>GPA of 3.750 to 4.000 for High Honors</li> </ul>	<ul style="list-style-type: none"> <li>Congratulatory letter after completion of the spring semester</li> <li>Press release listing of students on Dean's List</li> <li>Notation on student's academic transcript</li> </ul>
	<b>Honors Convocation</b>	Recognizes the academic excellence of students measured by GPA.	Matriculated students currently enrolled in fall semester for at least 3 credits who have also completed at least 12 BCC credits with at least 6 of these credits taken during the prior academic year. These 12 credits must be traditionally graded* and must be 100- or 200-level.	<ul style="list-style-type: none"> <li>Top 5 percent of the student body, with a cumulative GPA of 3.750 or higher</li> </ul>	<ul style="list-style-type: none"> <li>Recognition at fall semester Honors Convocation Ceremony</li> <li>Library books dedicated to the honored students</li> </ul>
	<b>Graduation Honors</b>	Recognizes the cumulative achievement of associate degree recipients at the time of graduation.	Students graduating from associate degree programs.	<ul style="list-style-type: none"> <li>GPA of 3.250 to 3.749 for Honors</li> <li>GPA of 3.750 to 4.000 for High Honors</li> </ul>	<ul style="list-style-type: none"> <li>Notation in commencement program and on student's academic transcript</li> <li>Gold tassel awarded at commencement to signify high honors</li> <li>Silver tassel awarded at commencement to signify honors</li> </ul>
<b>NATIONALLY RECOGNIZED</b>	<b>Phi Theta Kappa International Honor Society of American Junior Colleges</b>  Contact Geoffrey Tabor at 413-236-1610 for more information.	BCC's chapter of Phi Theta Kappa (PTK) is known as Xi Alpha. The purpose of this society is to recognize and encourage scholarship among junior and community college students. An induction program is held in April or May. Students must be currently enrolled at the college and have accumulated 12 or more BCC credits that apply toward graduation. Students are provided with leadership opportunities and are encouraged to participate in community service projects. PTK membership qualifies students for special scholarships at many four-year institutions.	<ul style="list-style-type: none"> <li>Students who have earned between 12 and 29 degree credits with a 3.800 cumulative GPA</li> <li>Students who have earned 30 or more credits with a 3.600 cumulative GPA</li> </ul>	<ul style="list-style-type: none"> <li>Invitation to join Xi Alpha Chapter (membership fee required)</li> <li>Membership and induction ceremony in National Honor Society</li> <li>Notation on student's academic transcript</li> <li>Embossed membership certificate</li> <li>PTK honors stole, scholarship and transfer resources</li> </ul>	
	<b>Berkshire Honors Scholar Program</b>  Contact Stacy Evans at 413-236-4563 for more information.	The Berkshire Honors Scholars Program at BCC provides a creative and challenge-driven learning experience. The program is designed for highly-motivated and capable students who want to pursue the highest level of academic achievement that asks students to go a bit further, to look a bit more deeply and to work more independently.	<ul style="list-style-type: none"> <li>Current BCC students with 12 or more 100- or 200-level credits with GPA of 3.25 or higher</li> <li>Transfer students with 12 or more 100- or 200-level credits with GPA from transfer institution of 3.25 or higher</li> <li>Recent high school graduates with a GPA of 3.25 or higher (83 or higher on a 100-point scale)**</li> </ul>	<ul style="list-style-type: none"> <li>Eligibility to take designated Honors courses</li> <li>Use of the Berkshire Honors Scholar Center</li> <li>Identification of honors course work on student's academic transcript</li> <li>Designation as Berkshire Honors Scholar in commencement program and on student's academic transcript if student completes all program/graduation requirements</li> </ul>	

Students who are close but do not meet these criteria may meet with the Honors Coordinator to create an alternate application.

\* 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.

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

# ACADEMIC AFFAIRS

## 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 *MassTransfer Program* on the right.

## 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 *Applying for Admission* beginning on page 12). 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 34) or MyBCC (see page 30). 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 System* on page 27.

## MISSED FINAL EXAMS

For each class the faculty member will determine and announce 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 BCC students, staff and faculty to log in **once** to a customized screen with immediate access to their WebAdvisor account, online courses in Moodle, e-mail and an at-a-glance calendar of events happening on campus. Go to [www.berkshirecc.edu/mybcc](http://www.berkshirecc.edu/mybcc).

## 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.

### OPTION 1: Associate Degree

Students completing an associate degree program under MassTransfer will graduate with a minimum of 60 credit hours and complete the 34-credit general education transfer block (see box above), exclusive of developmental coursework:

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

#### 2.000 MINIMUM FINAL GPA

- No admission fee or essay;
- Guaranteed, full transfer of a minimum of 60 credits applied to the bachelor's degree, if admitted; and
- Automatic satisfaction of the general education/distribution/core requirements at the receiving institution, additional credits/two courses, if admitted.

#### 2.500 MINIMUM FINAL GPA

- Guaranteed admission, plus all of the above benefits.

#### 3.000 MINIMUM FINAL GPA

- A 100 percent tuition waiver (effective Fall 2016) 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.

## GENERAL EDUCATION FOUNDATION

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
<b>Total Credits.....</b>	<b>34 credit hours</b>

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

### OPTION 2: General Education Transfer Block

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):**

#### 2.000 MINIMUM FINAL GPA

Automatic satisfaction of the general education/distribution/core requirements 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.

**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/masstransfer](http://www.mass.edu/masstransfer). See also information about the related **Commonwealth Commitment on the opposite page.** ►

*MassTransfer Graduation Requirements* are listed on page 107.



# ACADEMIC AFFAIRS

## Commonwealth Commitment

A commitment to college access, affordability and completion.

The Commonwealth Commitment (through MassTransfer) is an innovative college affordability and completion plan to help more students achieve the dream of a college degree.

The first agreement of its kind in the nation, the plan commits every public campus to providing 10 percent rebates at the end of each successfully completed semester to qualifying undergraduate students, in addition to the standard MassTransfer tuition waiver received upon entering a four-year institution from a Community College.

Several degree programs have become eligible for the Commonwealth Commitment initiative since its inception in 2016 (please see next column).

Participating students must be enrolled full-time and are required to maintain a 3.0 GPA. Students who meet the program requirements will, depending on the transfer pathway they choose, be able to realize an average savings of \$5,090 off the cost of a baccalaureate degree.

### What are the goals?

- Boost enrollment and improve transfer rates;
- Convert part-time students to full-time;
- Improve completion rates;
- Give students and families a break on college costs; and
- Provide an affordable pathway to a degree via 2 + 2 plans.

### How does it work?

- Students start at one of the 15 Massachusetts community colleges then progress to a State University or UMass campus;
- Students enter one of 16 MassTransfer Pathways or Special Mission Programs; and
- Students have 2.5 years to earn an associate degree and must maintain a 3.0 GPA.

### What is the Commitment?

- Students will receive a 10 percent rebate off tuition and mandatory fees — payable at the end of every successfully completed semester via check or bookstore voucher.
- Potential to save thousands of dollars off the cost of a baccalaureate degree.

### Eligible Degree Programs

**Fall 2016** — Biology, Chemistry, Economics, History, Political Science, Psychology

**Fall 2017** — Business, Criminal Justice, Communications & Media Studies, Computer Science, Early Childhood Education, English, Liberal Arts, Mathematics, Sociology, STEM Natural/Physical Sciences

**Massachusetts Maritime Programs** — Emergency Management, Marine Safety & Environmental Protection, Energy Systems Engineering, Facilities Engineering, International Maritime Business

**Massachusetts College of Art & Design Programs** — Painting, Printmaking, Sculpture

### Learn More

Commonwealth Commitment details are available on the official website of the Massachusetts Department of Higher Education at [www.mass.edu/MAComCom](http://www.mass.edu/MAComCom).



### MassTransfer ELIGIBLE PROGRAMS AT BCC

- A.A. Business Administration
- A.A. Fine Arts, Music Concentration
- A.A. Fine Arts, Theatre Concentration
- A.A. Fine Arts, Visual Arts Concentration
- A.S. Hospitality Administration—Transfer Option
- A.A. Liberal Arts
- A.A. Liberal Arts—Atmospheric Science Concentration
- A.A. Liberal Arts—Biological Science Concentration
- A.A. Liberal Arts—Biotechnology Concentration
- A.A. Liberal Arts—Foreign Language Concentration
- A.A. Liberal Arts—International Studies Concentration
- A.A. Liberal Arts—Peace & World Order Concentration
- A.A. Liberal Arts—Psychology Concentration

## Cancellations & Delays

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

A decision to delay or cancel classes is typically made by 6:00 a.m. Class cancellations and delays are announced on the following:

- BCC Home Page — [www.berkshirecc.edu](http://www.berkshirecc.edu)
- BCC's Facebook Page — [www.facebook.com/berkshirecc](http://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 receive notification of cancellations by utilizing the Emergency Notification System (see page 37).

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



BCC Marketing & Communications



# ACADEMIC AFFAIRS

## NAVIGATE

BCC is utilizing a new tool to help students begin the college process. Navigate is an online tool that will help students get a successful start at BCC and stay on track until graduation. Navigate will:

- Provide students with the information and resources they need even before their first day on campus;
- Help students find a program of study that fits their interests and talents;
- Help students create a course schedule that fits their work schedule and other off-campus obligations;
- Register students for classes with one click of the mouse;
- Allow students to plan ahead for the courses they will need to take in future semesters; and
- Send reminders about important deadlines and milestones through e-mail and texting.

### To access Navigate:

1. Students will need to log into their MyBCC account at [www.berkshirecc.edu/mybcc](http://www.berkshirecc.edu/mybcc). For their username, students will use "s" and their student ID. For example, "s012345."
2. The initial password is the last six digits of the student's social security number. They will be prompted to change their password, which must be a minimum of six characters and contain both letters and numbers.
3. After students have logged into their MyBCC account, they can get started in Navigate at [www.berkshirecc.edu/navigate](http://www.berkshirecc.edu/navigate).

For questions about Navigate, contact Academic Advising at 413-236-1630 or [academic\\_advising@berkshirecc.edu](mailto:academic_advising@berkshirecc.edu).

## 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 with schedules that make it difficult to take a course load of on-campus classes exclusively. 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 *Orientation* on page 13.

## PERMANENT STUDENT RECORDS

See *Student Records* on page 33.

## PHI THETA KAPPA (PTK)

PTK is the international honor society of American community and junior colleges. BCC's chapter is known as Xi Alpha. The purpose of this society is to recognize and encourage scholarship among junior and community college students. An induction program is held in the spring of each academic year. Students must be currently enrolled at the College and have accumulated 12 or more BCC credits that apply toward graduation. Transfer credit is evaluated on a case-by-case basis. To be eligible as a freshman, a student must have accumulated between 12 and 29 credits with a 3.800 or better cumulative average. To be eligible as a sophomore, a student must have accumulated 30 or more credits with a 3.600 or better cumulative average. Students are encouraged to participate in community service opportunities. Membership in PTK qualifies students to apply for special scholarships at many four-year institutions.

## PLAGIARISM

See *Dishonesty & Plagiarism* on page 26.

## PROBATION

See *Academic Suspension & Probation* on page 22.

## 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 *Programs of Study* starting on page 45.

## RE-ADMISSION 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 re-admission to the College. Such changes may affect program requirements. Most students who miss a single semester will be re-admitted under their prior program requirements. All other students are re-admitted under the requirements currently in effect. Students must consult the Admissions Office about re-admission 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

For each past and present BCC student, the Registrar's Office (F-111) maintains official academic records (see also *Student Records* on page 33). 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 24. 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 the Registrar's Office — there is a three dollar (\$3) charge for this service. Students can also 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. If higher than the original, the new grade 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.

# ACADEMIC AFFAIRS

## 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 (F-111), Academic Advising Center (F-117) 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.

### Service-Learning

Service-Learning (F-114) 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 *Semester Schedule*. Students may also participate in Service-Learning as a co-curricular experience with the Service-Learning Club. For more information and available opportunities, visit F-114 or call Service-Learning at 413-236-1637.

## SNOW DAYS

See *Cancellations & Delays* on page 31.

## 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 (transcript) at any time upon presenting proper identification. Inaccurate information may be corrected, but no information may be deleted. See also *Confidentiality of Student Records* on page 24.

## STUDENT SUCCESS SEMINAR — BCC-101

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 & ACADEMIC PROBATION

See *Academic Suspension & Probation* on page 22.

## TESTING SERVICES

See *Assessment & Testing* on page 36.

## THEATRE AT BCC

The Robert Boland Theatre is one of the largest stage houses in western Massachusetts. This comfortable house has a seating capacity of 503, boasting 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 Fine and Performing Arts program's Theatre Arts concentration produces three main-stage productions each year; theatre majors and other students participate. Theatre majors may receive credit annually for their work on these presentations in theatre performance; scenic, lighting and costume design; and production work. Recent productions include *The Addams Family*, *Avenue Q*, *Dancing at Lughnasa*, and *Next to Normal*. More than 3,000 people from the community attend performances at the Boland Theatre each academic season.



#myBCC

## my opportunity

**SADIE SYLVESTER** is studying Liberal Arts at BCC and is interested in possibly having a career as a photographer.

"I chose BCC because I knew I didn't want to commit to a four-year college/university. After I graduated high school, I took a year off and attended a gap year school. My class traveled to Israel and that experience really opened my eyes. When the year ended, I knew I wanted to continue my schooling, but wanted to stay local while saving money. BCC was the smartest decision for me."

Like many BCC students, Sadie works while going to school. She currently holds a work study position with the Office of Student Life. And, if you frequent Guido's Pittsfield Café, you might just find her hard at work.

She expects to graduate in 2018.

# ACADEMIC AFFAIRS

## TRANSCRIPTS

A transcript is a copy of a student's permanent record. At the student's written request, transcripts can be sent to other colleges and prospective employers. *Official* transcripts bear the College seal and signature of the Registrar. There is a three dollar (\$3) fee for each official transcript. *Unofficial* transcripts, which are given to the student, do not bear the College seal or the Registrar's signature. There is no charge for unofficial transcripts. Students needing a copy of their transcript should contact the Registrar's Office (F-111) or the South County Center in Great Barrington.

## TRANSFER SERVICES ▶

Located in the Field Administration Center, the Transfer Office provides information and assistance for students planning to transfer to another college or university. The office also maintains specific transfer agreements through the MassTransfer Program and articulation agreements with numerous colleges and universities (see also *Transfer Counseling* on page 39).

## 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 is also available for math. Drop-in schedules are found in the Tutoring Center — 413-236-1650 or 413-236-1651.

### 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, Test-Taking Strategies, and Critical Thinking. Other topics are also available. Success Skills pamphlets and study tips can be found in the Tutoring Center (K-214). Contact the Coordinator at 413-236-1651 to schedule a workshop.

### 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 question submission to an online tutor.

## WebADVISOR

Students can use their WebAdvisor account to 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 Accuplacer assessment; 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 30.

## 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*, 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/Add 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/Add Form or a printed copy of an e-mail from the faculty/advisor attached to the form demonstrating they have been notified. Completed Drop/Add Forms are submitted to the Registrar's Office or the South County Center.

Students should be aware that course withdrawal may affect their eligibility for financial aid, Social Security benefits, veterans' benefits, loans, etc. Since a student may be required to repay a portion of the aid money received earlier in the semester, check with the appropriate office/agency before withdrawing. While the W or WP grade in no way affects the grade point average, the Student Standing Committee will review the overall academic performance of those students who have more than one W/WP in a semester or more than two W/WPs in an academic year. The committee has elected to suspend or place restrictions on students who abuse the withdrawal privilege.

## Electronic Withdrawal from a Course

BCC will now allow students to withdraw from a course, prior to the end of the Drop/Add period, by sending an e-mail from their BCC student e-mail. Students can always drop one or all their classes, prior to the end of Drop/Add, by using WebAdvisor through MyBCC and are encouraged to do so.

## 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. Student-initiated college withdrawals are recorded in the same way as course withdrawals, with the same deadlines applying.

Berkshire Community College will not accept an All College withdrawal via phone.

A full college withdrawal is not appropriate if students have already completed one or more modular courses. Students should contact the Registrar's Office (F-111) 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, including student loans, should also see *Withdrawal/Refund Policy for Financial Aid Recipients* on page 20.

## WRITING CENTER

The Writing Center (M-431) exists for the purpose of helping students improve their writing. The Center offers drop-in hours and scheduled appointments. For more information, visit [www.berkshirecc.edu/writing](http://www.berkshirecc.edu/writing).

# ACADEMIC AFFAIRS Transfer Articulation Agreements



Erin Murphy

BCC President Ellen Kennedy and Springfield College's dean of the School of Health, Dr. Tracey Dexter Matthews, signed a Physical Fitness articulation agreement in 2016.

## Transfer Articulation Agreements

Students should contact the Transfer Coordinator (A-115, 413-236-1610) for current information. Additional information can be found at [www.mass.edu/masstransfer](http://www.mass.edu/masstransfer). See also *MassTransfer Program* (formerly Joint Admissions Agreements) on page 30 for additional transfer opportunities.

**Agreements are subject to change.**

### Biological Science

MA College of Liberal Arts (MCLA) .....MA  
Western New England University.....MA

### Business Administration

Clarkson University..... NY  
MA College of Liberal Arts (MCLA) .....MA  
Rensselaer Polytechnic Institute  
Lally School of Management ..... NY  
Rochester Institute of Technology  
College of Business ..... NY  
Southern Vermont College ..... VT  
SUNY at Albany ..... NY  
SUNY Polytechnic Institute School of  
Business and Public Management ..... NY  
UMass at Amherst.....MA  
Western New England University.....MA

### Computer Information Systems

Clarkson University..... NY  
MA College of Liberal Arts (MCLA) .....MA  
Pratt Institute..... NY  
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  
Lynn University..... FL  
MA College of Liberal Arts (MCLA) .....MA  
The College of Saint Rose ..... NY  
SUNY at Albany ..... NY  
Western New England University.....MA  
Westfield State University .....MA

### Early Childhood Education

Bridgewater State University .....MA  
Elms College.....MA  
Framingham State University.....MA  
MA College of Liberal Arts (MCLA) .....MA  
Worcester State University .....MA

### Elementary Education

Bridgewater State University .....MA  
Framingham State University.....MA  
MA College of Liberal Arts (MCLA) .....MA  
Worcester State University .....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  
Lynn University..... FL  
MA College of Liberal Arts (MCLA) .....MA  
SUNY at Albany ..... NY  
SUNY College of Environmental Science  
& Forestry at Syracuse..... NY

### Fine & Performing Arts (MUSIC, THEATRE, VISUAL ARTS)

MA College of Liberal Arts (MCLA) .....MA

### Hospitality Administration

Excelsior College ..... NY  
Johnson & Wales University.....RI  
New England Culinary Institute .....VT  
UMass at Amherst.....MA

### Human Services

Elms College .....MA  
MA College of Liberal Arts (MCLA) .....MA  
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  
SUNY at Albany ..... NY  
SUNY Polytechnic Institute..... NY  
Union College..... NY

### Nursing

Excelsior College ..... NY  
Framingham State University.....MA  
Russell Sage College ..... NY  
UMass at Amherst.....MA

### Physical Fitness

Springfield College .....MA



# STUDENT SERVICES

This section contains information related to the numerous services that are available to help you succeed as a BCC student. Topics are listed in alphabetical order for your convenience. For more information on any topic, refer to the BCC website at [www.berkshirecc.edu](http://www.berkshirecc.edu) or call the appropriate person listed on page 156.

## ADULT LEARNERS

Specially trained counselors in the Admissions, TRIO and Project Link Offices offer services to 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. Unless exempted, all students are required to complete the Accuplacer assessment in reading, writing and mathematics. Students are placed in appropriate courses based on the results of this assessment, administered by the Assessment and Testing Center (K-213).

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 at McCann Technical High School in North Adams. Contact the Assessment and Testing Center for more information at 413-236-1655 or 413-236-1656.

The Assessment and Testing Center also serves as the Berkshire County test administration site for the Massachusetts High School Equivalency Assessment (HISET). Individuals 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, visit [www.hiset.ets.org](http://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 experience, work experience or 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 both BCC students and 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 Field Administration Center entrance nearest to the Susan B. Anthony Center (see *Main Campus Map* on page 7).

## BUS TRANSPORTATION

Public transportation is available between downtown Pittsfield and BCC with buses arriving on campus every hour. The first bus arrives at 6:49 a.m. and the last bus leaves BCC at 5:05 p.m. Schedules are available in the Office of Student Life (A-118) in the Susan B. Anthony Center. The bus stops on the Main Campus followed by a stop at Paterson Field House. For more information about the BRTA (Berkshire Regional Transit Authority), please visit [www.berkshirerta.com](http://www.berkshirerta.com) or call 413-499-2782. Several accessible bus stops were recently added on the Main Campus.

## CAFETERIA/FOOD SERVICES

BCC's cafeteria (on the ground floor of the Susan B. Anthony Center) 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, over-stuffed and prepared sandwiches, a salad bar buffet, ice cream, juice bars, and assorted natural juices and sodas. Gluten-free breads and snacks are also available.

### CAFETERIA HOURS — FALL & SPRING SEMESTERS

- Monday through Thursday: 7:30 a.m. – 2:30 p.m.
- Friday: 7:30 a.m. – 2:00 p.m.

### CAFETERIA HOURS — SUMMER & WINTER BREAK

- Monday through Friday:  
7:30 – 10:30 a.m. (breakfast)  
11:00 a.m. – 1:30 p.m. (lunch)  
1:30 – 2:00 p.m. (snacks)

The cafeteria is not open during evening hours; however, evening students may purchase items from the vending machines located around the campus (see *Vending Machines* on page 39).

## CAREER DEVELOPMENT CENTER

Visiting the Career Development Center (F-114) can assist you in the process of discovering what you want to do or accomplish in the future. With our help, you can engage more fully in the lifespan practice of acquiring the knowledge and skills needed to articulate goals and values, thus transforming dreams into action.

The Career Development Center offers you — and BCC alumni — the resources to explore career options through a variety of methods, evaluate those options through research and exploration, and become empowered to take the steps needed to meet your social and economic needs.

We are here to assist you in every aspect of career development. For more information, visit us in the Field Administration Building (F-114) or call the Career Development Center at 413-236-1611.

## CLUB SPORTS

BCC's Club Soccer team competes in the NIRSA national club circuit against various colleges in the region. The Club Basketball team is now part of the NCBBA league, with a 20-game intense season. We also have a co-ed Intramural Cross Country team that participates in races locally. New teams include indoor/outdoor track and tennis. These teams compete in open meets at colleges throughout Massachusetts. All teams have opportunities to compete during both semesters. For more information about joining these teams, please contact Lauren Pellegrino, Director of Recreational Services, at [lpellegrino@berkshirecc.edu](mailto:lpellegrino@berkshirecc.edu) or 413-236-1661. Or you can stop by the Paterson Field House front desk or visit [www.berkshirecc.edu/falcons](http://www.berkshirecc.edu/falcons). **Go Falcons!**



## CLUBS & ORGANIZATIONS

Various clubs and organizations are active on campus. Each has a faculty or staff advisor. For more information or if you would like to organize a new club, inquire at the Office of Student Life (A-118) or refer to the *Student Handbook*.

## COLLEGE CONNECTION

College Connection is a two-week summer orientation program that helps new students 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 smooth and successful. Upon completion of the program, students earn a voucher to take a 3-credit class the following spring semester.

# STUDENT SERVICES

## DISABILITY RESOURCE CENTER

The Disability Resource Center (A-107) in the Susan B. Anthony Center provides services for qualified students with documented disabilities. These services 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 Disability Resource Center (DRC). The lab provides access for students with disabilities to computer technology through specially designed adaptive software/hardware.

At least six months prior to enrollment, students with disabilities applying for admission to BCC are encouraged to contact the Center at 413-236-1605 to schedule a meeting with either the Coordinator of the DRC or the Learning Specialist.

To improve accessibility, several new bus stops were recently added to BCC's Main Campus.

## 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 technical support, contact the IT Help Desk at 413-236-3004.

## 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 notifications to his or her college e-mail address. In addition, users may choose one other form of notification (i.e., text message, mobile phone, home phone or home e-mail). Text messaging is the preferred and fastest method of notification. In the event of a true emergency, the system will notify users immediately about any threat to their health or safety. To receive ENS messages, log into your MyBCC account (see page 30) 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.



Club sports at BCC now include basketball, soccer, cross country, track, and tennis.

## FINANCIAL AID

The Financial Aid Office (F-122) 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. These computers may be used for filing a financial aid application (FAFSA), 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 18, and the BCC website at [www.berkshirecc.edu/payingforcollege](http://www.berkshirecc.edu/payingforcollege).

## FOOD PANTRY

The BCC Food Pantry is located in the Susan B. Anthony Center in A-100 (at the top of the stairs to the cafeteria) on BCC's Main Campus. Given the inherent struggles of being a student while holding down a job and/or raising a family, all BCC students and staff who could use a little help making ends meet are invited to stop by the BCC Food Pantry to learn more about immediate and long term food resources in our community. If you are interested in making a donation to the pantry or volunteering your time, please contact Mary Zanonato at [mzanonato@berkshirecc.edu](mailto:mzanonato@berkshirecc.edu) or call 413 236-1660.

## ID CARDS

Each new student is issued a student identification card that must be presented to attend various school events, gain access to Paterson Field House and 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 (A-118) anytime from 9:00 a.m. to 3:00 p.m. The Office of Student Life validates the ID cards of returning students each semester (with a sticker). Students must have a valid photo ID. A fee of \$5 will be charged for a replacement ID.

[www.berkshirecc.edu/studentservices](http://www.berkshirecc.edu/studentservices)

# STUDENT SERVICES

## Social Media

BCC currently shares news, events, and general information on the following social media sites: **Facebook, Twitter, Instagram, Flickr, YouTube and Snapchat.**



- [www.facebook.com/berkshirecc](http://www.facebook.com/berkshirecc)
- [www.twitter.com/berkshirecc](http://www.twitter.com/berkshirecc)
- [www.instagram.com/berkshirecc](http://www.instagram.com/berkshirecc)
- [www.flickr.com/berkshirecommunitycollege](http://www.flickr.com/berkshirecommunitycollege)
- [www.youtube.com/berkshirecc](http://www.youtube.com/berkshirecc)
- Snapchat — BerkComCollege

## IMMUNIZATION & HEALTH RECORDS

These records are maintained in the Immunization Records Office (A-100). See *Immunization* on page 12.

## INSURANCE

Information about accident and medical insurance is available from BCC's Business Office (A-12). (See also *Health Insurance* on page 16.)

## LOST & FOUND

Lost and found items should be turned in, or reported to the Office of Student Life (A-118) in the Susan B. Anthony Center.

## PERSONAL COUNSELING

Personal Counseling provides support to students by helping them achieve their personal and academic goals. This service 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. Areas most frequently discussed are: adjustment to college, academic issues, relationships, stress, depression or anxiety. Meetings are confidential. Personal Counseling is available through the Student Development Center (A-107) in the Susan B. Anthony Center.

Generally, Personal Counseling is short-term and focused; however, if students need more assistance, referrals to community resources are provided. The counseling staff also offers seminars on relevant mental health issues, self-advocacy and communication skills. Additional resources are available on the Personal Counseling web page at [www.berkshirecc.edu/personalcounseling](http://www.berkshirecc.edu/personalcounseling). For more information, call 413-236-1609. Hours are 8:00 a.m. – 4:00 p.m.

## RECREATIONAL FACILITIES

See *Paterson Field House* on page 10.

## SPECIAL EVENTS

Throughout the year, a wide array of activities and events are held on campus. Check the semester Calendar of Events, the "Weekly Stall" (BCC's weekly flyer), campus bulletin boards, student e-mail, MyBCC, Facebook, Twitter and the Office of Student Life (A-118) for current information.

## SPORTS

See *Club Sports* on page 36.

## STEM PROGRAMS

**STEM** refers to the academic disciplines of science, technology, engineering and mathematics.

### GPSTEM — Guided Pathways to Success\*

Berkshire Community College is engaged in GPSTEM, a statewide consortium grant of the 15 Massachusetts Community Colleges. This program will use the national Complete College America Guided Pathways to Success model to assist eligible students in obtaining degrees and certificates in STEM fields. The model focuses on reducing the time to completion of certificates and degree programs, resulting in more students entering employment in the Commonwealth and/or transferring to baccalaureate programs to add to their credentials. GPSTEM programs include Biology, Biotechnology, Community Health Worker, Networking, Hospitality, Physical Fitness, and Physical Therapist Assistant.

For more information, contact Shelly Armstrong, College & Career Navigator, at [sarmstrong@berkshirecc.edu](mailto:sarmstrong@berkshirecc.edu). More information can be found at [www.berkshirecc.edu/gpstem](http://www.berkshirecc.edu/gpstem).

\* This program is 100 percent funded by a \$20,000,000 grant awarded by the U.S. Department of Labor's Employment and Training Administration, Grant #TC-26450-14-60-A-25.

### 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



South County Center students performing water analysis

Jaelyn Kolody

# STUDENT SERVICES

Success Academy and a Fall Support Academy that 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 a certificate or associate degree in such STEM fields as Atmospheric Science, Biology, Computer Information Systems, Engineering, Environmental Science, Fire Science, some Allied Health fields, and Liberal Arts with a concentration in STEM studies are encouraged to apply.

## STUDENT AMBASSADOR PROGRAM

The Berkshire Community College Student Ambassador Program provides 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 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 about applying, e-mail [admissions@berkshirecc.edu](mailto:admissions@berkshirecc.edu).

## STUDENT EMPLOYMENT

Regardless of their financial aid status, students interested in part-time employment are encouraged to review all campus and community service positions posted in the Job Book located in the Financial Aid Office.

## STUDENT GOVERNMENT ASSOCIATION

This is an organization designed to facilitate connections between current students and recruit prospective students. Student Government Association (SGA) members encourage interaction between students through a variety of events. For more information, see *BCC Student Government Association* on page 4.

## STUDENT LIFE

The Office of Student Life (A-118) in the Susan B. Anthony Center is the hub 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 semester calendar of events, campus bulletin boards, the "Weekly Stall" flyer, student e-mail, MyBCC, Twitter, Facebook, and the Office of Student Life for current information.

## TRANSFER COUNSELING

Located in the Field Administration Center, the Transfer Office (F-113) is a resource for comprehensive information and assistance about every aspect of the transfer process. You are encouraged to consult with the Transfer Coordinator as early in your education as possible for information about academic programs, baccalaureate colleges, course equivalencies, general transfer policies, the MassTransfer program, and articulation agreements.

BCC hosts a College Fair each year during the first week in October. The fair attracts many baccalaureate colleges and universities, and provides 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 and in the Field Administrative Building.

Applications to Massachusetts state colleges, universities and many other public and private colleges are available in the Career and Transfer Resource Center (F-114).

## TRIO PROGRAM

TRIO (Talent, Resources, Initiative, Opportunity) is a federally-funded program under the U.S. Department of Education that provides free support services to eligible participants. You may be eligible for the program if you meet at least one of the following criteria and openings are available:

1. No parent has graduated from a four-year college; and/or
2. You meet federal income eligibility guidelines; and/or
3. You have a documented learning or physical disability with demonstrated academic need.

For consideration, you must be either a U.S. citizen or permanent resident as verified by application for Federal Financial Aid, and you must be attending BCC to earn your first certificate or associate's degree. Those with a bachelor's and/or advanced degree cannot be considered.

Students accepted into the program work with TRIO staff to facilitate their graduation from BCC and transfer to a four-year college. More information about the benefits of membership in TRIO is available in the TRIO Center (F-237) and 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, and CLEP and DANTES Subject Standardized Tests for potential transfer of credit to the student's intended program of study. Credit for Military experience (DD214) shall also be granted where applicable, as recommended by the American Council on Education (ACE). Every effort will be made to recognize and award academic achievement consistent with the College's general transfer-in policies.

For specific guidance and advice regarding transfer credit, contact Peg Cookson, Student Success Advisor & Transfer Evaluator, in the Academic Advising Center (F-117) at 413-236-1625.

## VENDING MACHINES

Vending machines can be found in the following locations:

### Field Administration Center

- Outside Computer Lab — cold beverages

### Susan B. Anthony Center

- Dining Hall — cold beverages
- Lounge — snacks, cold beverages

### Koussevitzky Arts Center

- Lobby — snacks, cold beverages, food vendor

### Connector Building

- Snacks, cold beverages, hot beverages

### Paterson Field House

- Snacks, cold beverages

### South County Center

- Cold beverages

[www.berkshirecc.edu/studentservices](http://www.berkshirecc.edu/studentservices)



# COMMUNITY ENGAGEMENT, EDUCATION & WORKFORCE DEVELOPMENT

BCC offers a wide range of noncredit learning opportunities for people of all ages.

Designed for self-improvement, vocational or recreational purposes, these initiatives are offered on-campus, throughout the county and beyond. The College also participates in the economic development of Berkshire County through various collaborative efforts and an active business and industry development team.

## COMMUNITY EDUCATION

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

Flexibility and close working relationships with community organizations, private industry and the public keep the division responsive to the needs and interests of the entire community. Visit [www.berkshirecc.edu/workshops](http://www.berkshirecc.edu/workshops) to learn more.

## KID ACADEMY

Throughout the year, BCC's Office of Community Education provides workshops designed for kids from kindergarten to age 16. An array of course offerings for the "Inquisitive Mind" include programs on such topics as nature, photography, culinary, finance, golf and Safe Sitter training. For more information, call 413-236-2127 or visit [www.berkshirecc.edu/workshops](http://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](http://www.berkshirecc.edu/workshops). This website also allows 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, and ed2go. Senior citizens may register for most noncredit workshops at a 20 percent discount. For more information, call 413-236-2127.

## 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, Bard College at Simon's Rock, and 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](http://www.BerkshireOLLI.org). You may also call 413-236-2190 or e-mail [olli@berkshirecc.edu](mailto:olli@berkshirecc.edu) for more information.

## ROAD SCHOLAR

Thought-provoking community education also takes place through BCC's participation in the national Road Scholar program. The College offers 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, dance, 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.

## 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 members of the Education and Training Committee.

BCC further supports the BIC by partnering with McCann and Taconic Vocational Schools 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 associate degree.

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

## WORKFORCE DEVELOPMENT & CORPORATE TRAINING

BCC's Office of Workforce Development and Corporate Training responds to requests for general and customized training for Berkshire County businesses. With experienced instructors possessing cutting-edge, industry-specific skills and campus centers strategically located through Berkshire County, BCC is positioned to develop and deliver training initiatives designed to support the human resource development goals of business and industry.

Examples of training topics include, but are not limited to: computer training at all levels, technical and business writing, workplace Spanish, conflict resolution, leadership and management skills, OSHA certification, hoisting license preparation, First Aid/CPR/AED certification, advanced manufacturing training and healthcare certifications.

In addition to training for business and industry, this department also coordinates grant-funded training programs for various populations including unemployed and incumbent workers. For more information, call 413-236-2125.

[www.berkshirecc.edu/workshops](http://www.berkshirecc.edu/workshops)

# STATEMENTS, DISCLOSURES & POLICIES

## 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 contains the primary policies and regulations that apply to all members of the college community. However, this information is not intended to be a statement of the College's contractual undertakings. A complete list of detailed policies and procedures is contained in the BCC Student Policy Guide that is made available annually to all students. Copies of the Guide may be obtained from the Office of the Dean for Student Affairs or online at [www.berkshirecc.edu/studentpolicyguide](http://www.berkshirecc.edu/studentpolicyguide).

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

Berkshire Community College is pleased to provide the following information regarding the institution's graduation/completion and transfer-out rates. This information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation and transfer-out status of students who enrolled during the Fall 2013 semester and for whom 150% of the normal time-to-completion has elapsed.

During the fall semester 2013, 276 first-time, full-time, certificate or degree-seeking undergraduate students entered BCC. After three years (as of August 31, 2016), 20% of these students had graduated from the institution or completed their programs and 17% had transferred to other higher education institutions prior to formal graduation from BCC.

Questions related to this information should be directed to the Office of Institutional Effectiveness.

### Definition of BCC Credit Hour Policy

BCC policy is consistent with the federal definition of the credit hour. That is, one credit hour represents one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester. An equivalent amount of work is required for one credit of laboratory work, internships, studio work, and the like.

### 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, or the College Business Office.

## Licensure Exam Pass Rates

### FOR THE CLASS OF 2016

Ninety-one percent (91%) 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 (LPN) who were first-time takers of the National Council Licensing Examination (NCLEX-PN) achieved a passing mark and eligibility for LPN licensure.

### FOR THE CLASS OF 2015

Ninety-four percent (94%) of BCC's associate degree students in the Physical Therapist Assistant (PTA) program who completed the National Physical Therapist Assistant Examination achieved a passing mark and eligibility for PTA licensure.

### FOR THE CLASS OF 2014

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.

## 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 and Affirmative Action Officer, and Coordinator of Title IX and Section 504, located in the Susan B. Anthony Annex (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 nondiscrimination and equal opportunity for otherwise qualified persons with disabilities. In all matters of employment, disabled persons will receive full and fair consideration.

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

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

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

## AIDS

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

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

In addition, various federal laws prohibit AIDS-related discrimination. The Rehabilitation Act of 1973 prohibits discrimination against people with AIDS or those perceived to be at risk of having AIDS by federal agencies, federal contractors, and subcontractors,

[www.berkshirecc.edu/studentpolicyguide](http://www.berkshirecc.edu/studentpolicyguide)

# STATEMENTS, DISCLOSURES & POLICIES

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.

## 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.berkshirecc.edu/clery](http://www.berkshirecc.edu/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 413-236-1010.

## POLICIES

### Alcohol & Drugs

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

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

- The unlawful manufacture, distribution, dispensing, possession or use of alcohol, or a controlled substance, is prohibited on the campus of BCC or as part of any college-related activity.
- BCC shall cooperate in the enforcement of federal and state laws concerning illegal drugs and alcoholic beverages.
- Under-age drinking is prohibited at BCC functions and on any part of the campus.

- Alcohol may not be served, consumed, or furnished at any BCC student event either on or off any of its facilities. The exception is the Hospitality Administration and Culinary Arts program dinners. Club or activity advisors, or other appropriate college officials, should take all reasonable steps to insure that alcohol is not available during, or en route to, a college-sponsored event.
- Employees working under federally funded grants are additionally subject to the Drug-Free Workplace Act of 1988.
- The College will present campus-wide drug and alcohol education literature on an annual basis. This is in addition to other educational opportunities available in current or future offerings.
- The following medical risks are associated with drug and alcohol use: overdose, dependence, ill health, accident. For any member of the BCC community who is experiencing substance abuse problems, the College will offer supportive services and referral for treatment, as appropriate and available.
- The College shall conduct a biennial review of these policies and programs and implement changes as necessary.

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

A full copy of this policy is included in the *Student Policy Guide* which may be obtained from the Office of the Dean of Student Affairs and Enrollment Services (A-123) or viewed online on the BCC website.

### Equity in Athletics

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

Notice is hereby given that, in accordance with the "Student Right-to-Know and Campus Security Act of 1990" (Title II of Public Law 101-542), the Campus Crime Report from Berkshire Community College is included in the Student Policy Guide and is available from the Office of the Dean for Student Affairs and will be provided upon request or may be 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 that 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 Student Affairs office. This policy will be distributed to every club or organization at Berkshire Community College. More specific information may be obtained by contacting Student Affairs at 413-236-1602.

### Campus Crime 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. [Statistics described shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice FBI and modifications in such definitions as pursuant to the Hate Crime Statistics Act. For the offenses of domestic violence, dating violence, and stalking, such statistics shall be compiled in accordance with the definitions used in section 400002(a) of the Violence Against Women Act of 1994 (42) USC 13925 (a). Such statistics shall not identify victims of crimes or persons accused of crimes.] 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 the website to access this report. Faculty and staff receive similar notification. The report is available at [www.berkshirecc.edu/clery](http://www.berkshirecc.edu/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 413-236-1010.

# STATEMENTS, DISCLOSURES & POLICIES

## Policy Against Discriminatory Harassment & Retaliation

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 that 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*.

## Publications Regarding Procedures & 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 [www.berkshirecc.edu](http://www.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 second-hand 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.



## Accreditation

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

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:

- American Cancer Society**  
31 Capital Drive, W. Springfield, MA 01089-1344  
413-734-6000 • 800-227-2345
- American Lung Association of Western Massachusetts**  
393 Maple Street, Springfield, MA 01105  
800-586-4872
- Tobacco Treatment**  
Carol McMahon, Program Director  
BMC/Hillcrest Hospital  
165 Tor Court, Pittsfield, MA 01201  
413-499-2602

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  
781-271-0022





# PROGRAMS OF STUDY Degree & Certificate Programs

## **AA Associate in Arts (A.A.)**

The A.A. degree programs (e.g., Business Administration) include a minimum of 34 general education credits and conform to the requirements of the Massachusetts Transfer Compact (see page 107).

## **AS 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 the Accuplacer 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.



A student and Professor Tom Tying collect data on the endangered timber rattlesnake

Jaelyn Koldys

## **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 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; and
- 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.

## **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 43 or visit [www.berkshirecc.edu](http://www.berkshirecc.edu).



# PROGRAMS OF STUDY Degree & Certificate Programs

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 of Science degree with a major in nursing, conferred by the University of Massachusetts (UMass). **Program details are listed on the pages that follow.**

## Allied Health

<b>MASSAGE THERAPY</b> Certificate.....	46
<b>PHYSICAL FITNESS</b> Certificate.....	48
Associate in Science.....	49
<b>PHYSICAL THERAPIST ASSISTANT</b> Associate in Science.....	50
<b>RESPIRATORY CARE</b> Associate in Science.....	52

## Biology

<b>LIBERAL ARTS — BIOLOGICAL SCIENCE CONCENTRATION</b> Associate in Arts .....	94
<b>LIBERAL ARTS — BIOTECHNOLOGY CONCENTRATION</b> Associate in Arts .....	95

## Business

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<b>HEALTH INFORMATION MANAGEMENT OPTION</b> Certificate.....	61
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<b>MEDICAL CODING TECHNICAL SKILLS</b> Certificate.....	61

## Computer Information Systems

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## Criminal Justice

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## Education

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<b>EARLY CHILDHOOD EDUCATION</b> Associate in Arts .....	70
<b>ELEMENTARY EDUCATION</b> Associate in Arts .....	74
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# PROGRAMS OF STUDY **Allied Health**

CERTIFICATE, ALLIED HEALTH

## **MESSAGE THERAPY**

**Program Advisor:** Judith Gawron, PT, DPT  
413-236-4604 • jgawron@berkshirecc.edu

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 2018. The sequence of courses begins in the fall semester.**

### **ADMISSION REQUIREMENTS INCLUDE:**

- Documentation of high school graduation or alternative high school credential;
- Reading and writing competency at a college level as shown through the Accuplacer assessment, or by completion of a college composition class;
- 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); and
- Documentation that the student has received one professional massage within the last two years.

### **Essential Functions**

Enrollment in the Massage Therapy program requires that the student, with or without reasonable accommodations (see *Notes*), must be able to:

#### • **Critical Thinking**

- 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;
- Evaluate and implement appropriate actions for self-care to prevent injury and burn-out;
- Interpret information from multiple sources (tactile, verbal/nonverbal communication, knowledge of physiologic effects) while maintaining massage flow;
- Recognize emergency or possible emergency situations and react in a safe and effective manner;
- Perceive signs of client discomfort by palpation, observation and receiver's verbal/nonverbal response; and
- Determine if massage is indicated, needs modification, is contraindicated, requires clearance from a medical provider, or requires referral (beyond scope of practice).

#### • **Communication**

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

#### • **Professional Presence**

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

#### • **Physical**

- Maintain continuous standing and moving with periods of sitting for 60–90 minutes;
- Perform repetitive gross motor movements of arms and legs for 60–90 minutes at a time;
- Maintain appropriate body mechanics for 60–90 minutes at a time;
- Assist a person on and off a massage table;
- Lift a person's limbs while on a massage table;

- Perform repetitive fine motor skills with hands to manipulate tissue; and
- Use sensation of touch to accurately respond to tissue changes.

### **Expected Outcomes**

Graduates of this program should be able to:

- Demonstrate current academic, clinical and holistic skills necessary for the professional practice of therapeutic or 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; and
- Recognize appropriate strategies for self-care and professional lifelong learning.

### **NOTES**

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.

There are specific sensory, motor and psychosocial skills needed to successfully complete the Massage Therapy 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.

Massage Therapy students must follow College immunization policy (see *Immunizations* on page 12). Additional immunizations required by the program must be completed prior to MBW-130 and remain current throughout the course.

Individual states vary in the number of course and clinical hours required for licensure. Students are responsible 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.

**CORI** ✓ Any prior criminal offense could hinder placement in clinical agencies and the ability to become licensed in this field. See *Criminal & Sex Offender Record Information Checks* on page 13 for details.

# PROGRAMS OF STUDY Allied Health

## ► Graduation Requirements

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

PROGRAM COURSES	29 CREDITS
AHS-101 Intro to Complementary Care and Alternative Medicine.....	2
AHS-131 Orientation to Musculoskeletal System .....	2
AHS-162 Applied Visceral Anatomy.....	3
AHS-230 Pathophysiology or	
AHS-115 Fundamentals of Human Disease .....	3
BIO-150 Intro to the Human Body.....	3
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 <sup>1</sup> .....	2
MBW-131 Therapeutic Massage Seminar .....	1
MBW-150 Business Practice for Massage Therapy .....	1

### ADDITIONAL REQUIREMENTS

Minimum Cumulative Average	
Overall.....	2.000
Minimum grade required in each program course.....	2.000

## ► Suggested Pathway to Graduation

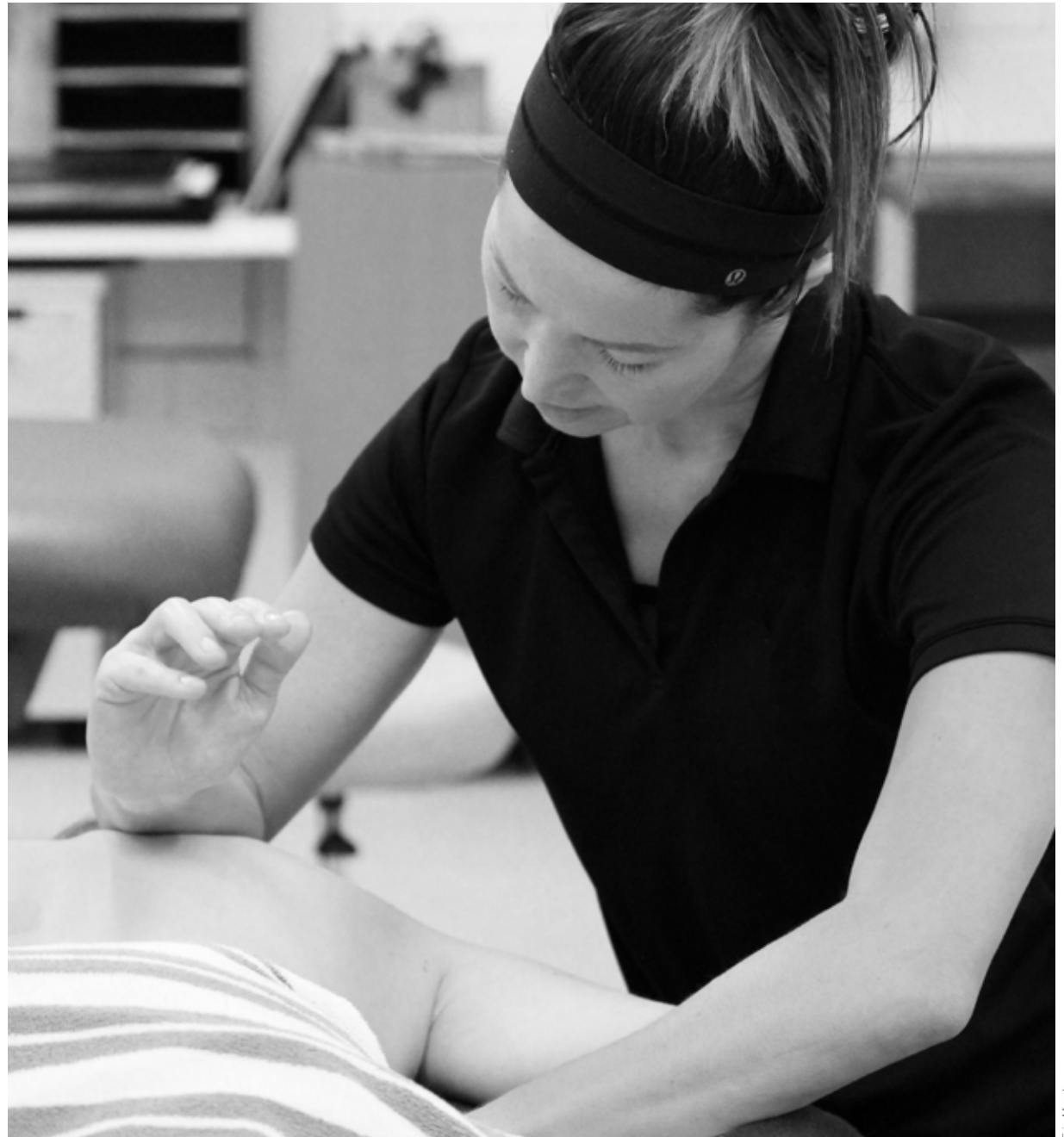
The following is a suggestion for completing this program in one year. The actual time to complete the program may vary according to each student's individual needs.

FIRST SEMESTER	12 CREDITS
AHS-101 Intro to Complementary Care (hybrid) .....	2
AHS-131 Orientation to Musculoskeletal System .....	2
BIO-150 Intro to the Human Body.....	3
MBW-110 Therapeutic Massage I .....	5

SECOND SEMESTER	17 CREDITS
AHS-162 Applied Visceral Anatomy .....	3
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 <sup>1</sup> .....	2
MBW-131 Therapeutic Massage Seminar .....	1
MBW-150 Business Practice for Massage Therapy.....	1

### FOOTNOTE

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



Erin Murphy



# PROGRAMS OF STUDY **Allied Health**

## CERTIFICATE, ALLIED HEALTH

### PHYSICAL FITNESS

**Program Advisor:** Sherry Scheer  
413-236-4511 • sscheer@berkshirecc.edu

The Physical Fitness certificate program offers personal and professional opportunities in the world of fitness. Multiple approaches to exercise are combined with theories of wellness as students learn 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, 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.

#### Essential Functions

Enrollment in this Physical Fitness program requires that the student, with or without reasonable accommodations (see *Notes*), must be able to:

- Demonstrate the ability to coordinate simultaneous motions;
- Perform movements that require supination, pronation, flexion, extension, adduction, abduction, hyperextension rotation, circumduction;
- Operate strength training equipment that requires pushing, pulling, rotating, or moving objects and weights;
- Demonstrate ability to retain and evaluate information for use in supervision and evaluation of clients;
- Display cognitive (thinking) abilities to measure, calculate, reason, and analyze information and data;
- Demonstrate ability to manipulate dials on equipment;
- Demonstrate the ability to stretch, bend, lunge, sit, step up, step down and chop;
- Perform exercise skills in both fast and slow cadences;
- Maintain a level of energy and endurance necessary to complete essential functions;
- Demonstrate safe body mechanics when moving clients or equipment including lifting, carrying small equipment (under 50 lbs.) and moving large equipment (over 50 lbs.);
- Function within the ethical and legal standards of fitness settings;
- Demonstrate the ability to effectively manage two or more activities or sources of information;
- Utilize problem-solving skills in making a decision;

- Detect an unsafe environment and carry out appropriate emergency procedures; and
- Effectively communicate to clients and other health professionals by:
  - Explaining procedures;
  - Receiving information from others;
  - Receiving information from written documents;
  - Exhibiting appropriate interpersonal skill(s) to motivate clients;
  - Analyzing and documenting assessment finding and intervention; and
  - Demonstrating the ability to critically read and interpret charts, instruction and manuals.

#### 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 to use state-of-the-art fitness equipment safely and perform cardio monitoring;
- 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.

#### NOTES

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.

There are specific sensory, motor and psychosocial skills needed to successfully complete this Physical Fitness 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.

**CORI** ✓ Any prior criminal offense could hinder placement in clinical agencies and the ability to become licensed in this field. See *Criminal & Sex Offender Record Information Checks* on page 13 for details.

#### ► Graduation Requirements

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

PROGRAM COURSES	29 CREDITS
AHS-142 Exercise Science .....	3
AHS-148 Responding to Medical Emergencies.....	2
AHS-150 Introduction to Nutrition.....	3
AHS-155 Stress & Your Health .....	3
COM-105 Introduction to Oral Communications.....	3
PED-135 Ultimate Functional Training Workout .....	2
PED-136 Weight Training.....	1
PED-137 Cardio Fit.....	1
PED-144 Stretching & 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 REQUIREMENTS

Demonstrated college-level skills in reading & writing

Minimum Cumulative Average	
Overall.....	2.000
Program requirements .....	2.000

#### ► Suggested Pathway to Graduation

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 & Your Health .....	3
PED-135 Ultimate Functional Training Workout .....	2
PED-137 Cardio Fit.....	1
PED-144 Stretching & Flexibility .....	1
PED-152 Group Exercise Instruction .....	2
PED-161 Advanced Strength Training.....	1
PED-170 Personal Trainer .....	3
PED-197 Practicum II .....	1

# PROGRAMS OF STUDY *Allied Health*


**AS** ASSOCIATE IN SCIENCE, ALLIED HEALTH

## PHYSICAL FITNESS OPTION

**Program Advisor:** Sherry Scheer  
413-236-4511 • sscheer@berkshirecc.edu

*This program is 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.

 This is a GPSTEM program (see page 38).

### Essential Functions

See *Essential Functions* for the Physical Fitness Certificate program on page 48 for additional information.

### Expected Outcomes

See *Expected Outcomes* for the Physical Fitness Certificate program on page 48 for additional information.

#### FOOTNOTES

1. General Education Elective chosen from History, or Humanities and Fine Arts.
2. Fulfilled by successful completion of PED-135.
3. BIO-202 is also needed for transfer to Springfield College.

#### NOTES

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.

There are specific sensory, motor and psychosocial skills needed to successfully complete this Physical Fitness 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.

**CORIV** Any prior criminal offense could hinder placement in clinical agencies and the ability to become certified in this field. See *Criminal & Sex Offender Record Information Checks* on page 13 for details.

### ► 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 COURSES	42 CREDITS
AHS-142 Exercise Science.....	3
AHS-148 Responding to Medical Emergencies.....	2
AHS-150 Introduction to Nutrition.....	3
AHS-155 Stress & Your Health.....	3
AHS-220 Principles of Fitness Components.....	3
AHS-235 Fitness Program Planning.....	3
AHS-238 Mind/Body Theory & Methods.....	3
PED-135 Ultimate Functional Training Workout.....	2
PED-136 Weight Training.....	1
PED-137 Cardio Fit.....	1
PED-144 Stretching & 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 COURSES	22 CREDITS
BIO-201 Anatomy & Physiology I.....	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 <sup>1</sup> .....	3

#### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness <sup>2</sup> .....	30 hours
Minimum grade required in each program course.....	2.000
Minimum Cumulative Average	
Overall.....	2.000
Program requirements.....	2.000

### ► Suggested Pathway to Graduation

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 & Your Health.....	3
PED-135 Ultimate Functional Training Workout.....	2
PED-137 Cardio Fit.....	1
PED-144 Stretching & 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-201 Anatomy & Physiology I.....	4
ENG English Composition/Writing.....	3
PED-241 Advanced Practicum I.....	1
PSY-107 Introductory Psychology.....	3

FOURTH SEMESTER	18 CREDITS
AHS-238 Mind/Body Theory & 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 <sup>1</sup> .....	3

## Articulation Agreement with Springfield College<sup>3</sup>

70% of all people in the physical fitness field have bachelor degrees. BCC students who earn their A.S. degree in the Health Science—Physical Fitness program have the opportunity to transfer 60 credits toward Springfield College's B.S. in Applied Exercise Science (upon acceptance to Springfield College). Students will be required to complete a minimum of 60 credits in residence at Springfield College. See page 22 to learn more.



# PROGRAMS OF STUDY Allied Health

AS ASSOCIATE IN SCIENCE, ALLIED HEALTH

## PHYSICAL THERAPIST ASSISTANT

**Program Advisor:** Michele Darroch, PT, M.Ed., DPT  
413-236-4525 • mdarroch@berkshirecc.edu

This program is accredited by The Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax St., Alexandria, VA 22314; telephone 703-706-3245; e-mail accreditation@apta.org; www.capteonline.org.

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

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

✚ This is a GPSTEM program (see page 38).



### Essential Functions

*(Adapted with permission from "Essential Functions and Technical Standards for Physical Therapist Assistant Students" at Greenville Technical College)*

The following standards reflect reasonable expectations of a student in the PTA Program for the performance of common physical therapy functions. They are necessary skills for the PTA to function in a broad variety of clinical situations while providing a spectrum of physical therapy interventions. All students are expected to perform these essential functions with or without accommodations throughout the PTA program.

- **Critical Thinking/ Problem Solving Skills**
  - Ability to collect, interpret and integrate information and make decisions.
- **Interpersonal Skills**
  - Ability to collaboratively work with all PTA students and with program faculty in the classroom, lab and clinical setting.
- **Behavioral/Emotional/Social Coping Skills**
  - Ability to respond appropriately to stressful environments or during impending deadlines.
- **Communication Skills**
  - Ability to communicate effectively in English using verbal, nonverbal and written formats with faculty, other students, patients, families, and health care workers.
- **Physical Mobility/Motor Skills**
  - Sufficient motor ability to execute the movement and skills required for safe and effective physical therapy treatment.
- **Sensory Abilities**
  - Sufficient auditory, visual and tactile ability to monitor and assess health needs. Monitor and assess patient's health needs with sufficient auditory, visual and tactile acuity.
- **Professionalism**
  - Ability to demonstrate professional behaviors and a strong work ethic.

### Transferring to PT School

BCC students transfer to schools such as American International College and Russell Sage College that provide opportunities to complete physical therapy programs. For more information, contact Michele Darroch, PT, M.Ed., DPT, Program Advisor of BCC's PTA program.

### Expected Outcomes

Graduates of this program should be able to:

- Competent entry-level PT interventions working under the supervision of a licensed physical therapist;
- Effective communication skills in a culturally sensitive manner with all members of the healthcare team; and
- Legal, professional and ethical behavior guided by the "Guide for Conduct of the PTA" and jurisdictional law.

### Admission Requirements

Students must submit a college 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 Fall 2019.** 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:

- Reading and writing competency at a college level as shown through the Accuplacer assessment, or by completion of a college composition class;
- Completion of MAT-029 (or MAT-029C) 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 within 2 years of current application, high school Biology with a second year of Advanced Biology or AP Biology with a grade of B (80) 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 PTA support courses with a grade of C or better; and
- 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.

# PROGRAMS OF STUDY *Allied Health*

## ► Graduation Requirements

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

<b>PROGRAM COURSES</b>		<b>48 CREDITS</b>
AHS-129	Medical Terminology.....	3
AHS-230	Pathophysiology.....	3
BIO-201	Anatomy & Physiology I.....	4
BIO-202	Anatomy & 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 <sup>1</sup> .....	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 <sup>1</sup> .....	4
PTA-260	Clinical Education III <sup>1</sup> .....	4
<b>GENERAL EDUCATION COURSES</b>		<b>18 CREDITS</b>
COM	Communication <sup>2</sup> .....	3
ENG	English Composition/Writing <sup>3</sup> .....	6
MAT	Mathematics <sup>4</sup> .....	3
PHY	Physics <sup>5</sup> .....	3
	Behavioral & Social Science.....	3
	General Education Elective <sup>6</sup> .....	3
<b>ADDITIONAL REQUIREMENTS</b>		
Core Competencies Portfolio.....4 items		
FORUM.....4 units		
Health/Fitness <sup>7</sup> .....30 hours		
Minimum grade required in each program course.....2.000		
Minimum Cumulative Average		
Overall.....2.000		
Program requirements.....2.000		

### FOOTNOTES

- Students must be immunized prior to the start of the PTA program and must maintain currency throughout the curriculum.
- Communication chosen from COM-105 or COM-107.
- English Composition/Writing chosen from ENG-101 and ENG-102, or ENG-103 and ENG-104.
- 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.
- Physics chosen from PHY-111 or higher level.
- General Education Elective chosen from History, Humanities and Fine Arts, Environmental Studies.
- Fulfilled by successful completion of PTA-100.

## ► Suggested Pathway to Graduation

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.

Course numbers in **BOLD** indicate GPSTEM milestone courses. They are critical for program success and should be taken in the order shown.

<b>FIRST SEMESTER</b>		<b>18 CREDITS</b>
AHS-129	Medical Terminology.....	3
BIO-201	Anatomy & Physiology I.....	4
PTA-100	Introduction to Physical Therapy.....	2
<b>PTA-102</b>	Structural Anatomy.....	3
ENG	English Composition/Writing <sup>3</sup> .....	3
PHY	Physics <sup>5</sup> .....	3
<b>SECOND SEMESTER</b>		<b>17 CREDITS</b>
AHS-230	Pathophysiology.....	3
BIO-202	Anatomy & Physiology II.....	4
<b>PTA-101</b>	Physical Therapist Assistant I.....	4
<b>PTA-115</b>	Functional Anatomy.....	3
COM	Communication <sup>2</sup> .....	3
<b>SUMMER SESSION</b>		<b>2 CREDITS</b>
PTA-150	Clinical Education I <sup>1</sup> .....	2
<b>THIRD SEMESTER</b>		<b>14 CREDITS</b>
<b>PTA-200</b>	Rehab Neurology.....	3
PTA-202	Therapeutic Exercise.....	4
PTA-250	Clinical Education II <sup>1</sup> .....	4
ENG	English Composition/Writing <sup>3</sup> .....	3
<b>FOURTH SEMESTER</b>		<b>15 CREDITS</b>
<b>PTA-201</b>	Physical Therapist Assistant II.....	2
PTA-203	PTA Seminar.....	3
PTA-260	Clinical Education III <sup>1</sup> .....	4
	Behavioral & Social Science.....	3
	General Education Elective <sup>6</sup> .....	3

### NOTES

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.

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.

**CORI** ✓ Any prior criminal offense could hinder placement in clinical agencies and the ability to take the national licensure examination. See *Criminal & Sex Offender Record Information Checks* on page 13 for details.



Erin Murphy

## Three-Year PTA Program Student Outcomes (2014–2016)

(2014–2016 represents one graduating class.)

- Graduation rate — 86.4%
- First-time licensure examination pass rate — 88.9%
- Ultimate licensure examination pass rate — 94.4%
- Employment rate — 100%



# PROGRAMS OF STUDY Allied Health

**AS** ASSOCIATE IN SCIENCE, ALLIED HEALTH

## RESPIRATORY CARE

**Program Advisor:** Thomas Carey, RRT, MPH  
413-236-4526 • [tcarey@berkshirecc.edu](mailto:tcarey@berkshirecc.edu)

This program is accredited by The Commission on Accreditation for Respiratory Care (CoARC), [www.CoARC.com](http://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. A related major at the baccalaureate level is respiratory care.

### Essential Functions

Enrollment in the Respiratory Therapy program requires that the student, with or without reasonable accommodations (see *Notes*), must be able to:

#### • Physical Stamina Required

- Lift up to 50 lbs. to assist moving patients, supplies, equipment;
- Stoop to adjust equipment;
- Kneel to manipulate equipment, perform CPR, plug in electrical equipment;
- Reach overhead lights, equipment, cabinets, and stocking, and attach oxygen to outlets;
- Demonstrate motor skills and manual dexterity to store and move small and large equipment, apply sterile gloves, take BP, operate computers, perform CPR, utilize syringes, tubes and catheters, set up and maintain a sterile field;
- Stand for prolonged periods of time to deliver therapy, check equipment and patient; and perform surgical procedures;
- Feel to palpate pulses, perform physical exams, feel arteries or veins for puncture, and assess skin temperature;
- Push and pull large wheeled equipment (mechanical ventilators, wheelchairs, equipment with patients, x-ray equipment, EKG machines and office equipment);

- Walk for extended periods of time;
  - Walk quickly or run (with a sense of urgency) to respond to emergency calls or assist in critically-ill patient transports;
  - Manipulate small instruments, syringes, and knobs and dials associated with diagnostic or therapeutic devices;
  - Hear verbal directions, alarms, telephone; hear through a stethoscope for heart sounds, lung sounds and blood pressure;
  - See patient conditions such as skin color, work of breathing; read small print and calibration on equipment; perceive color;
  - Communicate goals and procedures to patients in English;
  - Read typed, handwritten, computer information in English; and
  - Write and communicate pertinent information (patient assessment, outcome assessments) in English.
- #### • Mental Attitude
- Function safely, effectively and calmly under stressful situations;
  - Maintain composure and concentration while managing multiple tasks simultaneously;
  - Prioritize multiple tasks;
  - Demonstrate social skills (respectfulness, politeness, discretion) necessary to interact with patients, families, coworkers — of the same or different cultures — and to work as a team;
  - Maintain personal hygiene consistent with close contact during direct patient care;
  - Display the actions and attitudes consistent with ethical standards of the profession; and
  - Understand the potential for exposure to blood borne pathogens.



Anti-smoking demonstration by Respiratory Care students at Wellness Day 2017

Erin Murphy

# PROGRAMS OF STUDY *Allied Health*

## 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 2020.

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 INCLUDE:

- Reading and writing competency at a college level as shown through the Accuplacer assessment, or by completion of a college composition class;
- Completion of MAT-136 or MAT-102 (or MAT-102C);
- Within five years completion of college chemistry (CHM-150 or CHM-101) 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 percent) 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 COURSES		44 CREDITS
AHS-121	The Essentials of Pharmacology .....	3
AHS-230	Pathophysiology .....	3
BIO-201	Anatomy & Physiology I.....	4
BIO-202	Anatomy & Physiology II.....	4
BIO-207	Microbiology .....	4
RSP-105	Respiratory Care I: Theory & Practice .....	7
RSP-107	Respiratory Care Practicum.....	2
RSP-205	Respiratory Care II: Theory & Practice .....	7
RSP-207	Respiratory Care III: Theory & Practice .....	8
RSP-241	Cardiopulmonary Anatomy & Physiology .....	2

GENERAL EDUCATION COURSES		21 CREDITS
CHM	Chemistry <sup>1</sup> .....	3
COM	Communication <sup>2</sup> .....	3
ENG	English Composition/Writing <sup>3</sup> .....	6
MAT	Mathematics <sup>4</sup> .....	3
	Behavioral & Social Science.....	3
	General Education Elective <sup>5</sup> .....	3

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness <sup>6</sup> .....	30 hours
Minimum grade required in each RSP course.....	2.000
Minimum Cumulative Average	
Overall.....	2.000
Program requirements (RSP courses).....	2.000

### FOOTNOTES

1. Chemistry chosen from CHM-150 or higher level.
2. Communication chosen from COM-105 or COM-107.
3. English Composition/Writing chosen from ENG-101 and ENG-102, or ENG-103 and ENG-104.
4. Mathematics at a level of MAT-136 or MAT-102 (or MAT-102C), or at a higher level prior to matriculation in the Respiratory Care program.
5. General Education Elective chosen from History, Humanities and Fine Arts, or Environmental Studies.
6. Fulfilled by successful completion of RSP-105.

## ► Suggested Pathway to Graduation

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 & Physiology I.....	4
CHM	Chemistry <sup>1</sup> .....	3
ENG	English Composition/Writing <sup>3</sup> .....	3
MAT	Mathematics <sup>4</sup> .....	3
	Behavioral & Social Science.....	3

SECOND SEMESTER		17 CREDITS
AHS-121	The Essentials of Pharmacology .....	3
BIO-202	Anatomy & Physiology II.....	4
RSP-105	Respiratory Care I .....	7
ENG	English Composition/Writing <sup>3</sup> .....	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 & Physiology .....	2

FOURTH SEMESTER		14 CREDITS
RSP-207	Respiratory Care III.....	8
COM	Communication <sup>2</sup> .....	3
	General Education Elective <sup>5</sup> .....	3

### NOTES

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.

There are specific sensory, motor and psychosocial skills needed to successfully complete the Respiratory Care 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.

**CORI** ✓ Any prior criminal offense could hinder placement in clinical agencies and the ability to become licensed in this field. See *Criminal & Sex Offender Record Information Checks* on page 13 for details.

# PROGRAMS OF STUDY Health Science

AS

ASSOCIATE IN SCIENCE, HEALTH SCIENCE

## HEALTH SCIENCE OPTION

**Program Advisor:** Chris Aylesworth, DVM  
413-236-2107 • caylesworth@berkshirecc.edu

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 makes it possible for students to complete an associate degree in Health Science.

### Expected Outcomes

Graduates of this program 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;
- Use critical thinking and problem solving skills in health care environments;
- Acquire skills and information to help students be better health care consumers; and
- 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 following additional requirements.

PROGRAM COURSES	35 CREDITS
AHS-111 Patient Skills/Career Exploration .....	3
AHS-129 Medical Terminology .....	3
AHS-150 Introduction to Nutrition.....	3
BIO-201 Anatomy & Physiology I.....	4
BIO-202 Anatomy & Physiology II.....	4
PSY-107 Introductory Psychology.....	3
SOC-105 Introductory Sociology .....	3
Program Electives <sup>1</sup> .....	12

GENERAL EDUCATION COURSES	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 <sup>2</sup> .....	3
General Education Electives <sup>3</sup> .....	9
Program Electives <sup>1</sup> .....	5

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness <sup>4</sup> .....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
Program requirements .....	2.000

### ► Suggested Pathway to Graduation

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 <sup>2</sup> .....	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 <sup>3</sup> .....	3
Program Elective <sup>1</sup> .....	4

THIRD SEMESTER	16 CREDITS
AHS-150 Introduction to Nutrition.....	3
BIO-201 Anatomy & Physiology I.....	4
General Education Electives <sup>3</sup> .....	3
Program Electives <sup>1</sup> .....	6

FOURTH SEMESTER	17 CREDITS
BIO-202 Anatomy & Physiology II.....	4
Communication.....	3
Program Electives <sup>1</sup> .....	7
General Education Elective <sup>3</sup> .....	3

### FOOTNOTES

1. Program electives can be taken from departments in Health and/or Sciences. It is recommended that you consult with your advisor for appropriate selection of courses.
2. Students interested in the Physical Therapist 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.
4. Fulfilled by successful completion of AHS-111.

# PROGRAMS OF STUDY Health Science

## CERTIFICATE, HEALTH SCIENCE

### COMMUNITY HEALTH WORKER

**Program Advisor:** Chris Aylesworth, DVM  
413-236-2107 • caylesworth@berkshirecc.edu

The Community Health Worker (CHW) certificate program offers classroom and field training for frontline public health workers. Students learn to deliver a range of services including community and individual needs assessment, outreach, home visits, health care system navigation, health and wellness education, and client-centered counselling. The certificate courses provide rigorous training for CHWs to serve as advocates and liaisons between health/social service providers and the community to facilitate access to existing resources and improve the quality and cultural appropriateness of service delivery. The courses use interactive learning techniques to develop skills such as interpersonal and interprofessional communication, social and cultural sensitivity, leadership, conflict resolution, professional and ethical conduct, community participation, appropriate record keeping, and many others. The field experience (practicum) places future CHWs at Berkshire County companies and organizations where students gain guided first-hand experience in working for a service organization and applying classroom knowledge. In collaboration with local community stakeholders, Berkshire Community College has developed the program to closely match the requirements suggested by the Massachusetts Board of Certification of Community Health Workers and American Public Health Association.

#### Admission Requirements

Admission to the program will be based on an open enrollment basis. Students will be admitted to the CHW Certificate program as a cohort to start in the fall and continue into the spring semester. Students who enroll in the certificate program must fill out an application and have a high school transcript (or equivalent).

#### Expected Outcomes

Graduates of this program should be able to:

- Conduct outreach work with individuals, groups, organizations, and at the community level;
- Plan and implement individual and community assessment;
- Communicate effectively with clients, community members, and professional colleagues;
- Adapt and employ techniques and strategies for interacting sensitively and efficiently in the contexts involving different cultural, socioeconomic, demographic, and professional groups;
- Develop, implement, and coordinate health education initiatives/projects that aim to promote healthy behavior change;
- Navigate local, state, and federal programs and nonprofit organization services related to health insurance, public

health, social services, and other resources to protect and promote good health;

- Use key public health concepts and approaches in systematic solving of health care and public health problems;
- Use advocacy and community capacity building strategies to advance the interests of clients, their families, and local communities;
- Demonstrate skills of effective reporting, record keeping, program evaluation, and proper documentation; and
- Demonstrate professional skills and conduct accordance with the Massachusetts Code of Ethics for Community Health Workers and the Health Insurance Portability and Accountability Act (HIPAA).

#### ► Graduation Requirements

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

PROGRAM COURSES	28 CREDITS
BCC-101 Success Seminar (for Health) .....	1
ENG-101 Composition I .....	3
AHS 111 Intro to Patient Care Skills & Health Career Exploration .....	3
AHS-148 Responding to Medical Emergencies.....	2
CHW-110 Essential Health Topics for Community Health Workers.....	3
CHW-120 Community Health Worker Core Competencies .....	4
CHW-210 Intro to Public Health.....	3
CHW-220 Practicum for Community Health Worker .....	3

Professional electives chosen from the following:

PROFESSIONAL ELECTIVES	6 CREDITS
PSY-107 Introductory Psychology .....	3
SOC-105 Introductory Sociology .....	3
COM-104 Intro to Interpersonal Communication .....	3
CRJ-108 Substance Abuse Education.....	3
ECE-122 Special Needs in Early Childhood Education .....	3
HSV-135 Introduction to Community Resources .....	3
PSY-280 Interviewing & Counseling .....	3
PSY-226 Abnormal Psychology.....	3
SOC-212 Social Welfare & Social Policy .....	3
SOC-208 Contemporary Social Problems.....	3

#### ► Suggested Pathway to Graduation

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

FIRST SEMESTER	14 CREDITS
BCC-101 Success Seminar (for Health) .....	1
ENG-101 Composition 1 .....	3
CHW-110 Essential Health Topics for Community Health Workers.....	3
CHW-120 Community Health Worker Core Competencies .....	4

SUGGESTED ELECTIVES (CHOOSE ONE)	
PSY-107 Introductory Psychology .....	3
SOC-105 Introductory Sociology .....	3
COM-104 Intro to Interpersonal Communication .....	3

SECOND SEMESTER	14 CREDITS
CHW-210 Intro to Public Health.....	3
CHW-220 Practicum for Community Health Worker .....	3
AHS-111 Intro to Patient Care Skills & Health Career Exploration .....	3
AHS-148 Responding to Medical Emergencies.....	2

SUGGESTED ELECTIVES (CHOOSE ONE)	
CRJ-108 Substance Abuse Education.....	3
ECE-122 Special Needs in Early Childhood Education .....	3
HSV-135 Intro to Community Resources .....	3
PSY-280 Interviewing & Counseling .....	3
PSY-226 Abnormal Psychology.....	3
SOC-212 Social Welfare & Social Policy .....	3
SOC-208 Contemporary Social Problems.....	3

#### NOTES

This workforce program was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.

Equal Opportunity Is the Law: It is against the law for this recipient of Federal financial assistance to discriminate on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the U.S. Auxiliary aids and services are available upon request to individuals with disabilities. If you think that you have been subjected to discrimination, you may file a complaint within 180 days with either the recipient's Equal Opportunity Officer or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.



# PROGRAMS OF STUDY Health Science at McCann

AS ASSOCIATE IN SCIENCE, HEALTH SCIENCE

## DENTAL ASSISTING OPTION

**BCC Program Advisor:** Chris Aylesworth, DVM  
413-236-2107 • caylesworth@berkshirecc.edu

**Note:** Dental Assisting Studies (AHS-172) is offered only at McCann Technical School.

Dental assistants are in great demand. It is a career with security, variety, prestige and respect. Employment is expected to grow 39 percent from 2008 to 2018 according to the U.S. Bureau of Labor Statistics. An aging population keeping their natural teeth and an increased focus on preventative dental care for younger generations create this increased demand for dental services. Job opportunities can be found in private and group practices, clinics within local hospitals, in the armed services, or as an instructor in a dental assistant program. Dental assistants are members of the dental care team who 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  
413-663-5383, ext. 183 • mracette@mccanntech.org

In existence since 1962, the McCann dental assistant program 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 COURSES	43 CREDITS
AHS-103 Nutritional Awareness.....	1
AHS-172 Dental Assisting Studies <sup>1</sup> .....	32
AHS-150 Introduction to Nutrition.....	3
BIO-150 Introduction to the Human Body.....	3
CIS-102 Fundamental Computer Literacy.....	4

GENERAL EDUCATION COURSES	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 <sup>2</sup> .....	3

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness <sup>3</sup> .....	30 hours
Current DANB Certification or Certification Eligibility	
Minimum grade required in each program course.....	2.000
Minimum Cumulative Average	
Overall.....	2.000
Program requirements.....	2.000

### ► Suggested Pathway to Graduation

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

AHS-103 Nutritional Awareness	
AHS-172 Dental Assisting Studies <sup>1</sup>	
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 <sup>2</sup>	

### FOOTNOTES — DENTAL ASSISTING OPTION

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

AS ASSOCIATE IN SCIENCE, HEALTH SCIENCE

## MEDICAL ASSISTING OPTION

**BCC Program Advisor:** Chris Aylesworth, DVM  
413-236-2107 • caylesworth@berkshirecc.edu

**Note:** Medical Assisting Studies (AHS-170) is 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.

Medical assisting offers many opportunities for advancement. Certified medical assistants can advance to office manager, clinical supervisor, or a variety of administrative positions.

The McCann Medical Assisting program, established in 1962, is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL, 33763. 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  
413-663-5383, ext. 182 • tleclair@mccanntech.org

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 COURSES	43 CREDITS
AHS-103 Nutritional Awareness.....	1
AHS-170 Medical Assisting Studies <sup>1</sup> .....	32
BIO-150 Introduction to the Human Body.....	3
BIO-207 Microbiology.....	4
PSY-204 Human Growth & Development.....	3

GENERAL EDUCATION COURSES	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 <sup>2</sup> .....	3

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness <sup>3</sup> .....	30 hours
Current AAMA Certification or Certification Eligibility	
Minimum Cumulative Average Overall.....	2.000

## ► Suggested Pathway to Graduation

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

AHS-103 Nutritional Awareness
AHS-170 Medical Assisting Studies <sup>1</sup>
BIO-150 Introduction to the Human Body
PSY-204 Human Growth & 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 <sup>2</sup>

### FOOTNOTES — MEDICAL ASSISTING OPTION

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

## AS ASSOCIATE IN SCIENCE, HEALTH SCIENCE

### SURGICAL TECHNOLOGY OPTION

**BCC Program Advisor:** Chris Aylesworth, DVM  
413-236-2107 • caylesworth@berkshirecc.edu

**Note:** *Surgical Technology Studies (AHS-171) is offered only at McCann Technical School.*

*The number of surgical procedures is expected to continue to rise as the population continues to grow and age, creating an increase in employment opportunities for surgical technologists.*

#### —U.S. Bureau of Labor Statistics

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.

McCann's program includes components of the basic sciences, operating room practices and procedures, safe patient care, operating room technique, surgical procedures and clinical practice. This will be accomplished by preparing competent graduates in the cognitive, psychomotor and affective domains of learning and meeting or exceeding the criteria set forth in the current Standards and Guidelines for an accredited program in surgical technology.

Established in 1963, the McCann surgical technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Accreditation Review Council on Education and Surgical Technology and Surgical Assisting ([www.arcst.org](http://www.arcst.org)). McCann graduates are eligible to sit for the national board exam given by the National Board of Surgical Technology and Surgical Assisting ([www.nbtsa.org](http://www.nbtsa.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  
413-663-5383, ext. 180 • [jhescock@mccanntech.org](mailto:jhescock@mccanntech.org)

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 COURSES	43 CREDITS
AHS-103 Nutritional Awareness.....	1
AHS-171 Surgical Technology Studies <sup>1</sup> .....	32
AHS-121 Essentials of Pharmacology.....	3
BIO-150 Introduction to the Human Body.....	3
BIO-207 Microbiology.....	4

GENERAL EDUCATION COURSES	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 <sup>2</sup> .....	3

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness <sup>3</sup> .....	30 hours
Current LCC-ST Certification or Certification Eligibility	
Minimum Cumulative Average Overall.....	2.000

## ► Suggested Pathway to Graduation

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

AHS-103 Nutritional Awareness
AHS-171 Surgical Technology Studies <sup>1</sup>
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 <sup>2</sup>

### FOOTNOTES — SURGICAL TECHNOLOGY OPTION

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

# PROGRAMS OF STUDY Business

**AA** ASSOCIATE IN ARTS

## BUSINESS ADMINISTRATION

**Program Advisor:** Wendy Meehan  
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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 30).

### 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; and
- 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 COURSES	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 <sup>3</sup> .....	3
CIS-102 Fundamental Computer Literacy .....	4
CIS-225 Spreadsheets/Database for Professionals .....	4
ECO-212 Principles of Macroeconomics .....	3

GENERAL EDUCATION COURSES	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) <sup>4</sup> .....	4
MAT Mathematics <sup>1</sup> .....	3
Environmental Studies <sup>2</sup> .....	1
Humanities & Fine Arts .....	6
Natural or Physical Science <sup>2</sup> .....	8

ADDITIONAL REQUIREMENTS	
Core Competencies Portfolio .....	4 items
FORUM .....	4 units
Health/Fitness .....	30 hours
Minimum Cumulative Average	
Overall .....	2.000
All required BUS & ECO courses & CIS-102 courses & science electives .....	2.000

### ► Suggested Pathway to Graduation

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) <sup>4</sup> .....	4

SECOND SEMESTER	15 CREDITS
BUS-112 Principles of Accounting II .....	3
BUS Elective .....	3
COM Communication .....	3
ENG English Composition/Writing .....	3
MAT Mathematics <sup>1</sup> .....	3

THIRD SEMESTER	16 CREDITS
BUS-220 Managerial Accounting .....	3
BUS Elective <sup>3</sup> .....	3
ECO-212 Principles of Macroeconomics .....	3
Humanities & Fine Arts .....	3
Natural or Physical Science <sup>2</sup> .....	4

FOURTH SEMESTER	15 CREDITS
ECO-211 Principles of Microeconomics .....	3
HIS History .....	3
Environmental Studies <sup>2</sup> .....	1
Free Elective <sup>4</sup> .....	1
Humanities & Fine Arts .....	3
Natural or Physical Science <sup>2</sup> .....	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 Elective 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 MAT-121 (or higher) requirement with a 3-credit course will need to add 1 free elective credit.

# PROGRAMS OF STUDY Business

**AS** ASSOCIATE IN SCIENCE

## BUSINESS CAREERS

**Program Advisor:** Wendy Meehan  
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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; and
- 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 COURSES	37 CREDITS
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
CIS-225 Spreadsheets & Databases for Professionals.....	4
Free Elective .....	3
Professional Electives <sup>2</sup> .....	8

GENERAL EDUCATION COURSES	24 CREDITS
BUS-105 Business Mathematics or	
MAT Mathematics <sup>1</sup> .....	3
COM Communication.....	3
ECO-211 Principles of Microeconomics .....	3
ECO-212 Principles of Macroeconomics .....	3
ENG English Composition/Writing.....	6
General Education Elective <sup>3</sup> .....	3
Humanities & Fine Arts .....	3

ADDITIONAL	AS SHOWN
Core Competencies Portfolio .....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
All program requirements (except the free electives) .....	2.000

### ► Suggested Pathway to Graduation

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 <sup>1</sup> .....	3
ENG English Composition/Writing.....	3

SECOND SEMESTER	16 CREDITS
BUS-112 Principles of Accounting II .....	3
CIS-225 Spreadsheets & Databases for Professionals.....	4
COM Communication.....	3
ENG English Composition/Writing.....	3
Humanities & Fine Arts .....	3

THIRD SEMESTER	15 CREDITS
BUS Elective .....	3
Free Elective .....	3
Professional Elective <sup>2</sup> .....	3
ECO-212 Principles of Macroeconomics .....	3
General Education Elective <sup>3</sup> .....	3

FOURTH SEMESTER	14 CREDITS
BUS-247 Business Communications .....	3
BUS Elective .....	3
Professional Electives <sup>2</sup> .....	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 BUS, CIS, CUL, ECO, and HSP courses.
3. General Education Elective chosen from History, Natural or Physical Science, Environmental Studies.



# PROGRAMS OF STUDY *Business*

**AS** ASSOCIATE IN SCIENCE, BUSINESS CAREERS

## HEALTH INFORMATION MANAGEMENT OPTION

**Program Advisor:** Charles Kaminski  
413-236-2105 • ckaminski@berkshirecc.edu

This flexible program is designed for students seeking a higher credential toward 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; and
- 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 COURSES		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 COURSES		24 CREDITS
BUS-105	Business Mathematics or	
MAT	Mathematics <sup>1</sup> .....	3
COM	Communication.....	3
ECO-211	Principles of Microeconomics .....	3
ECO-212	Principles of Macroeconomics.....	3
ENG	English Composition/Writing.....	6
	General Education Elective <sup>2</sup> .....	3
	Humanities & Fine Arts .....	3

ADDITIONAL	AS SHOWN
Core Competencies Portfolio .....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
All Required HIM Courses .....	2.000

### ► Suggested Pathway to Graduation

The Business Careers—Health Information Management Option A.S. Degree does not have a suggested block of completion because it is designed to be a flexible program.

#### 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).



Erin Murphy

# PROGRAMS OF STUDY **Business**

## CERTIFICATE

### HEALTH INFORMATION MANAGEMENT

**Program Advisor:** Charles Kaminski  
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The Health Information Management Certificate is designed for students with a background in medical coding that look toward 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 career-building credential, this program also allows for student continuation in the Health Information Management option of BCC's Business Careers associate 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 strong 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; and
- 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.

PROGRAM COURSES	22 CREDITS
AHS-115 Fundamentals of Human Disease .....	3
AHS-121 Essentials of Pharmacology.....	3
BIO-150 Introduction to the Human Body.....	3
CIS-102 Fundamental Computer Literacy.....	4
ENG-101 Composition I .....	3
HIM-106 Medical Coding II .....	3
HIM-132 Reimbursement Methodologies .....	3

#### ADDITIONAL REQUIREMENTS

Demonstrated college-level skills in reading & writing	
Minimum Cumulative Average	
Overall.....	2.000
Program requirements .....	2.000

#### NOTE

This workforce solution is 100 percent funded by a grant awarded by the U.S. Department of Labor, Employment and Training Administration, TAACCT grant agreement #TC-22505-11-60-A-25. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. Massachusetts Community Colleges are equal opportunity employers. Adaptive equipment available upon request for persons with disabilities.

## CERTIFICATE, HEALTH INFORMATION

### MEDICAL CODING TECHNICAL SKILLS

**Program Advisor:** Charles Kaminski  
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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.

#### 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 strong computer skills; and
- 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.

PROGRAM COURSES	16 CREDITS
AHS-129 Medical Terminology.....	3
BIO-150 Introduction to the Human Body.....	3
CIS-102 Fundamental Computer Literacy .....	4
HIM-102 Basic Procedure Coding.....	3
HIM-105 Medical Coding I .....	3

#### ADDITIONAL REQUIREMENTS

Demonstrated college-level skills in reading & writing	
Minimum Cumulative Average	
Overall.....	2.000
Program requirements .....	2.000



Jaclyn Kolobys

Students listen to a reading from the 2017 *Zine*, BCC's Journal of literary and visual arts.

# PROGRAMS OF STUDY Computer Information Systems

**AS** ASSOCIATE IN SCIENCE,  
COMPUTER INFORMATION SYSTEMS

## BUSINESS SYSTEMS OPTION

**Program Advisor:** Gregory Panczner  
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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, analysis and design are 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; and
- 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 COURSES		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 & 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 <sup>1</sup> .....	3
	Free Elective .....	2

GENERAL EDUCATION COURSES		21 CREDITS
COM	Communication .....	3
ECO-212	Principles of Macroeconomics .....	3
ENG	English Composition/Writing .....	6
MAT-123	Elementary Statistics .....	3
	Behavioral & Social Science .....	3
	Humanities & Fine Arts .....	3

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio .....	4 items
FORUM .....	4 units
Health/Fitness .....	30 hours
Minimum Cumulative Average	
Overall .....	2.000
All Required CIS Courses .....	2.000

### ► Suggested Pathway to Graduation

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

FIRST SEMESTER		17 CREDITS
BUS-111	Principles of Accounting I .....	3
CIS-102	Fundamental Computer Literacy .....	4
CIS-124	C++ Programming I .....	4
MAT	Mathematics <sup>1</sup> .....	3
ENG	English Composition/Writing .....	3

SECOND SEMESTER		16 CREDITS
BUS-112	Principles of Accounting II .....	3
CIS-125	C++ Programming II .....	4
ENG	English Composition/Writing .....	3
	Behavioral & Social Science .....	3
	Humanities & Fine Arts .....	3

THIRD SEMESTER		16 CREDITS
CIS-225	Spreadsheets & 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

### FOOTNOTE

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.



# PROGRAMS OF STUDY Computer Information Systems

**AS** ASSOCIATE IN SCIENCE,  
COMPUTER INFORMATION SYSTEMS

## COMPUTER SCIENCE OPTION

**Program Advisor:** Gregory Panczner  
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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. A related major at the baccalaureate level is computer science.

### Expected Outcomes

Graduates of this program should be able to:

- Apply fundamental concepts of programming languages and software development to solve a diverse array of problems and recognize these concepts in different languages;
- Communicate clearly, accurately and succinctly through written and verbal means;
- Work effectively with others to design, develop, evaluate, and present solutions to business and software engineering problems;
- Analyze a problem, gather appropriate data and use logic to solve, and 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 COURSES		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 <sup>2</sup> .....	4
ENT-233	Digital Circuits.....	4
MAT-123	Elementary Statistics.....	3
	Professional Elective <sup>1</sup> .....	3

GENERAL EDUCATION COURSES		23 CREDITS
COM	Communication.....	3
ENG	English Composition/Writing.....	6
ENM-151	Engineering Calculus I.....	4
ENT-161	Engineering Physics I <sup>2</sup> .....	4
	Behavioral & Social Science.....	3
	Humanities & Fine Arts .....	3

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio .....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
All CIS & ENT Courses .....	2.000

### ► Suggested Pathway to Graduation

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 & Social Science.....	3

SECOND SEMESTER		18 CREDITS
CIS-125	C++ Programming II .....	4
ENM-152	Engineering Calculus II.....	4
ENT-161	Engineering Physics I <sup>2</sup> .....	4
ENG	English Composition/Writing.....	3
	Humanities & Fine Arts .....	3

THIRD SEMESTER		15 CREDITS
CIS-231	Computer Science I with Java.....	4
ENT-162	Engineering Physics II <sup>2</sup> .....	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
	Professional Elective <sup>1</sup> .....	3

### FOOTNOTES

1. Professional elective chosen from courses designated CIS or ENT.
2. Two semesters of another laboratory science sequence may be substituted for ENT-161 and ENT-162.

### NOTE

A minimum of three CIS courses must be taken in the five years prior to graduation.

# PROGRAMS OF STUDY Computer Information Systems

**AS** ASSOCIATE IN SCIENCE,  
COMPUTER INFORMATION SYSTEMS

## NETWORKING OPTION

**Program Advisor:** John Osthoff  
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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. A related major at the baccalaureate level is computer science.

✦ This is a GPSTEM program (see page 38).

### 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 LANs (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, and 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 COURSES		44 CREDITS
CIS-102	Fundamental Computer Literacy .....	4
CIS-110	IT Essentials .....	4
CIS-124	C++ Programming I .....	4
CIS-125	C++ Programming II .....	4
CIS-155	Web Development .....	3
CIS-180	Introduction to Networks.....	4
CIS-181	Routing & 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 COURSES		21 CREDITS
COM	Communication.....	3
ENG	English Composition/Writing.....	6
MAT-123	Elementary Statistics.....	3
MAT	Mathematics <sup>1</sup> .....	3
	Behavioral & Social Science.....	3
	Humanities & Fine Arts .....	3

ADDITIONAL REQUIREMENTS	
Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
All CIS Courses .....	2.000

### ► Suggested Pathway to Graduation

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.

Course numbers in **BOLD** indicate GPSTEM milestone courses. They are critical for program success and should be taken in the order shown.

FIRST SEMESTER		18 CREDITS
<b>CIS-102</b>	Fundamental Computer Literacy .....	4
<b>CIS-124</b>	C++ Programming I .....	4
CIS-110	IT Essentials .....	4
ENG	English Composition/Writing.....	3
<b>MAT</b>	Mathematics <sup>1</sup> .....	3

SECOND SEMESTER		18 CREDITS
<b>CIS-125</b>	C++ Programming II .....	4
<b>CIS-180</b>	Introduction to Networks.....	4
CIS-181	Routing & Switching Essentials.....	4
ENG	English Composition/Writing.....	3
	Humanities & Fine Arts .....	3

THIRD SEMESTER		15 CREDITS
CIS-155	Web Development .....	3
CIS-231	Computer Science I with Java.....	4
<b>CIS-240</b>	Scaling Networks .....	4
CIS-241	Connecting Networks.....	4

FOURTH SEMESTER		14 CREDITS
<b>CIS-256</b>	Network Security.....	4
	Free Elective .....	1
COM	Communications .....	3
MAT-123	Statistics .....	3
	Behavioral & Social Science.....	3

#### FOOTNOTE

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.


# PROGRAMS OF STUDY Computer Information Systems

## CERTIFICATE, COMPUTER INFORMATION SYSTEMS

### NETWORKING OPTION

**Program Advisor:** John Osthoff  
413-236-4616 • josthoff@berkshirecc.edu

The Networking Certificate Option of the Computer Information Systems 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 industry certification (CCENT) and is the gateway to achieve higher-level computer networking certifications or academic degrees. Graduates will also have 26 credits toward the Computer Information Systems—Networking Option A.S. Degree (see page 65).

 This is a GPSTEM program (see page 38).

#### 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:
  - 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 LANs (local area networks);
- Communicate clearly, accurately and succinctly through written and verbal means; and
- Transition into the Computer Information Systems A.S. degree program with either the networking or science option.

#### NOTE

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

#### ► Graduation Requirements

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

PROGRAM COURSES	26 CREDITS
CIS-102 Fundamental Computer Literacy .....	4
CIS-110 IT Essentials .....	4
CIS-124 C++ Programming I .....	4
CIS-155 Web Development .....	3
CIS-180 Introduction to Networks.....	4
CIS-181 Routing & Switching Essentials.....	4
ENG English Composition/Writing.....	3

#### ADDITIONAL REQUIREMENTS

Demonstrated college-level skills in reading & writing	
Minimum Cumulative Average	
Overall.....	2.000
Program requirements .....	2.000

#### ► Suggested Pathway to Graduation

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.

Course numbers in **BOLD** indicate GPSTEM milestone courses. They are critical for program success and should be taken in the order shown.

FIRST SEMESTER	12 CREDITS
CIS-102 Fundamental Computer Literacy .....	4
<b>CIS-124</b> C++ Programming I .....	4
CIS-110 IT Essentials .....	4
SECOND SEMESTER	14 CREDITS
CIS-155 Web Development.....	3
<b>CIS-180</b> Introduction to Networks.....	4
CIS-181 Routing & Switching Essentials.....	4
ENG English Composition/Writing.....	3

## CERTIFICATE, COMPUTER INFORMATION SYSTEMS

### PROGRAMMING – BUSINESS OPTION

**Program Advisor:** Gregory Panczner  
413-236-4574 • josthoff@berkshirecc.edu

The Business Option of the Computer Information Systems Programming certificate emphasizes the C++ programming language, as well as some basic business, math and science courses. Graduates of this program may be employed as programmers using one of the following computer languages: C++, or (if selected as a professional elective) Java or HTML/XML. Graduates will also have 19–29 credits toward the Computer Information Systems—Business Systems Option A.S. Degree (see page 63).

#### Expected Outcomes

See *Expected Outcomes* for the Certificate in Computer Information Systems—Networking Option on this page.

#### ► Graduation Requirements

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

PROGRAM COURSES	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 (see options below).....	11

#### ADDITIONAL REQUIREMENTS

Demonstrated college-level skills in reading & writing	
Minimum Cumulative Average	
Overall.....	2.000
Program requirements .....	2.000

# PROGRAMS OF STUDY Computer Information Systems

## ► Suggested Pathway to Graduation

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

FIRST SEMESTER		15 CREDITS
CIS-102	Fundamental Computer Literacy .....	4
CIS-124	C++ Programming I .....	4
COM	Communication or	
ENG	English Composition/Writing.....	3
	Professional Elective (see options below) .....	4
SECOND SEMESTER		14 CREDITS
CIS-125	C++ Programming II .....	4
CIS-155	Web Development.....	3
	Professional Elective (see options below) .....	7
OPTIONS FOR PROFESSIONAL ELECTIVES		CREDITS
BUS-111	Principles of Accounting I .....	3
BUS-112	Principles of Accounting II .....	3
CIS-110	IT Essentials .....	4
CIS-180	Introduction to Networks.....	4
CIS-181	Routing & 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 <sup>1</sup> .....	3
	Free Elective.....	4
	Natural or Physical Lab Science.....	4

### FOOTNOTE

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.

## CERTIFICATE, COMPUTER INFORMATION SYSTEMS

### PROGRAMMING – TECHNICAL OPTION

**Program Advisor:** Gregory Panczner  
413-236-4574 • gpanczner@berkshirecc.edu

The Technical Option of the Computer Information Systems Programming certificate emphasizes C++ and web programming languages, as well as some general education courses. Graduates of this program may be employed as programmers using one of the following computer languages: C++, HTML/XHTML, or JAVA if selected as a professional elective. Graduates will also have 25 to 28 credits toward the Computer Information Systems—Computer Science Option A.S. Degree or the Computer Information Systems—Networking Option A.S. Degree (see page 65).

### Expected Outcomes

See *Expected Outcomes* for the Certificate in Computer Information Systems—Networking Option on page 66.

### ► Graduation Requirements

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

PROGRAM COURSES		29 CREDITS
CIS-102	Fundamental Computer Literacy .....	4
CIS-110	IT Essentials .....	4
CIS-124	C++ Programming I .....	4
CIS-125	C++ Programming II .....	4
COM	Communication or	
ENG	English Composition/Writing.....	3
	Professional Electives (see options below).....	10

### ADDITIONAL REQUIREMENTS

Demonstrated college-level skills in reading & writing	
Minimum Cumulative Average	
Overall.....	2.000
Program requirements .....	2.000

## ► Suggested Pathway to Graduation

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-110	IT Essentials .....	4
CIS-124	C++ Programming I .....	4
COM	Communication or	
ENG	English Composition/Writing.....	3
SECOND SEMESTER		14 CREDITS
CIS-125	C++ Programming II .....	4
	Professional Elective (see options below) .....	10
OPTIONS FOR PROFESSIONAL ELECTIVES		CREDITS
CIS-155	Web Development.....	3
CIS-180	Introduction to Networks.....	4
CIS-181	Routing & 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-256	Network Security.....	4
MAT	Mathematics <sup>1</sup> .....	3
	Free Elective.....	4
	Natural or Physical Lab Science.....	4

### FOOTNOTE

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

### NOTE

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



# PROGRAMS OF STUDY Criminal Justice

AS

ASSOCIATE IN SCIENCE

## CRIMINAL JUSTICE

**Program Advisor:** Reena Bucknell  
413-236-4551 • rbucknell@berkshirecc.edu

The Criminal Justice program offers career preparation at the local, state or federal level in areas of law enforcement, corrections, private security, and other criminal justice work. Courses also provide upgrading of skills for those currently in the field. A student planning to transfer to a baccalaureate program should work closely with the Criminal Justice program 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, criminology and public administration.

### 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; and
- 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 COURSES	36 CREDITS
CRJ-105 Introduction to Criminal Justice .....	3
CRJ-108 Substance Abuse Education.....	3
CRJ-109 Police & 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 & the Law .....	3
PSY-107 Introductory Psychology.....	3
SOC-105 Introductory Sociology .....	3
Professional Elective <sup>3</sup> .....	3

GENERAL EDUCATION COURSES	24 CREDITS
COM Communication.....	3
ENG English Composition/Writing.....	6
MAT Mathematics <sup>1</sup> .....	3
History or Government <sup>2</sup> .....	3
Humanities & Fine Arts.....	6
Natural or Physical Science or	
Environmental Studies.....	3

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness <sup>4</sup> .....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
Program requirements .....	2.000

### ► Suggested Pathway to Graduation

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 <sup>1</sup> .....	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 & Community Relations.....	3
CRJ-123 Criminal Procedures .....	3
History or Government <sup>2</sup> .....	3
Humanities & 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 & the Law .....	3
Professional Elective <sup>3</sup> .....	3
Humanities & 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, HIS-121, HIS-122, or HIS-225.
3. Professional Elective chosen from CIS-102, SOC-219, HSV-135, SOC-208, SOC-216, SPA-101, SPA-131, or others with program advisor approval.
4. Health/Fitness requirement is fulfilled by successful completion of CRJ-108.

### NOTE

All students in the Criminal Justice Program are encouraged to take BCC-101 early on in their studies at BCC.



Commencement 2017

Erin Murphy

# PROGRAMS OF STUDY Education

**AA** ASSOCIATE IN ARTS, LIBERAL ARTS

## EARLY CHILDHOOD EDUCATION

**Program Advisor:** Patricia Kay, M.Ed.  
413-236-4626 • pkay@berkshirecc.edu

The Early Childhood Education program at BCC offers several pathways for students to pursue their career goals. Two certificate programs plus two degree programs are available for students with varying needs. **Certificates** offer stackable courses that may lead to degree opportunities. Courses outlined in the **Associate in Arts** program meet the Massachusetts Transfer Compact and provide a strong foundation for students continuing on to a bachelor's degree while the **Associate in Science** program prepares students to immediately enter the work force.

The curriculum stresses the synthesis of theory and practice. Techniques of working with individual students, addressing group needs, and demonstrating respect for culture and community are emphasized. Program models from around the world and current research on neuroscience is examined while focusing on developmentally appropriate practice as defined by the Massachusetts Department of Early Education and Care and the National Association for the Education of Young Children. Courses are aligned with the Massachusetts Department of Early Education and Care and NAEYC core competencies.

The **ASSOCIATE OF ARTS** in Early Childhood Education is a *transfer* degree, designed to include the General Education courses required to transfer to a 4-year college.

### Essential Functions

Students in this program must be able to:

- Conduct observations to assess child development. Therefore, the student must demonstrate the ability to see children's actions and hear children's words;
- Communicate effectively, safely and efficiently by:
  - Explaining procedures,
  - Receiving information from others,
  - Receiving information from written documents, and
  - Exhibiting appropriate interpersonal skills;
- Develop and carry out lesson plans in a classroom;
- Stand/move about a classroom and assist young children with tasks involving dressing, eating and manipulating materials;
- Facilitate the development of a child's self-esteem, trust and respect through positive, constructive interactions in both group and individual settings;
- Use hands to grasp, operate and manipulate scissors, glue, etc., sit on floor or in small chairs, and stand for prolonged periods;
- Assist with child guidance;
- Help prepare and maintain classroom environment;
- Pay attention to the safety of children at all times;
- Anticipate and respond to the needs of children and staff;

- Interact in a manner appropriate to a child's developmental level;
- Ensure that out-of-classroom pressures (personal, home, school) do not interfere with overall effective student-teaching performance; and
- Possess emotional openness to constructive feedback from supervising teacher; and
- Perform other essential functions, which may be site-specific.

### Expected Outcomes

Graduates of this program should be able to:

- Demonstrate understanding of significant theories of child development and their practical implementation in child care settings;
- Develop practical skills in guiding and interacting with youth from studying various program models;
- Understand diverse family structures and use culturally competent practices to support and communicate with children and families;
- Ensure children's safety, promote health practices and recognize and respond to abuse and neglect;
- Recognize characteristics of high-quality environments and developmentally appropriate curriculum; and
- Understand the goals, benefits and uses of observation and assessment in early childhood.

### NOTES

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.

There are specific sensory, motor and psychosocial skills needed to successfully complete the Early Childhood Education program. Any student who feels he/she will require accommodations with these skills should contact the coordinator of Disability Services.

**CORI** ✓ Any prior criminal offense could hinder placement in practicum agencies and the ability to take national licensure examinations. See *Criminal & Sex Offender Record Information Checks* on page 13 for details.

# PROGRAMS OF STUDY Education

## ► 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 COURSES	28 CREDITS
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 <sup>1</sup> .....	3
Humanities or Fine Arts <sup>2</sup> .....	3
MAT-113 Survey of College Mathematics .....	3
ECE Elective <sup>3</sup> .....	3

GENERAL EDUCATION COURSES	35 CREDITS
COM Communication.....	3
ENG English Composition/Writing.....	6
ENG Literature.....	3
HIS History <sup>6</sup> .....	3
HIS-117 United States History to 1877 .....	3
MAT Mathematics .....	3
PSY-107 Introductory Psychology .....	3
SOC Sociology <sup>4</sup> .....	3
Environmental Studies <sup>5</sup> .....	1
Natural or Physical Science <sup>5</sup> .....	7

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
All required ECE courses .....	2.000

## ► Suggested Pathway to Graduation

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
ECE-101 Early Childhood Growth & Development .....	3
ECE-104 Education: Current Issues & Trends.....	3
HIS-117 United States History to 1877 .....	3
MAT-113 Survey of College Mathematics .....	3
PSY-107 Introductory Psychology .....	3

SECOND SEMESTER	16 CREDITS
COM Communication.....	3
ECE-241 Design Curriculum: Creativity .....	3
ENG English Composition I .....	3
Natural or Physical Science & Lab <sup>5</sup> .....	4
SOC Sociology <sup>4</sup> .....	3

THIRD SEMESTER	18 CREDITS
ECE-123 Early Childhood Ed. Practicum I .....	3
ECE-124 Early Childhood Ed. Seminar I .....	1
ENG-205 Children's Literature <sup>1</sup> .....	3
ENG English Composition II .....	3
Health/Fitness .....	2
HIS History <sup>6</sup> .....	3
Humanities or Fine Arts <sup>2</sup> .....	3

FOURTH SEMESTER	16 CREDITS
ECE-122 Special Needs in Early Childhood Ed. ....	3
ECE Elective <sup>3</sup> .....	3
ENG Literature.....	3
MAT Mathematics .....	3
Natural or Physical Science <sup>5</sup> .....	3
Environmental Studies <sup>5</sup> .....	1

### 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.



New Student Orientation, Fall 2016

Erin Murphy



# PROGRAMS OF STUDY Education

AS ASSOCIATE IN SCIENCE

## EARLY CHILDHOOD EDUCATION

**Program Advisor:** Patricia Kay, M.Ed.  
413-236-4626 • pkay@berkshirecc.edu

The A.S. in Early Childhood Education is a “career degree” meeting the needs of teachers in the field seeking an associate degree as a terminal degree. This option, with more required courses directly relevant to the care and teaching of young children and relating to working with families, provides training for those early childhood educators who choose to remain in the field at an associate degree level. Early Childhood Education (ECE) courses align with MADOECC and NAEYC standards.

### Essential Functions

See *Essential Functions* for the Associate in Arts in Early Childhood Education on page 70.

### Expected Outcomes

See *Expected Outcomes* for the Associate in Arts in Early Childhood Education on page 70.

## Fall 2017 Cohort: Early Childhood Education

BCC’s Early Childhood Education (ECE) degree fosters the qualities of critical thinking and compassion which are essential in teaching and care giving. This commitment to a strong foundation in a teacher’s career pathway has led to the creation of a BCC Early Childhood Education cohort, to begin in September 2017.

In a college setting, a *cohort* is a group of classmates that enters the same program, and completes their courses in tandem.

This program will enable teachers already working in the field to complete their Associate in Science degree in a systematic manner, with hybrid courses meeting on Thursday evenings and online. The cohort will progress through the degree program on a prescribed schedule and classes will run year-round with a one-week break between each course.

Attaining this degree will enable early childhood educators to meet requirements of the Massachusetts Department of Early Education and Care under the Quality Rating and Improvement System. Graduates from this program will be eligible to continue their studies in a bachelor’s degree program or Early Childhood Education licensure pathway.

### ► 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 COURSES	41 CREDITS
ECE-101 Early Childhood Growth & Development .....	3
ECE-104 Education: Current Issues & Trends.....	3
ECE-107 Understanding & 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 & 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 <sup>1</sup> .....	6
Free Electives .....	9

GENERAL EDUCATION COURSES	21 CREDITS
COM Communication.....	3
ENG English Composition/Writing.....	6
ENG-205 Children’s Literature.....	3
MAT Mathematics <sup>2</sup> .....	3
PSY-107 Introductory Psychology.....	3
SOC-105 Introductory Sociology .....	3

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
All required ECE courses .....	2.000

### 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.

### ► Suggested Pathway to Graduation

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
<i>(Pre college courses as needed)</i>	
ECE-101 Early Childhood Growth & Development .....	3
ECE-104 Education: Current Issues & Trends.....	3
PSY-107 Introductory to Psychology .....	3
English Composition/Writing.....	3
Behavioral Science Elective <sup>1</sup> .....	3
SECOND SEMESTER	15 CREDITS
ECE-122 Special Needs in Early Childhood Ed. ....	3
ENG-102 English Composition/Writing.....	3
SOC-105 Introductory Sociology .....	3
Free Elective .....	3
MAT Mathematics <sup>2</sup> .....	3
THIRD SEMESTER	16 CREDITS
ECE-123 Early Childhood Education Practicum I .....	3
ECE-124 Early Childhood Education Seminar I.....	1
ECE-220 Infant & Toddler Care.....	3
ECE-241 Design Curriculum: Creativity .....	3
COM Oral Communication.....	3
Behavioral Science Elective <sup>1</sup> .....	3
FOURTH SEMESTER	16 CREDITS
ECE-107 Understanding & Guiding Children’s Behavior .....	3
ECE-223 Early Childhood Education Practicum II .....	3
ECE-224 Early Childhood Education Seminar II.....	1
ENG-205 Children’s Literature.....	3
Free Electives .....	6

### NOTES

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.

There are specific sensory, motor and psychosocial skills needed to successfully complete the Early Childhood Education program. Any student who feels he/she will require accommodations with these skills should contact the coordinator of Disability Services.

**CORI** ✓ Any prior criminal offense could hinder placement in practicum agencies and the ability to take national licensure examinations. See *Criminal & Sex Offender Record Information Checks* on page 13 for details.

# PROGRAMS OF STUDY Education

## INTRODUCTORY CERTIFICATE

### EARLY CHILDHOOD EDUCATION

**Program Advisor:** Patricia Kay, M.Ed.  
413-236-4626 • pkay@berkshirecc.edu

The Introductory Early Childhood Education certificate is the first pathway 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 MADOECC. 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 COURSES	16 CREDITS
ECE-101 Early Childhood Growth & Development .....	3
ECE-104 Education: Current Issues & Trends.....	3
ECE-123 Early Childhood Education Practicum I .....	3
ECE-124 Early Childhood Education Seminar I.....	1
ENG-101 Composition I .....	3
PSY-107 Introductory Psychology .....	3

#### ADDITIONAL REQUIREMENTS

Demonstrated College-level skills in Reading & 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 & Development
ECE-104	Education: Current Issues & Trends
ECE-123	Early Childhood Education Practicum I
ECE-124	Early Childhood Education Seminar I
ENG-101	Composition I
PSY-107	Introductory Psychology

## INTERMEDIATE CERTIFICATE

### EARLY CHILDHOOD EDUCATION

**Program Advisor:** Patricia Kay, M.Ed.  
13-236-4626 • pkay@berkshirecc.edu

After completion of the Introductory Early Childhood Education certificate or equivalent, students may begin work on this pathway. This certificate, together with nine months of additional experience in the field, prepares people to pursue lead teacher qualification through the MADOECC. 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 COURSES	16 CREDITS
ECE-122 Special Needs In Early Childhood Ed. ....	3
ECE-223 Practicum in Early Childhood .....	3
ECE-224 Seminar in Early Childhood Education .....	1
ECE Early Childhood Electives <sup>1</sup> .....	6
SOC-105 Introductory Sociology or	
SOC-136 Sociology of Marriage & the Family .....	3

#### ADDITIONAL REQUIREMENTS

Demonstrated college-level skills in reading & writing	
Minimum Cumulative Average	
Overall.....	2.000
Program requirements .....	2.000

#### ► Suggested Pathway to Graduation

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 <sup>1</sup>
SOC-105	Introductory Sociology or
SOC-136	Sociology of Marriage & the Family

#### FOOTNOTE

1. One of the early childhood electives must be either ECE-107, Understanding & Guiding Children's Behavior; or ECE-241, Design Curriculum: Creativity. For those seeking to work with infants and toddlers, ECE-220, Infant & Toddler Care, should be taken, and the student should select a practicum in this area.

#### NOTES

Should the student choose to continue toward an associate degree, the appropriate program would be the Liberal Arts concentration in Early Childhood Education. Early childhood electives will not apply to the degree program.

**CORI** ✓ Any prior criminal offense could hinder placement in practicum agencies and the ability to take the national licensure exam. See *Criminal & Sex Offender Record Information Checks* on page 13 for details.

# PROGRAMS OF STUDY Education

**AA** ASSOCIATE IN ARTS, LIBERAL ARTS

## ELEMENTARY EDUCATION

**Program Advisor:** Patricia Kay, M.Ed.  
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The Elementary Education program in Liberal Arts meets the Massachusetts Transfer Compact and lays the groundwork for students to become well-rounded, competent teachers. The curriculum offers a strong foundation in liberal arts courses including Foundations of Education, Introductory Psychology and Children's Literature. Students in the Elementary Education program will go on to pursue a bachelor's degree and fulfill the requirements for the elementary education license and MTEL exam.

### Expected Outcomes

Graduates of this program should be able to:

- Demonstrate a thorough knowledge of child development, educational theories, and curriculum planning;
- Articulate a personal rationale and philosophy of education based on personal values and beliefs;
- Acquire historical background on major events that have influenced education in the United States; and
- Demonstrate competency in general education courses with special emphasis on English, mathematics 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 COURSES		27 CREDITS
EDU-105	Foundations of Education .....	3
ENG-205	Children's Literature.....	3
ENG	Literature <sup>1</sup> .....	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 COURSES		35 CREDITS
COM	Communication.....	3
ECO	Economics.....	3
ENG	English Composition/Writing.....	6
GOV	Government <sup>2</sup> .....	3
HIS	History <sup>5</sup> .....	3
HIS-117	United States History to 1877 .....	3
	Mathematics .....	3
	Environmental Studies <sup>3</sup> .....	1
	Humanities & Fine Arts <sup>4</sup> .....	3
	Natural & Physical Science <sup>3</sup> .....	7

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average, Overall.....	2.000

### FOOTNOTE

1. ENG-215, Introduction to Literature, is recommended. ENG-205, Children's Literature, will not satisfy the literature requirement for this program.
2. GOV-105 recommended.
3. Natural Science selected from BIO-101, BIO-102, BIO-111, BIO-112 or BIO-180; or ENV-101, ENV-102 or BIO-121. Physical Science selected from BIO-109 or BIO-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 BIO-110, or ENV-101 or ENV-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.

### ► Suggested Pathway to Graduation

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 <sup>3</sup> .....	4
PSY-107	Introductory Psychology.....	3
HIS	History <sup>5</sup> .....	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 <sup>2</sup> .....	3

THIRD SEMESTER		15 CREDITS
ENG-205	Children's Literature.....	3
GEO-125	World Geography.....	3
ECO	Economics.....	3
	Mathematics .....	3
	Physical Science <sup>3</sup> .....	3

FOURTH SEMESTER		16 CREDITS
HIS-117	United States History to 1877 .....	3
ENG	Literature <sup>1</sup> .....	3
	Environmental Studies <sup>3</sup> .....	1
	Humanities & Fine Arts <sup>4</sup> .....	3
	Free Electives .....	6

### NOTE

**CORI** ✓ Any prior criminal offense could jeopardize this career pathway. See *Criminal & Sex Offender Record Information Checks* on page 13 for details.

# PROGRAMS OF STUDY Engineering & Engineering Technology

## CERTIFICATE

### APPLIED MANUFACTURING TECHNICAL SKILLS

**Program Advisor:** Gary Bradley  
413-236-4624 • gbradway@berkshirecc.edu

The course sequence and content provides the quantitative and technical skills required for entry-level positions in manufacturing, and is also 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.



Erin Murphy

#### Expected Outcomes

Graduates of this program should be able to:

- Demonstrate the educational and technical skills to enter the workforce or continue their education at baccalaureate institutions;
- Apply the technical knowledge and problem solving skills required in their chosen area;
- Accurately use test equipment;
- Use both manual and automated machinery in various manufacturing processes;
- Develop a commitment to quality timelines and continuous improvement of the manufacturing process;
- Demonstrate competence in collaboration with individuals and teams of multicultural and multidisciplinary backgrounds;
- Communicate clearly and coherently in written, oral and graphical forms; and
- Appreciate the need for continued professional development and lifelong learning.

#### ► Graduation Requirements

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

PROGRAM COURSES	22 CREDITS
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

#### ADDITIONAL REQUIREMENTS

Minimum Cumulative Average	
Overall.....	2.000
Program requirements.....	2.000

## CERTIFICATE

### APPLIED MANUFACTURING TECHNOLOGY

**Program Advisor:** Gary Bradley  
413-236-4624 • gbradway@berkshirecc.edu

The course sequence and content provides the quantitative, written and technical skills required for entry-level positions in manufacturing, and is also 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 allows 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.

PROGRAM COURSES	28 CREDITS
ENM-125 Technical Mathematics I .....	3
ENM-126 Technical Mathematics II (or higher).....	3
ENG-101 Composition I .....	3
COM-107 Oral Communication in Business .....	3
ENT-135 Interpreting Engineering Drawings I.....	4
ENT-136 Interpreting Engineering Drawings II .....	4
ENT-151 Introduction to Manufacturing .....	4
ENT-152 Advanced Manufacturing .....	4

#### ADDITIONAL REQUIREMENTS

Demonstrated college-level skills in reading & writing	
Minimum Cumulative Average	
Overall.....	2.000
Program requirements.....	2.000



# PROGRAMS OF STUDY Engineering & Engineering Technology

**AS** ASSOCIATE IN SCIENCE  
**ENGINEERING**

**Program Advisor:** Gary Bradway  
413-236-4624 • gbradway@berkshirecc.edu

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 Rensselaer Polytechnic Institute, the University of Massachusetts, Clarkson University and Worcester Polytechnic Institute.

### Expected Outcomes

Graduates of this program should be able to:

- Attain a broad fundamental base from which graduates are well equipped to continue their education in a variety of engineering disciplines at Baccalaureate institutions;
- Apply engineering and scientific methods to formulate and solve engineering problems both theoretically and numerically;
- Demonstrate competence in collaboration with individuals and teams of multicultural and multidisciplinary backgrounds;
- Communicate clearly and coherently in written, oral and graphical forms; and
- Appreciate the need for continued professional development and lifelong learning.

### ► 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 COURSES	43 CREDITS
CHM-101 Introductory Chemistry I.....	4
CHM-102 Introductory Chemistry II or	
BIO-101 General Biology I <sup>1</sup> .....	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 <sup>2</sup> .....	6

GENERAL EDUCATION COURSES	23 CREDITS
COM Communication.....	3
ENG English Composition/Writing <sup>4</sup> .....	6
ENM-151 Engineering Calculus I.....	4
ENT-161 Engineering Physics I.....	4
General Education Electives <sup>3</sup> .....	6

ADDITIONAL REQUIREMENTS	
Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
Program requirements.....	2.000

### ► Suggested Pathway to Graduation

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	14 CREDITS
CHM-101 Introductory Chemistry I.....	4
ENG English Composition/Writing.....	3
ENM-151 Engineering Calculus I.....	4
ENT-115 Intro to Engineering.....	3

SECOND SEMESTER	19 CREDITS
ENG English Composition/Writing <sup>4</sup> .....	3
CHM-102 Introductory Chemistry II or	
BIO-101 General Biology I <sup>1</sup> .....	4
ENM-152 Engineering Calculus II.....	4
ENT-161 Engineering Physics I.....	4
ENT-185 Engineering Computer Applications.....	4

THIRD SEMESTER	17 CREDITS
ENM-251 Engineering Calculus III.....	4
ENT-162 Engineering Physics II.....	4
MAT-253 Linear Algebra.....	3
Technical Elective <sup>2</sup> .....	3
General Education Elective <sup>3</sup> .....	3

FOURTH SEMESTER	16 CREDITS
ENT-261 Engineering Physics III.....	4
MAT-254 Differential Equations.....	3
Technical Elective <sup>2</sup> .....	3
COM Communication.....	3
General Education Elective <sup>3</sup> .....	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.
4. Students are strongly encouraged to select ENG-116, Technical Writing, as their second English Composition/Writing course.

# PROGRAMS OF STUDY Engineering & Engineering Technology

**AS** ASSOCIATE IN SCIENCE, ENGINEERING TECHNOLOGY

## COMPUTER/ELECTRONIC TECHNOLOGY

**Program Advisor:** Gary Bradley  
413-236-4624 • gbradway@berkshirecc.edu

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 and 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.

### Expected Outcomes

Graduates of this program should be able to:

- Apply their skills to design, install, configure, troubleshoot and upgrade workstations and servers in a networked environment;
- Apply their skills to install, configure, troubleshoot, patch and upgrade common computer operating systems such as Mac OS X, Linux and Microsoft Windows;
- Apply their skills to install, configure, troubleshoot and upgrade common computer hardware and software;
- Apply their skills to install, configure, troubleshoot and upgrade Cisco networking equipment;
- Apply their skills to install, configure and troubleshoot server-based applications such as firewalls, domain name systems (DNS), security monitors and back/recovery tools;
- Demonstrate computer literacy in common computer applications and technology;
- Communicate clearly and coherently in written, oral and graphical forms; and
- Understand and appreciate the need for continued professional development and lifelong learning.

### ► 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 COURSES		47 CREDITS
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 Applications <sup>1</sup> .....	4
ENT-233	Digital Circuits.....	4
ENT-234	Microprocessors .....	3
ENT-260	Industrial Control Systems .....	4
PHY-111	Ideas of Physics <sup>2</sup> .....	3
	Technical Electives <sup>3</sup> .....	6

GENERAL EDUCATION COURSES		22 CREDITS
COM	Communication.....	3
ENG	English Composition/Writing <sup>5</sup> .....	6
ENM-126	Technical Mathematics II (or higher).....	3
PHY-101	College Physics I <sup>2</sup> .....	4
	General Education Electives <sup>4</sup> .....	6

ADDITIONAL REQUIREMENTS		
Core Competencies Portfolio .....	4 items	
FORUM.....	4 units	
Health/Fitness.....	30 hours	
Minimum Cumulative Average		
Overall.....	2.000	
Program requirements .....	2.000	

### ► Suggested Pathway to Graduation

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

FIRST SEMESTER		17 CREDITS
PHY-111	Ideas of Physics <sup>2</sup> .....	3
ENT-135	Interpreting Engineering Drawings I .....	4
ENT-185	Engineering Computer Applications <sup>1</sup> .....	4
ENG	English Composition/Writing.....	3
ENM-126	Technical Mathematics II .....	3

SECOND SEMESTER		17 CREDITS
CIS-124	C++ Programming I .....	4
ENM-127	Technical Mathematics III.....	3
ENT-129	Intro to Electricity/Electronics .....	4
	Technical Elective <sup>3</sup> .....	3
ENG	English Composition/Writing <sup>5</sup> .....	3

THIRD SEMESTER		19 CREDITS
CIS-153	Systems Operations .....	4
ENT-233	Digital Circuits.....	4
ENT-260	Industrial Control Systems .....	4
PHY-101	College Physics I .....	4
	General Education Elective <sup>4</sup> .....	3

FOURTH SEMESTER		16 CREDITS
CIS-180	Introduction to Networks.....	4
ENT-234	Microprocessors .....	3
COM	Communication.....	3
	General Education Elective <sup>4</sup> .....	3
	Technical Elective <sup>3</sup> .....	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.
5. Students are strongly encouraged to select ENG-116, Technical Writing, as their second English Composition/Writing course.

# PROGRAMS OF STUDY Engineering & Engineering Technology

**AS** ASSOCIATE IN SCIENCE, ENGINEERING

## MANUFACTURING TECHNOLOGY

**Program Advisor:** Gary Bradway  
413-236-4624 • gbradway@berkshirecc.edu

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.

### Expected Outcomes

Graduates of this program should be able to:

- Demonstrate competence in interpreting and preparing engineering drawings used in modern industrial applications;
- Demonstrate competence in knowledge and application of manufacturing materials and processes;
- Demonstrate competence in the use of manufacturing computer-aided design and manufacturing tools such as Mastercam and SolidWorks;
- Understand the role of quality control and quality assurance in modern manufacturing;
- Demonstrate knowledge and skill in Computer Numerical Control (CNC) programming, techniques and applications;
- Demonstrate knowledge of modern machine elements, components and operation, including electromechanical, hydraulic and pneumatic, digital and analog electronics;
- Demonstrate skills in the setup and use of manufacturing machinery, both manual and computer controlled; including hand tools, grinders, cut-off saws, and turning and milling machines;
- Demonstrate a knowledge of closed loop control systems and applications including their role in factory automation and robotics;
- Communicate clearly and coherently in written, oral and graphical forms; and
- Understand and appreciate the need for continued professional development and lifelong learning.

### ► 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 COURSES	47 CREDITS
ENM-127 Technical Mathematics III (or higher).....	3
ENT-129 Introduction to Electricity/Electronics .....	4
ENT-135 Interpreting Engineering Drawings I .....	4
ENT-151 Introduction to Manufacturing .....	4
ENT-152 Advanced Manufacturing .....	4
ENT-225 Intro to Computer Aided Manufacturing I .....	4
ENT-226 Intro to Computer Aided Manufacturing II .....	4
ENT-238 Elements of Machines .....	4
ENT-244 Hydraulics & Pneumatics .....	3
ENT-260 Industrial Control Systems .....	4
PHY-111 Ideas of Physics <sup>1</sup> .....	3
Technical Electives <sup>2</sup> .....	6

GENERAL EDUCATION COURSES	22 CREDITS
COM Communication.....	3
ENG English Composition/Writing <sup>4</sup> .....	6
ENM-126 Technical Mathematics II (or higher).....	3
PHY-101 College Physics I <sup>1</sup> .....	4
General Education Elective <sup>3</sup> .....	6

ADDITIONAL REQUIREMENTS	
Core Competencies Portfolio .....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
Program requirements .....	2.000

### ► Suggested Pathway to Graduation

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

FIRST SEMESTER	17 CREDITS
PHY-111 Ideas of Physics <sup>1</sup> .....	3
ENT-135 Interpreting Engineering Drawings I .....	4
ENT-151 Introduction to Manufacturing .....	4
ENG English Composition/Writing.....	3
ENM-126 Technical Mathematics II .....	3

SECOND SEMESTER	17 CREDITS
ENM-127 Technical Mathematics III.....	3
ENT-129 Introduction to Electricity/Electronics .....	4
ENT-152 Advanced Manufacturing .....	4
Technical Elective <sup>2</sup> .....	3
ENG English Composition/Writing <sup>4</sup> .....	3

THIRD SEMESTER	18 CREDITS
ENT-225 Intro to Computer Aided Manufacturing I .....	4
ENT-244 Hydraulics & Pneumatics .....	3
ENT-260 Industrial Control Systems .....	4
PHY-101 College Physics I <sup>1</sup> .....	4
General Education Elective <sup>3</sup> .....	3

FOURTH SEMESTER	17 CREDITS
ENT-226 Intro to Computer Aided Manufacturing II .....	4
ENT-238 Elements of Machines .....	4
Technical Elective <sup>2</sup> .....	3
COM Communication.....	3
General Education Elective <sup>3</sup> .....	3

### FOOTNOTES

1. Students planning to transfer should take PHY-101, PHY-102 and a technical elective in the first, second and third 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.
4. Students are strongly encouraged to select ENG-116, Technical Writing, as their second English Composition/Writing course.

# PROGRAMS OF STUDY Environmental Science

AS ASSOCIATE IN SCIENCE

## ENVIRONMENTAL SCIENCE

**Program Advisor:** Timothy Flanagan  
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The Environmental Science degree program emphasizes biodiversity studies coupled with natural resource management for sustainable ecosystems. Multidisciplinary courses are offered mainly in the Ralph Hoffmann Environmental Science and Sustainable Energy Center (see *Campus Map* on page 7), while students develop hands-on field skills in forests, fields, lakes, streams and marshes both on campus and at nearby locations.

The program fosters community connections with conservation agencies, local schools and resource-related industries through service-learning, directed and independent studies, and frequent field trips.

Students should consult with an Environmental Science faculty member before selecting program electives to meet career goals. Students should also consult an advisor about career opportunities and transfer agreements and requirements of different schools.

### Expected Outcomes

Graduates of this program should be able to:

- Demonstrate an understanding of major ecological principles;
- Recognize and describe the significance of biodiversity on Earth;
- Demonstrate an understanding of evolutionary processes and biological systematics;
- Describe the role of environmental science in social policy-making and the future of sustainable ecosystems;
- Communicate understanding of the Scientific Method; and
- Demonstrate technical and quantitative skills essential to basic scientific inquiry.

### ► 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 COURSES		39 CREDITS
BIO-109	Introductory Ecology I	4
BIO-110	Introductory Ecology II	4
BIO-111	Introductory Botany <sup>1</sup>	4
BIO-112	Zoology <sup>1</sup>	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 <sup>3</sup>	7
GENERAL EDUCATION COURSES		26 CREDITS
CHM-101	Introductory Chemistry I <sup>2</sup>	4
CHM-102	Introductory Chemistry II <sup>2</sup>	4
COM	Communication	3
ENG	English Composition/Writing	6
MAT	Mathematics	3
	Behavioral & Social Science	3
	Humanities & 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 & GEY courses and Science Electives	2.000

### ► Suggested Pathway to Graduation

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 <sup>1</sup>	4
CHM-101	Introductory Chemistry I <sup>2</sup>	4
ENV-101	Conservation of Natural Resources I	4
MAT	Mathematics	3
SECOND SEMESTER		15 CREDITS
BIO-111	Introductory Botany <sup>1</sup>	4
CHM-102	Introductory Chemistry II <sup>2</sup>	4
ENV-102	Conservation of Natural Resources II	4
ENG	English Composition/Writing	3
THIRD SEMESTER		18 CREDITS
BIO-109	Introductory Ecology I	4
	Science Elective <sup>3</sup>	4
	Behavioral & Social Science	3
ENG	English Composition/Writing	3
GEY-121	Earth Systems Science	4
FOURTH SEMESTER		17-18 CREDITS <sup>3</sup>
BIO-110	Introductory Ecology II	4
COM	Communication	3
GEY-136	Geographic Information Systems	4
	Science Elective <sup>3</sup>	3-4
	Humanities & Fine Arts	3

### FOOTNOTES

1. Students focusing on Biotechnology may substitute General Biology I & II (BIO-101 & BIO-102) for Botany & Zoology (BIO-111 & BIO-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. The program requirement for science electives is 7 credits, but the requirement is usually satisfied with two 4-credit lab sciences.



# PROGRAMS OF STUDY Fine & Performing Arts

**AA** ASSOCIATE IN ARTS, FINE ARTS

## MUSIC CONCENTRATION

**Program Advisor:** Ellen Shanahan  
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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 gaining skills in Western, non-Western, classical and popular musics. Related majors at the baccalaureate level include arts management, composition, conducting, ethnomusicology, film scoring, jazz studies, music education, music history, music performance, music technology, music therapy, musical theatre, opera, and sound recording.

➡ This is a MassTransfer eligible program (see page 30).

### 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;
- 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 COURSES	31 CREDITS
BCC-101 Student Success Seminar.....	1
MUS-106 Fundamentals of Music.....	3
MUS-108 Music Theory I.....	3
MUS-132 Introduction to Recording Technology.....	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-114 Performance Seminar or Choral Ensemble <sup>1</sup> .....	1
MUS Ensembles <sup>2</sup> .....	4
MUS Applied Music I–IV.....	6

GENERAL EDUCATION COURSES	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 <sup>4</sup> .....	1
History (HI) <sup>3</sup> .....	6
Mathematics.....	3
Natural or Physical Science <sup>4</sup> .....	7

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
All required MUS courses.....	2.000

### FOOTNOTES

1. Ensembles chosen from Choral Ensemble (MUS-120, MUS-130, MUS-220 and MUS-230)
2. Ensembles chosen from 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.

### ► Suggested Pathway to Graduation

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	16 CREDITS
BCC-101 Student Success Seminar.....	1
MUS-101 Applied Music I.....	1
MUS-106 Fundamentals of Music.....	3
MUS-110 American Popular Music.....	3
MUS-120 Choral Ensemble <sup>1</sup> .....	1
MUS Ensemble <sup>2</sup> .....	1
ENG English Composition/Writing.....	3
HIS History <sup>3</sup> .....	3

SECOND SEMESTER	17 CREDITS
MUS-102 Applied Music II.....	1
MUS-108 Music Theory I.....	3
MUS-138 Class Piano I.....	1
MUS-156 Musicianship I.....	2
MUS Ensemble <sup>2</sup> .....	1
COM Communication.....	3
ENG English Composition/Writing.....	3
HIS History <sup>3</sup> .....	3

THIRD SEMESTER	16 CREDITS
MUS-139 Class Piano II.....	1
MUS-187 Music Theory II.....	3
MUS-201 Applied Music III.....	2
MUS-216 Musicianship II.....	2
MUS Ensemble <sup>2</sup> .....	1
ENG English Literature.....	3
Natural or Physical Science <sup>3</sup> .....	4

FOURTH SEMESTER	17 CREDITS
MUS-114 Performance Seminar or Choral Ensemble <sup>1</sup> .....	1
MUS-132 Recording Technology I.....	3
MUS-202 Applied Music IV.....	2
MUS Ensemble <sup>2</sup> .....	1
Behavioral or Social Science.....	3
Environmental Science <sup>3</sup> .....	1
Mathematics.....	3
Natural or Physical Science <sup>3</sup> .....	3

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.

# PROGRAMS OF STUDY Fine & Performing Arts

## CERTIFICATE, FINE & PERFORMING ARTS

### MUSIC PRODUCTION

**Program Advisor:** Ellen Shanahan  
413-236-4703 • eshanahan@berkshirecc.edu

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 intended 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; and
- 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 COURSES	29 CREDITS
BCC-101 Student Success Seminar.....	1
ENG-101 Composition I .....	3
MUS-101 Applied Music I .....	1
MUS-102 Applied Music II.....	1
MUS-106 Fundamentals of Music.....	3
MUS-108 Music Theory I .....	3
MUS-110 American Popular Music .....	3
MUS-132 Recording Technology I .....	3
MUS-138 Class Piano I.....	1
MUS-156 Musicianship I.....	2
MUS-185 Computer Music Notation .....	3
MUS-232 Recording Technology II .....	3
MUS Ensembles <sup>1</sup> .....	2

#### ADDITIONAL REQUIREMENTS

Minimum Cumulative Average	
Overall.....	2.000
All required MUS courses.....	2.000

#### ► Suggested Pathway to Graduation

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

FIRST SEMESTER	15 CREDITS
BCC-101 Student Success Seminar.....	1
ENG-101 Composition I .....	3
MUS-101 Applied Music I .....	1
MUS-106 Fundamentals of Music.....	3
MUS-110 American Popular Music .....	3
MUS-132 Recording Technology I .....	3
MUS Ensembles <sup>1</sup> .....	1

SECOND SEMESTER	14 CREDITS
MUS-102 Applied Music II.....	1
MUS-108 Music Theory I .....	3
MUS-138 Class Piano I.....	1
MUS-156 Musicianship I.....	2
MUS-185 Computer Music Notation .....	3
MUS-232 Recording Technology II .....	3
MUS Ensembles <sup>1</sup> .....	3

#### FOOTNOTE

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



Erin Murphy

# PROGRAMS OF STUDY Fine & Performing Arts

**AA** ASSOCIATE IN ARTS, FINE ARTS

## THEATRE CONCENTRATION

**Program Advisor:** Kevin McGerigle  
413-236-4703 • kmcgerigle@berkshirecc.edu

The Theatre Arts concentration in the Fine Arts degree program involves students in the study of acting, directing, design, lighting and stagecraft in the beautiful and modern Boland Theatre in the Koussevitzky Arts Center. Theatre at BCC is “doing.” In addition to a comprehensive academic program, students are involved in every aspect of theatrical production, from lighting and costuming to acting and design, and they receive college credit for their work. Three main-stage, full-scale productions are mounted each year, augmented by student-directed plays, giving freshmen and sophomores unparalleled opportunities. Experience is the key: what students learn in the classroom is immediately applied on stage.

Program graduates usually transfer to baccalaureate institutions where the experience, training and academic discipline received at BCC are an excellent foundation for future work and study in the theatre. Related majors at the baccalaureate level include communications, dance, mass communications, musical theatre, theatre-acting/technical and TV/film program production.

 This is a MassTransfer eligible program (see page 30).

### Expected Outcomes

Graduates of this program should be able to:

- Demonstrate knowledge of historical events in theatre;
- 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 theatre 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 COURSES	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-110 Acting for Television & Film.....	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-214 Modern Dramatic Literature .....	3
THR Practicum <sup>1</sup> .....	4

GENERAL EDUCATION COURSES	35 CREDITS
COM Communication.....	3
ENG English Composition/Writing.....	6
ENG Literature.....	3
THR-101 Introduction to Theatre .....	3
Behavioral & Social Sciences .....	3
Environmental Studies <sup>2</sup> .....	1
History <sup>3</sup> .....	6
Mathematics .....	3
Natural or Physical Science <sup>2</sup> .....	7

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness <sup>4</sup> .....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
All required THR courses.....	2.000

### ► Suggested Pathway to Graduation

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 <sup>3</sup> .....	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 <sup>3</sup> .....	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 <sup>2</sup> .....	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 <sup>2</sup> .....	1
Natural or Physical Science <sup>2</sup> .....	3
Social or Behavioral Science .....	3

### FOOTNOTES

1. THR-198, THR-199, THR-298 and THR-299
2. The Natural or Physical Science requirement must be fulfilled by one 4-credit laboratory science and one 3-credit non-laboratory science or by two 4-credit laboratory sciences. Completion of an environmentally focused laboratory science course, such as BIO-109, BIO-110, ENV-101 and ENV-102, fulfills both the Natural/Physical science requirement and the Environmental Studies requirement.
3. History courses must have “HI” designation.
4. THR-119 (Dance I) is recommended.



Kyle Carson performs in the BCC Players' Spring 2017 production of *Next to Normal*.

Jaelyn Koldys



# PROGRAMS OF STUDY Fine & Performing Arts

**AA** ASSOCIATE IN ARTS, FINE ARTS

## VISUAL ARTS CONCENTRATION

**Program Advisor:** Lisa Griffith  
413-236-4712 • lgriffith@berkshirecc.edu

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 include art education, art history, art therapy, arts management, commercial art, fashion design, film making, graphic arts, industrial design, interior design, painting, photography, sculpture, and textile design.

 This is a MassTransfer eligible program (see page 30).

### 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 COURSES	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-225 Figure Drawing or	
FAS-227 Figure Painting.....	3
FAS-233 Mixed Medium I.....	3
FAS-263 Mixed Medium II.....	4
FAS Specialized Electives <sup>1</sup> .....	6

GENERAL EDUCATION COURSES	35 CREDITS
COM Communication.....	3
ENG English Composition/Writing.....	6
ENG Literature.....	3
FAS Art History <sup>2</sup> .....	3
Behavioral & Social Sciences.....	3
Environmental Studies <sup>4</sup> .....	1
History <sup>3</sup> .....	6
Mathematics.....	3
Natural or Physical Science <sup>4</sup> .....	7

ADDITIONAL REQUIREMENTS	
Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
All required FAS courses.....	2.000

### ► Suggested Pathway to Graduation

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 <sup>2</sup> .....	3

SECOND SEMESTER	18 CREDITS
FAS-120 Drawing II.....	3
FAS-163 Two-Dimensional Design II.....	3
FAS Specialized Elective <sup>1</sup> .....	3
COM Communication.....	3
ENG English Composition/Writing.....	3
Mathematics.....	3

THIRD SEMESTER	17 CREDITS
FAS-233 Mixed Medium I.....	3
FAS Specialized Elective <sup>1</sup> .....	3
ENG Literature.....	3
Environmental Studies <sup>4</sup> .....	1
History <sup>3</sup> .....	3
Natural or Physical Science <sup>4</sup> .....	4

FOURTH SEMESTER	16 CREDITS
Behavioral or Social Science.....	3
FAS-225 Figure Drawing or	
FAS-227 Figure Painting.....	3
FAS-263 Mixed Medium II.....	4
History <sup>3</sup> .....	3
Natural or Physical Science <sup>4</sup> .....	3

### FOOTNOTES

1. One of the following sequences must be chosen:  
FAS-114, Landscape Painting, and FAS-240, Intermediate Painting;  
FAS-245, Watercolor Painting, and FAS-246, Watercolor Painting II;  
or FAS-144, Digital Imagery, and FAS-242, Digital Art.
2. Art History chosen from FAS-156, FAS-171, FAS-172, or 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.

# PROGRAMS OF STUDY Fire Science

AS ASSOCIATE IN SCIENCE

## FIRE SCIENCE

**Program Advisor:** Charles Garrity  
413-236-4662 • cgarrity@berkshirecc.edu

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. All FIS-designated coursework is 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 COURSES		41 CREDITS
CIS-102	Fundamentals of Computer Literacy.....	4
FIS-101	Principles of Emergency Services.....	3
FIS-106	Fire Behavior & Combustion.....	3
FIS-123	Building Construction.....	3
FIS-128	Protection Systems.....	3
FIS-145	Fire Prevention.....	4
FIS-221	Principles of Fire & Emergency Services, Safety & Survival.....	3
FIS	Professional Electives <sup>1</sup> .....	12
PHY-111	Ideas of Physics <sup>2</sup> .....	3
SOC-105	Introductory Sociology.....	3

GENERAL EDUCATION COURSES		21 CREDITS
CHM-150	Essentials of Chemistry <sup>2</sup> .....	3
COM	Communication.....	3
ENG	English Composition/Writing.....	6
MAT	Mathematics <sup>3</sup> .....	3
PSY-107	Introductory Psychology.....	3
	Humanities & Fine Arts.....	3

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
All required FIS courses.....	2.000

### ► Suggested Pathway to Graduation

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

#### COURSE

CHM-150	Essentials of Chemistry
FIS-101	Principles of Emergency Services
FIS-106	Fire Behavior & Combustion
FIS-123	Building Construction
FIS-127	Fire Protection Hydraulics & Water Supply
FIS-128	Protection Systems
FIS-129	Emergency Incident Management
FIS-145	Fire Prevention
FIS-201	Hazardous Materials Chemistry
FIS-205	Legal Aspects of Emergency Services
FIS-206	Fire Investigation I
FIS-210	Principles of Fire & Emergency Service Administration
FIS-221	Principles of Fire & Emergency Services, Safety & Survival

#### FOOTNOTES

1. Professional Electives: any FIS elective or SPA-131.
2. CHM-101 may be substituted for CHM-150; PHY-101 may be substituted for PHY-111.
3. MAT-101 or any course with the "MA" General Education designation.

# PROGRAMS OF STUDY Hospitality

## CERTIFICATE, HOSPITALITY

### CULINARY ARTS

**Program Advisor:** Carlton Maaia  
413-236-4606 • cmaaia@berkshirecc.edu

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, and 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.

✦ This is a GPSTEM program (see page 38).



#### Expected Outcomes

Graduates of this program should be able to:

- Demonstrate proficiency in knife skills;
- Describe the five mother sauces;
- Follow a recipe;
- Increase and reduce a recipe for variously-sized parties;
- Construct a balanced and nutritional meal;
- Gain knowledge of breakfast cookery;
- Demonstrate an understanding of food cost and food cost control;
- Demonstrate an understanding of labor cost and labor cost control;
- Gain an understanding of the principles of baking;
- Gain an understanding of the principles of *garde manger* and pantry;
- Gain knowledge of the basics of cooking with wine;
- Demonstrate proficiency in food preparation;
- Demonstrate proficiency in plate presentation;
- Gain knowledge of food sanitation and safety;
- Gain knowledge of food allergy awareness; and
- Possess the knowledge and skills to transition into hospitality administration career associate degree.

### BCC's Culinary & Lodging Certificates

#### The first step to a career in hospitality

Berkshire Community College's Hospitality Program offers students options in certificate and degree programs. By starting in a Culinary or Lodging Certificate program, students can attain the skills needed to enter the workforce.

The credits earned in the certificate program apply to the Associate's Degree in Hospitality Administration—Career option. This two-step approach allows students to receive training, enter the workforce, and continue their education, allowing them to pursue higher paying jobs with greater responsibility.

For students who plan to pursue a Bachelor's Degree, the Associate's Degree in Hospitality Administration—Transfer Option gives students the foundation they need to transfer to a 4-year institution. Learn more about stackable degrees and BCC's Guided Pathways to Success in STEM (GPSTEM) on page 38 and at [www.berkshirecc.edu/gpstem](http://www.berkshirecc.edu/gpstem).

#### ► Graduation Requirements

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

PROGRAM COURSES	28 CREDITS
BUS-105 Business Mathematics .....	3
CUL-101 Food Preparation I.....	2
CUL-102 Food Preparation II.....	2
CUL-103 Kitchen Management .....	3
CUL-104 Baking.....	3
CUL-105 <i>Garde Manger</i> & Pantry .....	3
HSP-108 Wine Appreciation .....	1
HSP-112 Applied Food Service Sanitation .....	2
HSP-115 Food Service Management .....	3
HSP-118 Dining Room Management.....	3
HSP-285 Cooperative Education I.....	3

#### ADDITIONAL REQUIREMENTS

Demonstrated college-level skills in reading & writing

Minimum Cumulative Average

Overall.....2.000

Program requirements.....2.000

#### ► Suggested Pathway to Graduation

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.

Course numbers in **BOLD** indicate GPSTEM milestone courses. They are critical for program success and should be taken in the order shown.

FIRST SEMESTER	13 CREDITS
BUS-105 Business Mathematics .....	3
<b>CUL-101</b> Food Preparation I.....	2
<b>CUL-102</b> Food Preparation II.....	2
CUL-104 Baking.....	3
HSP-108 Wine Appreciation .....	1
HSP-112 Applied Food Service Sanitation .....	2

SECOND SEMESTER	15 CREDITS
CUL-103 Kitchen Management .....	3
CUL-105 <i>Garde Manger</i> & Pantry .....	3
<b>HSP-115</b> Food Service Management .....	3
HSP-118 Dining Room Management.....	3
HSP-285 Cooperative Education I.....	3

#### NOTE

All students in the Culinary Arts Certificate Program are encouraged to take BCC-101 early on in their studies at BCC.

# PROGRAMS OF STUDY Hospitality

## CERTIFICATE, HOSPITALITY

### LODGING MANAGEMENT

**Program Advisor:** Carlton Maaia  
413-236-4606 • cmaaia@berkshirecc.edu

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 toward completion of the Hospitality Administration associate degree program.

✦ This is a GPSTEM program (see page 38).

#### Expected Outcomes

Graduates of this program should be able to:

- Demonstrate an understanding of the process of checking in and checking out as a guest;
- Understand the various departments in the formal structure of a hotel;
- Demonstrate the importance of hotel security for guests as well as employees;
- Understand the fluctuation of rates for property during peak and slow seasons;
- Gain knowledge of resort spa operations;
- Understand the meaning of PAR revenue;
- Understand the concept of the front desk as the hub of the interactions of all hotel departments;
- Possess a working knowledge of all hotel departments; and
- Possess the knowledge and skills to transition into hospitality administration career associate degree.

#### ► Graduation Requirements

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

PROGRAM COURSES	29 CREDITS
BUS-111 Principles of Accounting I .....	3
COM-105 Intro Oral Communication .....	3
ENG-101 Composition I .....	3
HSP-101 Introduction to Hospitality .....	3
HSP-105 Hospitality Law.....	3
HSP-117 Hotel Management.....	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

#### ADDITIONAL REQUIREMENTS

Demonstrated college-level skills in reading & writing	
Minimum Cumulative Average	
Overall.....	2.000
Program requirements.....	2.000

#### ► Suggested Pathway to Graduation

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.

Course numbers in **BOLD** indicate GPSTEM milestone courses. They are critical for program success and should be taken in the order shown.

FIRST SEMESTER	15 CREDITS
<b>BUS-111</b> 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

SECOND SEMESTER	14 CREDITS
COM-105 Intro Oral Communication .....	3
HSP-125 Hospitality Management .....	3
HSP-133 Introduction to Spa Management .....	3
<b>HSP-218</b> Lodging Revenue Management.....	3
HSP-285 Cooperative Education I.....	2



Jaelyn Koldys



# PROGRAMS OF STUDY Hospitality

AS ASSOCIATE IN SCIENCE

## HOSPITALITY ADMINISTRATION — CAREER OPTION

**Program Advisor:** Carlton Maaia  
413-236-4606 • cmaaaia@berkshirecc.edu

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.

### Expected Outcomes

Graduates of this program should be able to:

- Apply their knowledge regarding the hospitality industry to any entry-level career track within the food service or lodging industry;
- Demonstrate the unique professional requirements for a successful career in the hospitality industry;
- Apply their understanding of business practice with cost effectiveness and control strategies;
- Demonstrate best practices in the operation of foodservice and hospitality organizations to meet customer expectations;
- Communicate effectively using written, oral and nonverbal techniques;
- Make decisions based on integrating knowledge of functional areas for managing foodservice and hospitality organizations;
- Demonstrate leadership and professional behaviors;
- Work in teams and recognize the meaning of mutual responsibility so they are prepared to join the diverse workforce of the hospitality industry; and
- Obtain food protection manager certification (e.g. ServSafe®).

### ► 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 COURSES		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 (see options below) .....	15

GENERAL EDUCATION COURSES		21 CREDITS
COM	Communication.....	3
ECO-211	Principles of Microeconomics .....	3
ENG	English Composition/Writing.....	6
BUS-105	Business Mathematics OR	
MAT	Mathematics <sup>1</sup> .....	3
	General Education Electives <sup>2</sup> .....	6

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
Program requirements .....	2.000
Professional concentration/electives (see options below) .....	2.000

### ► Suggested Pathway to Graduation

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 Concentration/Elective (see options) ...	3
ENG	English Composition/Writing.....	3
BUS-105	Business Mathematics or	
MAT	Mathematics <sup>1</sup> .....	3
SECOND SEMESTER		15 CREDITS
HSP-125	Hospitality Management .....	3
	Professional Concentration/Elective (see options) ...	6
COM	Communication.....	3
ENG	English Composition/Writing.....	3

THIRD SEMESTER		16 CREDITS
HSP-285	Cooperative Education I.....	3
	Professional Elective (see options).....	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 options).....	3
ECO-211	Principles of Microeconomics .....	3
	General Education Electives <sup>2</sup> .....	6

### Options for Hospitality Electives

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	<i>Garde Manger</i> & 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.

### 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.

### NOTE

HSP-117, Hotel Management, is highly recommended for a professional concentration/elective.

# PROGRAMS OF STUDY Hospitality


**AS** ASSOCIATE IN SCIENCE

## HOSPITALITY ADMINISTRATION — TRANSFER OPTION

**Program Advisor:** Carlton Maaia  
413-236-4606 • cmaaia@berkshirecc.edu

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 30).

 This is a GPSTEM program (see page 38).

### Expected Outcomes

Graduates of this program should be able to:

- Apply their knowledge regarding the hospitality industry to whatever entry-level career track within the food service or lodging industry;
- Demonstrate the unique professional requirements for a successful career in the hospitality industry;
- Apply their understanding of business practice with cost effectiveness and control strategies;
- Demonstrate best practices in the operation of foodservice and hospitality organizations to meet customer expectations;
- Communicate effectively using written, oral and nonverbal techniques;
- Make decisions based on integrating knowledge of functional areas for managing foodservice and hospitality organizations;
- Demonstrate leadership and professional behaviors;
- Work in teams and recognize the meaning of mutual responsibility so they are prepared to join the diverse workforce of the hospitality industry; and
- Obtain food protection manager certification (e.g. ServSafe®).

### ► 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 COURSES		29 CREDITS
BUS-111	Principles of Accounting I .....	3
BUS-112	Principles of Accounting II .....	3
BUS-208	Principles of Marketing <sup>1</sup> .....	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
CIS-102	Fundamental Computer Literacy .....	3
	Hospitality Elective <sup>2</sup> .....	2

GENERAL EDUCATION COURSES		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 <sup>3</sup> .....	6
	Natural or Physical Science <sup>4</sup> .....	8

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio .....	4 items
FORUM .....	4 units
Health/Fitness .....	30 hours
Minimum Cumulative Average	
Overall .....	2.000
Program requirements .....	2.000

### ► Suggested Pathway to Graduation

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.

Course numbers in **BOLD** indicate GPSTEM milestone courses. They are critical for program success and should be taken in the order shown.

FIRST SEMESTER		15 CREDITS
HSP-101	Introduction to Hospitality .....	3
ENG	English Composition/Writing .....	3
MAT-123	Elementary Statistics .....	3
<b>BUS-111</b>	Principles of Accounting I .....	3
CIS-102	Fundamental Computer Literacy .....	3

SECOND SEMESTER		15 CREDITS
BUS-112	Principles of Accounting II .....	3
COM	Communication .....	3
ENG	English Composition/Writing .....	3
HIS	History .....	3
	Humanities <sup>3</sup> .....	3

THIRD SEMESTER		15 CREDITS
BUS-220	Managerial Accounting .....	3
ECO-211	Principles of Microeconomics .....	3
<b>HSP-105</b>	Hospitality Law .....	3
	Hospitality Elective <sup>2</sup> .....	2
	Natural or Physical Science <sup>4</sup> .....	4

FOURTH SEMESTER		16 CREDITS
BUS-208	Principles of Marketing <sup>1</sup> .....	3
HSP-115	Food Service Management .....	3
ECO-212	Principles of Macroeconomics .....	3
	Humanities <sup>3</sup> .....	3
	Natural or Physical Science <sup>4</sup> .....	4

### FOOTNOTES

1. BUS-107 is a prerequisite for BUS-108. It is recommended that BUS-107 be taken during the second semester.
2. HSP-117, Hotel Management, is recommended.
3. Spanish is recommended for one course to fulfill one Humanities requirement.
4. Natural or Physical Science requirement must be fulfilled with two 4-credit laboratory science courses.

# PROGRAMS OF STUDY Human Services

## CERTIFICATE

### HUMAN SERVICES

**Program Advisor:** Kari Dupuis, PhD, LICSW  
413-236-4506 • kdupuis@berkshirecc.edu

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.

#### Start Your Career in Human Services

The 29-credit Human Services certificate program prepares graduates for careers in social services and other community organizations. The certificate is a great way for students to begin their education to determine if human services is a field for them.

The courses required for the certificate program emphasize human service methods and community resources. Students are able to practice group work in a controlled classroom environment and have real world experience in the field work practicum and seminar courses. The practicum is supervised and students have the opportunity to interact with clients in particular agencies. Working with the program faculty, students are matched to agencies based on their skills and interests.

#### FOOTNOTE

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.

#### NOTES

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.

**CORI** ✓ Any prior criminal offense could hinder placement in fieldwork agencies. See *Criminal & Sex Offender Record Information Checks* on page 13.

#### Essential Functions

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:

- 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;
- 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*;
- Demonstrate academic mastery of course content pre-requisite to entry into field work courses by earning specified grades in these courses;
- Demonstrate the ability to form helping relationships with clients by exhibiting appropriate interaction, which includes appropriate eye contact, appropriate and professional verbal interaction, and respect for personal boundaries;
- Demonstrate the ability to understand and respect persons from diverse populations;
- Demonstrate the ability to focus consistently on the needs of the client and the subject being discussed;
- Demonstrate professional responsibility concerning attendance, punctuality and work deadlines;
- Demonstrate the ability to comprehend and follow verbal and written instructions;
- Demonstrate the ability to accept and use supervision, suggestions and constructive criticism of one's work;
- 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; and
- 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 have sufficient skills to use a computer for documentation.

#### ► 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 COURSES	29 CREDITS
ENG-101 Composition I .....	3
HSV-111 Human Service Methods.....	3
HSV-135 Intro to Community Resources .....	3
HSV-151 Field Work Seminar I .....	1
HSV-161 Field Work Practicum I.....	2
HSV-280 Group & Professional Development.....	3
PSY-107 Introductory Psychology .....	3
PSY-204 Human Growth & Development .....	3
SOC-105 Introductory Sociology .....	3
Specialized Electives <sup>1</sup> .....	5

#### ADDITIONAL REQUIREMENTS

Demonstrated college-level skills in reading & writing	
Minimum Cumulative Average	
Overall.....	2.000
Program requirements .....	2.000

#### ► Suggested Pathway to Graduation

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

FIRST SEMESTER	14 CREDITS
ENG-101 Composition I .....	3
HSV-135 Intro to Community Resources .....	3
PSY-107 Introduction to Psychology .....	3
SOC-105 Introductory Sociology .....	3
Specialized Elective <sup>1</sup> .....	2

SECOND SEMESTER	15 CREDITS
HSV-111 Human Service Methods.....	3
HSV-151 Field Work Seminar I .....	1
HSV-161 Field Work Practicum .....	2
HSV-280 Group & Professional Development.....	3
PSY-204 Human Growth & Development .....	3
Specialized Elective <sup>1</sup> .....	3

# PROGRAMS OF STUDY Human Services

**AS** ASSOCIATE IN SCIENCE, HUMAN SERVICES

## SOCIAL WORK TRANSFER

**Program Advisor:** Kari Dupuis, PhD, LICSW  
413-236-4506 • kdupuis@berkshirecc.edu

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.

### Essential Functions

See the *Essential Functions* for the Certificate in Human Services on page 90.

### Expected Outcomes

Graduates of this program should be able to:

- Succeed as transfer students in an accredited Bachelor of Social Work program;
- Demonstrate a commitment to the well-being and quality of life of the clients being served;
- Know and follow the Human Services Code of Ethics;
- Know and use beginning level skills, including conducting strengths-based assessments;
- Make effective referrals and develop helping relationships with individuals and families;
- Provide relationship-based counseling;
- Facilitate a group;
- Understand and appreciate diversity; and
- Document appropriately in agency records.

### ► 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 COURSES	34 CREDITS
HSV-111 Human Service Methods.....	3
HSV-135 Intro to Community Resources <sup>1</sup> .....	3
HSV-280 Group & Professional Development.....	3
HSV Field Work Seminars & Practicums .....	7
PSY-107 Introductory Psychology .....	3
PSY-204 Human Growth & Development .....	3
PSY-208 Interviewing & Counseling .....	3
SOC-105 Introductory Sociology .....	3
SOC-216 Racial & Ethnic Minorities .....	3
Specialized Elective <sup>2</sup> .....	3

GENERAL EDUCATION COURSES	28 CREDITS
BIO-105 Fundamentals of Biology.....	4
COM Communication.....	3
ENG English Composition/Writing.....	6
General Electives <sup>3</sup> .....	12
Mathematics <sup>1</sup> .....	3

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
All required HSV courses,	
PSY-107 & SOC-105.....	2.000

### 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, and 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.

### ► Suggested Pathway to Graduation

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

FIRST SEMESTER	15 CREDITS
HSV-135 Intro to Community Resources .....	3
PSY-107 Introduction to Psychology .....	3
SOC-105 Introductory Sociology .....	3
COM Communication.....	3
ENG English Composition/Writing.....	3

SECOND SEMESTER	15 CREDITS
HSV-111 Human Service Methods.....	3
HSV-151 Field Work Seminar I .....	1
HSV-161 Field Work Practicum I .....	2
PSY-204 Human Growth Development .....	3
ENG English Composition/Writing.....	3
General Education Elective <sup>3</sup> .....	3

THIRD SEMESTER	16 CREDITS
HSV-252 Field Work Seminar II.....	1
HSV-262 Field Practicum II .....	3
PSY-208 Interviewing & Counseling .....	3
General Education Electives <sup>3</sup> .....	6
Mathematics <sup>1</sup> .....	3

FOURTH SEMESTER	16 CREDITS
BIO-105 Fundamentals of Biology.....	4
General Education Elective <sup>3</sup> .....	3
HSV-280 Group & Professional Development.....	3
Specialized Elective <sup>2</sup> .....	3
SOC-216 Racial & Ethnic Minorities .....	3

### NOTES

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.

**CORI** ✓ Any prior criminal offense could hinder placement in fieldwork agencies. See *Criminal & Sex Offender Record Information Checks* on page 13.



# PROGRAMS OF STUDY Liberal Arts

## AA ASSOCIATE IN ARTS

### LIBERAL ARTS

**Program Advisor:** Charles Prescott  
413-236-4545 • cprescott@berkshirecc.edu

The Liberal Arts program closely parallels freshmen and sophomore 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 include 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 30).

#### Expected Outcomes

Graduates of this program should be able to demonstrate competency as measured by the BCC general education core competencies.



Students presented their work at the inaugural Undergraduate Scholars Conference in December 2016.

Erin Murphy

#### ► 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 COURSES		27 CREDITS
ENG	Literature.....	6
	Free Electives .....	21

GENERAL EDUCATION COURSES		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 & Social Science.....	6
	Environmental Studies <sup>1</sup> .....	1
	Humanities & Fine Arts .....	3
	Natural or Physical Science <sup>1</sup> .....	7

#### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio .....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average Overall.....	2.000

#### ► Suggested Pathway to Graduation

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 <sup>1</sup> .....	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 <sup>1</sup> .....	1
	Natural or Physical Science <sup>1</sup> .....	3

THIRD SEMESTER		15 CREDITS
ENG	Literature.....	3
	Free Elective .....	3
COM	Communication.....	3
	Behavioral & Social Science.....	3
	Humanities & Fine Arts .....	3

FOURTH SEMESTER		15 CREDITS
ENG	Literature.....	3
	Free Electives .....	9
	Behavioral & Social Science.....	3

#### FOOTNOTE

1. 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, such as BIO-109, BIO-110, ENV-101, or ENV-102, fulfills both the Natural or Physical Science and the Environmental Studies requirements.

# PROGRAMS OF STUDY Liberal Arts

**AA** ASSOCIATE IN ARTS, LIBERAL ARTS

## ATMOSPHERIC SCIENCE CONCENTRATION

**Program Advisor:** Joseph Kravitz  
413-236-4528 • jkravitz@berkshirecc.edu

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 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 third year of a four-year Bachelor of Science degree program in Atmospheric Science.

➔ This is a MassTransfer eligible program (see page 30).

### 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; and
- Have 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.

See below for information about the University of Albany Transfer Option.

PROGRAM COURSES	35 CREDITS
ATM-145 Introduction to Meteorology .....	4
ATM-209 Weather Workshop .....	1
ATM-210 Atmospheric Structure, Thermodynamics & Circulation .....	3
ATM-211 Weather Analysis & 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 COURSES	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 & Social Science.....	3
Humanities & Fine Arts .....	3

ADDITIONAL REQUIREMENTS	
Core Competencies Portfolio .....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
All Required ATM, ENM, CHM & ENT Courses.....	2.000

### ► Suggested Pathway to Graduation

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
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 & 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 & Social Science.....	3
Humanities & Fine Arts .....	3
ATM-211 Weather Analysis & Forecasting.....	4
<i>Taken at the University at Albany—for students transferring into the University of Albany Atmospheric Science B.S. program only. See below for more information.</i>	

## University of Albany Transfer Option

This program has been designed in conjunction with the University of Albany Department of Atmospheric and Environmental Science (DAES) to enable students to successfully transfer into their Atmospheric Science B.S. program starting in the third year (instead of the first or second).

In addition to the requirements, in order to transfer directly into the third year of the DAES program 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.



# PROGRAMS OF STUDY Liberal Arts


**AA** ASSOCIATE IN ARTS, LIBERAL ARTS

## BIOLOGICAL SCIENCE CONCENTRATION

**Program Advisor:** Fayette Reynolds  
413-236-4557 • freynolds@berkshirecc.edu

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 30).

 This is a GPSTEM program (see page 38).

### Expected Outcomes

Graduates of this program should be able to:

- Describe the major components and processes of molecular and cellular biology;
- Demonstrate an understanding of the major structures and physiological processes of organismal biology;
- Demonstrate an understanding of the principles and processes of evolution and systematics;
- Demonstrate an understanding of major ecological principles;
- Recognize the diversity and interrelatedness of modern biological disciplines and the connections between biology and physical sciences;
- Describe the societal place of biology and appropriately communicate and apply the fundamental principles of biology to current social, medical, ethical and environmental issues;
- Evaluate and present scientific arguments;
- Demonstrate an understanding of the Scientific Method;
- Demonstrate technical, equipment and measurement skills essential to basic scientific inquiry; and
- 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 COURSES	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 <sup>1</sup> .....	7

GENERAL EDUCATION COURSES	37 CREDITS
CHM-101 Introductory Chemistry I.....	4
CHM-102 Introductory Chemistry II.....	4
COM Communication.....	3
ENG English Composition/Writing <sup>2</sup> .....	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).....	4
Behavioral & Social Science.....	6
Environmental Studies <sup>1</sup> .....	1

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
All required BIO & CHM courses and science electives.....	2.000

### ► Suggested Pathway to Graduation

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.

Course numbers in **BOLD** indicate GPSTEM milestone courses. They are critical for program success and should be taken in the order shown.

#### FIRST SEMESTER 17 CREDITS

<b>BIO-101</b> General Biology I.....	4
CHM-101 Introductory Chemistry I.....	4
<b>MAT-123</b> Elementary Statistics.....	3
ENG English Composition/Writing.....	3
HIS-113 Western Civilization to 1500 or HIS-121 World History to 1500.....	3

#### SECOND SEMESTER 13 CREDITS

Science Elective <sup>1</sup> .....	3
<b>CHM-102</b> Introductory Chemistry II.....	4
HIS-114 Western Civilization Since 1500 or HIS-122 World History Since 1500.....	3
ENG English Composition/Writing.....	3

#### THIRD SEMESTER 17 CREDITS

<b>CHM-201</b> Organic Chemistry I.....	4
<b>MAT-121</b> Precalculus I.....	4
COM Communication.....	3
Behavioral & Social Science.....	3
ENG Literature.....	3

#### FOURTH SEMESTER 15 CREDITS

CHM-202 Organic Chemistry II.....	4
ENG Literature.....	3
Science Elective <sup>1</sup> .....	4
Behavioral & Social Science.....	3
Environmental Studies <sup>1</sup> .....	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. **BIO-102 is strongly recommended for students anticipating transfer to a baccalaureate program.**
2. Students are strongly encouraged to select ENG-116, Technical Writing, as their second English Composition/Writing course.

# PROGRAMS OF STUDY Liberal Arts

**AA** ASSOCIATE IN ARTS, LIBERAL ARTS


## BIOTECHNOLOGY CONCENTRATION

**Program Advisor:** Gina Foley  
413-236-4522 • gfoley@berkshirecc.edu

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 is 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 30).

 This is a GPSTEM program (see page 38).

### 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; and
- 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 COURSES	25 CREDITS
BIO-101 General Biology I.....	4
BIO-102 General Biology II or	
BIO-111 Botany .....	4
BIO-132 Biological Laboratory Techniques.....	3
BIO-230 Biotechnology.....	3
BIO-275 Independent Study <sup>1</sup> or Professional Elective <sup>2</sup> .....	1
CHM-201 Organic Chemistry .....	4
ENG Literature.....	3
MAT-123 Elementary Statistics.....	3

GENERAL EDUCATION COURSES	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) <sup>3</sup> .....	4
Behavioral & Social Science.....	6
Environmental Studies.....	1

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio .....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average	
Overall.....	2.000
All required BIO & CHM courses	
and science electives .....	2.000

### ► Suggested Pathway to Graduation

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.

Course numbers in **BOLD** indicate GPSTEM milestone courses. They are critical for program success and should be taken in the order shown.

#### FIRST SEMESTER 18 CREDITS

<b>BIO-101</b> General Biology I.....	4
<b>CHM-101</b> Introductory Chemistry I.....	4
<b>MAT-121</b> Precalculus 1 (or higher) <sup>3</sup> .....	4
ENG English Composition/Writing.....	3
Behavioral & Social Science.....	3

#### SECOND SEMESTER 18 CREDITS

BIO-102 General Biology II or	
BIO-111 Botany .....	4
BIO-132 Biological Laboratory Techniques.....	1
<b>CHM-102</b> Introductory Chemistry II.....	4
MAT-123 Elementary Statistics.....	3
ENG English Composition/Writing.....	3
COM Communication.....	3

#### THIRD SEMESTER 14 CREDITS

<b>BIO-230</b> Biotechnology .....	4
<b>CHM-201</b> Organic Chemistry I .....	4
HIS-113 Western Civilization to 1500 or	
HIS-121 World History to 1500 .....	3
ENG Literature.....	3

#### FOURTH SEMESTER 14 CREDITS

BIO-275 Independent Study <sup>1</sup> or Professional Elective <sup>2</sup> .....	1
HIS-114 Western Civilization Since 1500 or	
HIS-122 World History Since 1500 .....	3
ENG Literature.....	3
Behavioral & Social Science.....	3
Environmental Studies <sup>2</sup> .....	1

### FOOTNOTES

1. Independent Studies will be assigned in accordance with a student's 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, BIO-110, ENV-101, or ENV-102) will also fulfill the Environmental Studies requirement.
3. Students meeting this requirement with a 3-credit mathematics course will need 2 credits to complete their professional elective.



# PROGRAMS OF STUDY Liberal Arts

**AA** ASSOCIATE IN ARTS, LIBERAL ARTS

## FOREIGN LANGUAGE CONCENTRATION

**Program Advisor:** Lois Cooper  
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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 include 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 30).

### 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, and 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 COURSES		27 CREDITS
ENG	Literature.....	3
	Foreign Language <sup>1</sup> .....	16
	Free Electives <sup>3</sup> .....	8

GENERAL EDUCATION COURSES		35 CREDITS
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	
HIS-122	World History Since 1500.....	3
MAT	Mathematics.....	3
	Behavioral & Social Science.....	6
	Environmental Studies <sup>2</sup> .....	1
	Natural or Physical Science <sup>2</sup> .....	7

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average Overall.....	2.000

### ► Suggested Pathway to Graduation

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 <sup>1</sup> .....	4
COM	Communication.....	3
ENG	English Composition/Writing.....	3
HIS-113	Western Civilization to 1500 or	
HIS-121	World History to 1500.....	3
	Behavioral & Social Science.....	3

SECOND SEMESTER		16 CREDITS
	Foreign Language <sup>1</sup> .....	4
ENG	English Composition/Writing.....	3
HIS-114	Western Civilization Since 1500 or	
HIS-122	World History Since 1500.....	3
MAT	Mathematics.....	3
	Behavioral & Social Science.....	3

THIRD SEMESTER		14 CREDITS
ENG	Literature.....	3
	Foreign Language <sup>1</sup> .....	4
	Free Elective <sup>3</sup> .....	3
	Natural or Physical Science <sup>2</sup> .....	4

FOURTH SEMESTER		16 CREDITS
	Foreign Language <sup>1</sup> .....	4
	Free Elective <sup>3</sup> .....	5
ENG	Literature.....	3
	Environmental Studies <sup>2</sup> .....	1
	Natural or Physical Science <sup>2</sup> .....	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.

# PROGRAMS OF STUDY Liberal Arts

**AA** ASSOCIATE IN ARTS, LIBERAL ARTS

## INTERNATIONAL STUDIES CONCENTRATION

**Program Advisor:** Lois Cooper  
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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 include anthropology, area studies, business, communications, economics, fine arts, history, journalism, law and politics.

➔ This is a MassTransfer eligible program (see page 30).

### 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.

### 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, is recommended.
4. MAT-123, Elementary Statistics, is recommended.
5. The Natural or Physical Science requirement must be fulfilled by one 4-credit laboratory science and one-three credit non-laboratory science or by two 4-credit laboratory sciences. Completion of an environmentally focused laboratory science, such as BIO-109, BIO-110, ENV-101, ENV-102, fulfills both the Natural or Physical Science and the Environmental Studies requirements. BIO-109, BIO-110, ENV-101, ENV-102 and GEY-101 are recommended.

### ► 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 COURSES 27 CREDITS

ECO-150	World Economy or	3
ECO-212	Principles of Macroeconomics	3
ENG	Literature <sup>1</sup>	3
	Foreign Language <sup>2</sup>	8
	Free Electives	7
	International Studies Electives (see options below)	6

#### GENERAL EDUCATION COURSES 35 CREDITS

ANT-101	Cultural Anthropology	3
COM	Communication <sup>3</sup>	3
ENG	English Composition/Writing	6
ENG	Literature <sup>1</sup>	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 to 1500	3
MAT	Mathematics <sup>3</sup>	3
	Environmental Studies <sup>5</sup>	1
	Natural or Physical Science <sup>5</sup>	7

#### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio	4 items
FORUM	4 units
Health/Fitness	30 hours
Minimum Cumulative Average Overall	2.000

### ► Suggested Pathway to Graduation

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 <sup>2</sup>	4
ANT-101	Cultural Anthropology	3
COM	Communication <sup>3</sup>	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 <sup>2</sup>	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 <sup>4</sup>	3

#### THIRD SEMESTER 16 CREDITS

ECO-150	World Economy or	
ECO-212	Principles of Macroeconomics	3
ENG	Literature <sup>1</sup>	3
	Free Elective	3
	International Studies Elective (see options below)	3
	Natural or Physical Science <sup>5</sup>	4

#### FOURTH SEMESTER 14 CREDITS

	Free Electives	4
	International Studies Elective (see options below)	3
ENG	Literature <sup>1</sup>	3
	Environmental Studies <sup>5</sup>	1
	Natural or Physical Science <sup>5</sup>	3

### Options for International Studies Electives

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

#### INTERNATIONAL STUDIES ELECTIVES CREDITS

ECO-212	Principles of Macroeconomics	3
ENG-204	Literature of Peace and War	3
ENG-221	Literature of Western Civilization I	3
ENG-222	Literature of Western Civilization Since 1500	3
ENG-297	Special Topics with an International Focus	3
FAS-156	Art and Culture of Asia	3
FAS-171	Pre-Renaissance Art History	3
FAS-172	Renaissance to Modern Art History	3
FAS-173	Twentieth Century Art History	3
HIS-113	Western Civilization to 1500	3
HIS-114	Western Civilization Since 1500	3
HIS-121	World History to 1500	3
HIS-122	World History Since 1500	3
HIS-225	Comparative Religions	3
HIS-232	The World Since 1945	3
HIS-238	History of the Holocaust	3
HON-298C	17 <sup>th</sup> Century: Emergence of Modern World	3
MUS-225	Music History I	3
MUS-226	Music History II	3
PHL-105	World Security and Sustainability	3
SPA	Spanish	4
THR-111	History of Theatre I	3
THR-112	History of Theatre II	3

# PROGRAMS OF STUDY Liberal Arts

**AA** ASSOCIATE IN ARTS, LIBERAL ARTS

## PEACE & WORLD ORDER CONCENTRATION

**Program Advisor:** Chris Laney  
413-236-2103 • claney@berkshirecc.edu

The Peace and World Order 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 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 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 30).

### 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 COURSES	27 CREDITS
ENG-204 Literature of Peace & War .....	3
PHL-105 World Security & Sustainability .....	3
PHL-111 Alternatives to Violence .....	3
PHL-270 Independent Study in Peace & World Order .....	3
Free Electives .....	15

GENERAL EDUCATION COURSES	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 & Social Science.....	6
Environmental Studies <sup>1</sup> .....	1
Natural or Physical Science <sup>1</sup> .....	7

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average Overall.....	2.000

### ► Suggested Pathway to Graduation

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 & 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 <sup>1</sup> .....	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 <sup>1</sup> .....	1
Natural or Physical Science <sup>1</sup> .....	3

THIRD SEMESTER	15 CREDITS
ENG-204 Literature of Peace & War .....	3
Free Electives .....	6
COM Communication.....	3
Behavioral & Social Science.....	3

FOURTH SEMESTER	15 CREDITS
PHL-270 Independent Study in Peace & World Order .....	3
Free Electives .....	6
ENG Literature.....	3
Behavioral & Social Science.....	3

### FOOTNOTE

1. 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, such as BIO-109, BIO-110, ENV-101, or ENV-102, fulfills both the Natural or Physical Science and Environmental Studies requirement.


# PROGRAMS OF STUDY Liberal Arts

**AA** ASSOCIATE IN ARTS, LIBERAL ARTS

## PSYCHOLOGY CONCENTRATION

**Program Advisor:** Dr. Wayne Klug  
413-236-4562 • wklug@berkshirecc.edu

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.

 This is a MassTransfer eligible program (see page 30).

### Expected Outcomes

Graduates of this program should be able to:

- Demonstrate a knowledge base in psychology by describing key concepts, principles and themes; and gain a working knowledge of content in the 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 COURSES	24 CREDITS
PSY-107 Introductory Psychology.....	3
PSY-204 Human Growth & Development.....	3
PSY-206 Adolescent Psychology.....	3
PSY-207 Social Psychology.....	3
PSY-226 Abnormal Psychology.....	3
Professional Electives <sup>1</sup> .....	6
Free Electives.....	3

GENERAL EDUCATION COURSES	38 CREDITS
BIO-175 Brain, Mind & Behavior.....	3
COM Communication.....	3
ENG English Composition/Writing.....	6
ENG Literature.....	6
ENV-127 Environmental Awareness <sup>3</sup> .....	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 <sup>2</sup> .....	3
SOC-105 Introductory Sociology.....	3
Natural or Physical Science <sup>3</sup> .....	4
Humanities & Fine Arts.....	3

### ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness.....	30 hours
Minimum Cumulative Average Overall.....	2.000

### ► Suggested Pathway to Graduation

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 <sup>2</sup> .....	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 & Behavior.....	3
SOC-105 Introductory Sociology.....	3
Humanities & Fine Arts.....	3
ENV-127 Environmental Awareness <sup>3</sup> .....	1

THIRD SEMESTER	16 CREDITS
ENG Literature.....	3
PSY-204 Human Growth & Development.....	3
PSY-207 Social Psychology.....	3
Natural or Physical Science <sup>3</sup> .....	4
Professional Elective <sup>1</sup> .....	3

FOURTH SEMESTER	15 CREDITS
ENG Literature.....	3
PSY-206 Adolescent Psychology.....	3
PSY-226 Abnormal Psychology.....	3
Professional Elective <sup>1</sup> .....	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 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, such as BIO-109, BIO-110, ENV-101, or ENV-102, fulfills both the Natural or Physical Science and the Environmental Studies requirements.



# PROGRAMS OF STUDY *Nursing*

## CERTIFICATE

### **PRACTICAL NURSE (LPN)**

**Program Advisor:** Tochi O. Ubani, DNP  
413-236-4638 • tubani@berkshirecc.edu

*This program is 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 healthcare. There are plentiful job opportunities for practical nurses in Berkshire County and throughout the country. The employment settings for graduates of the Practical Nurse certificate program include skilled nursing and rehabilitation facilities, long term care, assisted living communities, group homes, medical offices, community health centers and VA medical centers. Upon graduation, students are eligible to take the National Council Licensing Examination (NCLEX-PN) to become a licensed practical nurse (LPN).

#### **Essential Functions**

Students in this program must be able to:

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

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

#### **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 BIO-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.<sup>1</sup>

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.

Determination will be made contingent upon proof of license due to Admissions by August 15 and completion of all coursework by July 1. Notification of conditional acceptance is made in early June.

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

#### **FOOTNOTES**

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

2. LPN-142 and LPN-152 incorporate a required Service-Learning component each semester.

#### **NOTES**

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.

All nursing faculty hold, as a minimum, professional Registered Nurse licensure in Massachusetts and a B.S. in Nursing.

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.

Lecture and laboratory sessions are held on the Main Campus in Pittsfield. Clinical experiences may be held at any facility in Berkshire County and may be a day, evening or weekend clinical.

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.

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.

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.

**CORI** ✓ Any prior criminal offense could hinder placement in clinical agencies and the ability to take national licensure examinations. See *Criminal & Sex Offender Record Information Checks* on page 13 for details. 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).

# PROGRAMS OF STUDY Nursing

## ► Graduation Requirements

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

<b>PROGRAM COURSES</b>		<b>47 CREDITS</b>
	Prerequisite Courses <sup>1</sup>	
BIO-150	Intro to Human Body .....	3
PSY-107	Introductory Psychology .....	3
ENG-101	Composition 1 .....	3

<b>PRACTICAL NURSE COURSES:</b>		
LPN-142	Health Maintenance of the Adult & Aging <sup>2</sup> .....	15
LPN-145	Gerontology Practicum .....	2
LPN-152	Health Alterations of the Adult & Aging <sup>2</sup> .....	15
LPN-162	Health Care of the Family .....	6

<b>ADDITIONAL REQUIREMENTS</b>		
Demonstrated college-level skills in reading & writing <sup>1</sup>		
Minimum Cumulative Average		
	Overall .....	2.000
	Program requirements .....	2.000

## ► Suggested Pathway to Graduation

<b>FIRST SEMESTER</b>		<b>15 CREDITS</b>
LPN-142	Health Maintenance of the Adult & Aging <sup>2</sup> .....	15
<b>WINTER SESSION</b>		<b>2 CREDITS</b>
LPN-145	Gerontology Practicum .....	2
<b>SECOND SEMESTER</b>		<b>15 CREDITS</b>
LPN-152	Health Alterations of the Adult & Aging <sup>2</sup> .....	15
<b>SUMMER SESSION</b>		<b>6 CREDITS</b>
LPN-162	Health Care of the Family .....	6



Associate Degree Nurses' Pinning Ceremony, Spring 2017

Erin Murphy

# PROGRAMS OF STUDY *Nursing*

AS ASSOCIATE IN SCIENCE

## NURSING (ADN)

**Program Advisor:** Tochi O. Ubani, DNP  
413-236-4638 • tubani@berkshirecc.edu

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

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 client 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, employment opportunities and competitive salaries. People are attracted to nursing by the focus on caring, flexibility of working schedules and challenges to excel within the profession. RNs are employed in hospitals, nursing homes, home care, clinics, health centers, physicians' offices and the military. BCC's nursing program is a sequence of lecture, laboratory and clinical courses. Graduates are eligible to take the licensing examination to become registered nurses (RNs).

### Career mobility: LPN to ADN

Licensed Practical Nurses (LPNs) 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.

Five seats in the LPN will be held and determined via a lottery system. Those who were not chosen in the lottery are eligible for another lottery opportunity in the next class.

### Essential Functions

Students in this program must be able to:

- Demonstrate the ability to perform essential functions for a maximum of an 12-hour shift;
- Demonstrate the ability to protect a patient when the patient is standing and ambulating on all surfaces with or without the use of assistive devices, including canes, crutches and walkers;
- Demonstrate the ability to safely move a patient over 100 pounds from one surface to another using the appropriate level of help;
- Demonstrate safe body mechanics in the process of all patient treatments, including lifting and carrying small equipment (under 50 pounds) and moving large equipment (over 50 pounds);
- Demonstrate the ability to manipulate dials on equipment;
- Demonstrate the ability to coordinate simultaneous motions;
- Demonstrate the ability to perform occasional over head extension;
- Demonstrate the ability to hear blood pressure, heart and lung sounds with or without corrective devices;
- Demonstrate the ability to palpate soft tissue including pulse, muscle and bones;
- Demonstrate the ability to perform nursing interventions: sterile procedures, dressing changes and administer medications (including dosage calculations when necessary following infection control procedures);
- Display adaptability to change;
- Establish effective relationships with others;
- Communicate effectively, safely and efficiently in English by:
  - Explaining procedures;
  - Receiving information from others;
  - Receiving information from written documents;
  - Exhibiting appropriate interpersonal skill (refer to ANA Code for Nurses);
  - Analyzing and documenting assessment findings and interventions;
- Distinguish color changes; and
- Detect an unsafe environment and carry out appropriate emergency procedures including:
  - Detecting subtle environmental changes and odors including but not limited to the smell of burning electrical equipment, smoke and spills;
  - Detect high and low frequency sounds, including but not limited to alarms, bells and emergency signals.

### Admission Requirements

Students who have met all the admissions requirements must apply by March 1 to be considered for the fall semester. Students must submit an application and a Nursing Program Matriculation Form. Application review is completed by mid-April 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:

- Reading and writing competency at a college level as shown by completion of a college English composition class (ENG-101) **or** through the Accuplacer assessment;
- Mathematics Proficiency/Placement requires a high school graduation within the past two years with a GPA of at least 2.7 and a minimum grade of C (73) in Algebra II **or** ACCUPLACER placement into college level math **or** successful completion of the Math Challenge Exam **or** successful completion of a college-level math class with a minimum grade of C. MAT-123 (Statistics) is recommended for transfer.
- 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;
- 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;
- 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 1 prior to the academic year for which they are seeking admission.

Students must have a grade of C (73) or better in all required sciences 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, BIO-202 and BIO-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.*

# PROGRAMS OF STUDY **Nursing**

## RE-ENTRY TO THE ADN PROGRAM

Students who are unsuccessful in the ADN program can petition to re-enter within one year for the semester in which they left. Only students who have successfully completed a semester with a grade of 75 or better are eligible for re-admission to the ADN program.

Students must draft a letter of petition and send it to the attention of the Dean of Nursing, Health and Social Sciences. Letters should explain why the student was unsuccessful and what has changed that will lead to future success in the ADN program. The Dean of Nursing, Health and Social Sciences will contact the student about completing a matriculation form. Matriculation forms for reentry will be reviewed by June 15.

Students will need to pass the HESI (Fundamentals/Maternity versions). Students who re-enter will be re-ranked for space available. Courses that expire within the re-entry timeframe will be accepted by BCC.

Students who are offered a seat in the ADN program are not eligible to defer.

## Expected Outcomes

Graduates of this program should be able to:

- 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 COURSES		50 CREDITS
BIO-201	Anatomy & Physiology I.....	4
BIO-202	Anatomy & Physiology II.....	4
NUR-101	Physical & Mental Health I <sup>1</sup> .....	9
NUR-102	Physical & Mental Health II.....	8
NUR-201	Physical & Mental Health III <sup>7</sup> .....	9
NUR-202	Physical & Mental Health IV.....	9
NUR-206	Nursing in Transition.....	1
PSY-107	Introductory Psychology.....	3
PSY-204	Human Growth & Development.....	3

GENERAL EDUCATION COURSES		19 CREDITS
BIO-207	Microbiology.....	4
COM	Communication <sup>2</sup> .....	3
ENG	English Composition/Writing <sup>3</sup> .....	6
MAT	Mathematics <sup>4</sup> .....	3
SOC-105	Introductory Sociology.....	3
	General Education Elective <sup>5</sup> .....	3

## ADDITIONAL REQUIREMENTS

Core Competencies Portfolio.....	4 items
FORUM.....	4 units
Health/Fitness <sup>6</sup> .....	30 hours
Minimum Cumulative Average.....	2.000
Minimum Numeric Grade	
Each NUR Course.....	75
All Other Courses.....	73
Service-Learning, concurrent with each NUR Course	

## ► Suggested Pathway to Graduation

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 & Physiology I.....	4
NUR-101	Physical & Mental Health I <sup>1</sup> .....	9
PSY-107	Introductory Psychology.....	3
ENG	English Composition/Writing <sup>3</sup> .....	3

SECOND SEMESTER		19 CREDITS
BIO-202	Anatomy & Physiology II.....	4
BIO-207	Microbiology.....	4
NUR-102	Physical & Mental Health II.....	8
PSY-204	Human Growth & Development.....	3

## SUMMER SESSION

EXL-225	Experiential Learning (optional).....	1-3
NUR-106	Bridge Course—LPN to RN (for LPNs only) <sup>7</sup> .....	2

THIRD SEMESTER		15-16 CREDITS
NUR-201	Physical & Mental Health III.....	9
COM	Communication <sup>2</sup> .....	3
SOC-105	Introductory Sociology.....	3

FOURTH SEMESTER		16 CREDITS
NUR-202	Physical & Mental Health IV.....	9
NUR-206	Nursing in Transition.....	1
ENG	English Composition/Writing <sup>3</sup> .....	3
	General Education Elective <sup>5</sup> .....	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 and may be required for students re-entering into NUR-201.

## NOTES

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.

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

**CORI** ✓ Any prior criminal offense could hinder placement in clinical agencies. See *Criminal & Sex Offender Record Information Checks* on page 13. 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.



# PROGRAMS OF STUDY *Nursing*

**BS** BACHELOR OF SCIENCE — RN TO BS TRACK  
**NURSING (BSN)**

**Program Advisor:** Ann Tierney, MS, RN  
 413-236-4716 • atierney@berkshirecc.edu

*This program is 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 (UMass), 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 healthcare 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 RN to BS Online and On-site Track meets the needs of registered nurses with other life responsibilities through a curriculum that combines web-based instruction with student-tailored practice. Designed for students with clearly defined career goals, it calls for substantial autonomy in meeting established objectives.*

—www.umass.edu/nursing



Erin Murphy

Associate Degree Nursing students at Wellness Day 2017

## ► Graduation Requirements

A minimum of 90 credits are required to complete the program.<sup>1</sup>

NURSING PREREQUISITE, GENERAL EDUCATION, AND ELECTIVES COURSES <sup>2</sup>	60 CREDITS
Nutrition .....	3
Anatomy & Physiology .....	8
Microbiology .....	4
English Composition .....	3
Literature or Fine Arts .....	3
History .....	3
Statistics .....	3
Growth & 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 & Illness .....	4
N-315 Health & Physical Assessment of Individuals & 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 & Underserved Populations .....	3
N-498S Practicum: Special Populations .....	2

## Completion Options

There are two program format options.<sup>3</sup> Students may complete this program on a full- or part-time basis as follows.<sup>4</sup>

### FOOTNOTES

- The 120 credits for graduation are derived as follows:
  - Nursing Prerequisite, General Education and electives — 60 credits
  - RN Licensure — 30 credits
  - RN to BS Track — 30 credits
- A world/global diversity course is also required. This course may be integrated with a general education or elective course.
- Two program formats offered:
  - Online
  - On-site (face-to-face) at UMass' Springfield Center
- There are two admission cycles:
  - Spring (January)
  - Summer (June)

## ONE-YEAR PLAN

SUMMER	► ENTRY POINT	9 CREDITS
N-312	Cultural Diversity in Health & Illness .....	4
N-317	Writing in Nursing .....	3
N-415	Community Focus in Nursing .....	3
<b>FALL</b>		
<b>8 CREDITS</b>		
N-315	Health & Physical Assessment of Individuals & Families .....	3
N-440	Vulnerable & Under-served Populations .....	3
N-498S	Practicum: Special Populations .....	2
<b>WINTER</b>		
<b>3 CREDITS</b>		
N-290B	Introduction to Health Care Information .....	3
<b>SPRING</b>		
<b>► ENTRY POINT</b>		
<b>10 CREDITS</b>		
N-420	Introduction to Research in Nursing .....	3
N-438	Professional Role .....	3
N-418	Nurse Process: Families .....	3

## TWO-YEAR PLAN

SUMMER I	► ENTRY POINT	6 CREDITS
N-317	Writing in Nursing .....	3
N-415	Community Focus in Nursing .....	3
<b>FALL I</b>		
<b>5 CREDITS</b>		
N-440	Vulnerable & Under-served Populations .....	3
N-498S	Practicum: Special Populations .....	2
<b>WINTER I</b>		
<b>3 CREDITS</b>		
N-290B	Introduction to Health Care Information .....	3
<i>(take either Winter I or Winter II)</i>		
<b>SPRING I</b>		
<b>► ENTRY POINT</b>		
<b>4 CREDITS</b>		
N-418	Nurse Process: Families .....	3
<b>SUMMER II</b>		
<b>3 CREDITS</b>		
N-312	Cultural Diversity in Health & Illness .....	4
<b>FALL II</b>		
<b>3 CREDITS</b>		
N-315	Health & Physical Assessment of Individuals & Families .....	3
<b>WINTER II</b>		
<b>3 CREDITS</b>		
N-290	Introduction to Health Care Information .....	3
<i>(take either Winter I or Winter II)</i>		
<b>SPRING II</b>		
<b>6 CREDITS</b>		
N-420	Introduction to Research in Nursing .....	3
N-438	Professional Role .....	3

# GRADUATION REQUIREMENTS General Education Requirements

## COURSES THAT MEET GENERAL EDUCATION REQUIREMENTS

Listed on this page are all of the courses that meet the BCC general education requirements. See *General Education Requirements* on page 27 for more information.

Please refer to the explanation of course codes in the table on page 108 before reading the course descriptions that begin on page 108.

### COMMUNICATION CO

**COM** 104, 105, 107

### ENGLISH COMPOSITION/ WRITING EC

**ENG** 101, 102, 103, 104, 116

### HEALTH/FITNESS HF

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

**CRJ** 108

**FIS** 101

**HSP** 112

**LPN** 142

**MBW** 110

**NUR** 101, 102, 201

**PED** 106, 109, 115, 116, 118, 128, 130, 135, 136, 137, 144, 151, 152, 160, 161, 180, 207, 250, 284

**PSY** 122, 127

**PTA** 100

**RSP** 105

**THR** 119

### HISTORY HI

**HIS** 113, 114, 117, 118, 121, 122

### HUMANITIES & FINE ARTS HU

**ENG** 143, 205, 215, 216, 221, 223, 228, 231, 232, 235, 241, 242, 245, 255, 260, 263, 297

**FAS** 111, 120, 123, 124, 156, 157, 163, 171, 172, 173, 210, 222, 225, 233, 240, 245, 246, 263, 297

**FRE** 101, 102

**HIS** 225

**HON** 298C, 298E, 298G, 298I

**HUM** 121, 136, 148, 155, 159, 168, 218, 297

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

**PHL** 101, 102, 105, 111, 209, 212, 270

**SPA** 101, 102, 131, 132, 133, 134, 135, 136, 201, 202

**THR** 101, 104, 105, 106, 110, 111, 112, 120, 205, 206, 214, 233, 297



Erin Murphy

### MATHEMATICS MA

**ENM** 151, 152, 251, 252

**MAT** 102, 102A, 102B, 102C, 113, 121, 123, 145, 146, 151, 152, 253, 254

### BEHAVIORAL/ SOCIAL SCIENCES SS

**ANT** 101, 102, 125, 197

**ECO** 150, 211, 212

**ENV** 182

**GEO** 125

**GOV** 105, 135

**HIS** 208, 226, 228, 232, 238, 244

**HON** 298F, 298H

**PSY** 107, 204, 206, 207, 208, 210, 226, 297

**SOC** 105, 121, 136, 197, 203, 208, 212, 216, 217, 219, 228, 232, 234, 297

### NATURAL or PHYSICAL SCIENCE SC

**AHS** 115, 121, 129, 150, 230

**ATM** 110, 126, 135, 145\*, 210, 211\*

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

**CHM** 101\*, 102\*, 110, 150, 201\*, 202\*

**ENT** 161\*, 162\*, 261\*, 262

**GEY** 121\*, 136\*

**PHY** 101\*, 102\*, 111

### ENVIRONMENTAL STUDIES ES

**ENV** 101\*, 102\*, 115, 121, 127, 133\*, 139\*, 165\*, 207\*, 208\*

\* 4-credit lab sciences

## Courses that meet the BCC Literature Requirement

**ENG** 204, 205\*, 215, 216, 221, 222, 228, 231, 232, 241, 245, 255, 297

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

# GRADUATION REQUIREMENTS Core Competency Requirements

## 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. See *Core Competencies Requirement* on page 25 for more information.

## What is a core competency?

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.

### CRITICAL THINKING CC-CT

AHS 142, 148	HIS 225, 226, 228, 232, 238, 244
ANT 125	HON 298I
ATM 210, 211	HSP 101
BIO 101, 175, 180, 201, 202	HSV 111, 280
BUS 107, 220, 255	HUM 159
CHM 201	LPN 142, 162
CHW 110, 120 210	MBW 130
CIS 125, 211, 231, 232, 241	MUS 108, 225, 226
CRJ 121, 123, 201	NUR 101, 102, 201
ECE 224	PED 170
ECO 211, 212	PHL 102, 105, 111, 209
ENG 102, 103, 104, 205, 215, 216, 221, 228, 231, 232, 235, 241, 242, 245, 255, 263, 297	PHY 102
ENM 126, 127	PSY 206, 208
ENT 162, 213	PTA 101, 115, 200
FAS 120, 123, 124, 163, 171, 172, 173, 210, 222, 233, 240, 263	SOC 208, 216, 232, 234
	THR 110, 205

### ORAL COMMUNICATION CC-OC

CHW 110, 120 210
COM 104, 105, 107
CRJ 108, 125, 126
ENT 234
LPN 145
MBW 131
MUS 225
PTA 203, 250, 260
SOC 219
THR 214

### QUANTITATIVE REASONING & LOGICAL THINKING CC-QR

BCC 139
BIO 102
BUS 139, 220, 255
CHM 102, 150
CIS 124, 125, 211, 231, 232
ECO 211, 212
ENM 126, 127, 151, 152, 251, 252
ENT 122, 129, 135, 136, 151, 161, 203, 204, 210, 212, 214, 233, 238, 244, 260, 261, 262
HSP 115
MAT 101, 102, 113, 121, 123, 136, 145, 146, 151, 253, 254
MBW 150
NUR 202
PED 170, 207
PHY 101, 111
RSP 241

### WRITTEN COMMUNICATION CC-WC

ANT 125
BIO 180
BUS 107, 247
CHM 201
COM 104, 107
CRJ 123
CUL 105
ENG 255
ENT 115
HIS 228, 244
HON 298I
HSP 101
HUM 121, 155
LPN 142
MBW 131
MUS 226
NUR 201
PHL 101
PTA 201
SOC 216, 232, 234
THR 111, 112

# GRADUATION REQUIREMENTS **MassTransfer** Requirements

## COURSES THAT MEET MASSTRANSFER REQUIREMENTS

Students planning to transfer to one of the state-supported universities or colleges in Massachusetts are eligible for MassTransfer. See *MassTransfer* on page 30 for more information.

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.

**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 (see below).**

Please refer to the explanation of course codes in the table on page 108 before reading the course descriptions that follow.



Awards Night, 2017

Erin Murphy

## ENGLISH COMPOSITION/ WRITING **ec**

**ENG** 101, 102, 103, 104, 116, 246

## HUMANITIES & FINE ARTS **hu**

**BUS** 260

**COM** 104, 105, 107

**ENG** 143, 204, 205, 215, 216, 221, 223, 228, 231, 232, 235, 241, 242, 245, 255, 260, 263, 297

**FAS** 111, 120, 123, 124, 156, 157, 163, 171, 172, 173, 210, 222, 225, 233, 240, 245, 246, 263, 297

**FRE** 101, 102

**HIS** 225

**HON** 298C, 298E, 298G, 298I

**HUM** 121, 136, 148, 155, 159, 168, 218, 297

**MUS** 101, 102, 106, 108, 110, 116, 132, 138, 139, 145, 156, 163, 164, 185, 187, 201, 202, 216, 225, 226, 249, 263, 264, 297

**PHL** 101, 102, 105, 111, 209, 212, 270

**SPA** 101, 102, 131, 132, 133, 134, 135, 201, 202

**THR** 101, 104, 105, 106, 110, 111, 112, 205, 206, 214, 233, 297

## MATHEMATICS **ma**

**ENM** 151, 152, 251, 252

**MAT** 102, 102A, 102B, 102C, 113, 121, 123, 145, 146, 151, 152, 253, 254

## NATURAL or PHYSICAL LABORATORY SCIENCE\* **ls**

**ATM** 145

**BIO** 101, 102, 109, 110, 111, 112, 201, 202, 207, 208, 230, 236

**CHM** 101, 102, 201, 202

**ENT** 161, 162, 261, 262

**ENV** 101, 102, 133, 139, 165, 207, 208, 247

**GEY** 121, 136

**PHY** 101, 102

## NATURAL or PHYSICAL NON-LABORATORY SCIENCE **ns**

**AHS** 121, 150, 230

**ATM** 110, 126, 135, 145A, 210, 211

**BIO** 175, 180, 236A

**CHM** 110, 150

**ENV** 121, 148

## BEHAVIORAL/ SOCIAL SCIENCES **ss**

**ANT** 101, 102, 125, 197

**ECO** 150, 211, 212

**ENV** 182

**GEO** 125

**GOV** 105, 135

**HIS** 113, 114, 117, 118, 121, 122, 208, 226, 228, 232, 238, 244

**HON** 298F

**PSY** 107, 204, 206, 207, 208, 210, 226, 297

**SOC** 105, 121, 136, 197, 203, 208, 216, 217, 219, 228, 232, 234, 297

## Courses that meet the BCC Literature Requirement

**ENG** 204, 205\*, 215, 216, 221, 222, 228, 231, 232, 241, 245, 255, 297

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

\* 4-credit lab sciences



# COURSE DESCRIPTIONS

To help select courses consistent with their academic plans, students should become thoroughly familiar with the explanation of course descriptions.

## 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).

### ❶ Course Designation (FAS)

Identifies the department and/or category of the course.

### ❷ 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.

### ❸ Course Title (Pre-Renaissance Art History)

### ❹ 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.

### ❺ 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."

### ❻ 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 MassTransfer requirements.
- Courses that have embedded core competencies are identified with a **four letter core competency code**.

## ❶ ❷ FAS-171

### ❸ PRE-RENAISSANCE ART HISTORY

❹ 3 Credits ■ Fall ■ HU/hu ■ CC-CT

❺ ❻ ❼

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.*

## COURSE CODES

	BCC General Education	MassTransfer	Core Competency
Communication	CO		
English Composition/Writing	EC	ec	
Environmental Studies	ES		
Health/Fitness	HF		
History	HI		
Humanities and Fine Arts	HU	hu	
Natural or Physical Laboratory Science		ls	
Natural or Physical Non-Laboratory Science		ns	
Mathematics	MA	ma	
Natural or Physical Science	SC		
Behavioral and Social Science	SS	ss	
Critical Thinking			CC-CT
Oral Communication			CC-OC
Quantitative Reasoning and Logical Thinking			CC-QR
Written Communication			CC-WC

# COURSE DESCRIPTIONS

BCC currently offers more than 500 credit courses in over 50 areas of study.

## PREREQUISITES & 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 142; 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 131.
- Various prerequisites as shown below.

### Skills Prerequisite

A skills prerequisite is 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 Accuplacer assessment at a level higher than the skill level listed. In the example on the opposite page, FAS-171 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 Accuplacer assessment.

### Prerequisite

A prerequisite course must be successfully completed **before** enrolling in the course that lists the prerequisite. For example, BUS-206 (see page 114) lists a prerequisite of BUS-107 or higher. Therefore, a student must successfully complete BUS-107 or higher before taking BUS-206.

### Corequisite

A corequisite course must be taken **at the same time** as the course that lists the corequisite. For example, ECE-124 (see page 119) lists a corequisite of ECE-123. Therefore, a student should be enrolled in both ECE-123 and ECE-124 during the same semester.

### Recommendation

Recommended courses are **suggestions** made by the faculty. For example, AHS-150 (see page 109) lists high school or college biology as a recommendation. Therefore, although not mandatory, it is in the best interest of the student to have completed a high school or college biology course before enrolling in AHS-150.

## ALLIED HEALTH AHS

### AHS-101

#### INTRODUCTION TO COMPLEMENTARY CARE & INTEGRATIVE HEALTH 2 Credits ■ Fall ■ HF

An overview of the history, philosophy, and approaches of complementary care and integrative health (CIH). A variety of categories of CIH and their integration into the western medicine model will be explored. **Skills prerequisite:** ENG-020. **Recommendation:** Word processing skills.

### AHS-103

#### NUTRITIONAL AWARENESS 1 Credit ■ HF

A concise course in human nutrition. This course provides students with a basic understanding of the role of the major nutrient groups and the importance of diet and exercise in health and disease prevention. Essential information needed for students to become informed consumers in the areas of food selection and preparation will be included.

### AHS-111

#### INTRODUCTION TO PATIENT CARE SKILLS & HEALTH CAREER EXPLORATION 3 Credits ■ Fall ■ HF

An introduction to care-based learning methodology through life-sized simulation and an exploration of career options. Students will learn health care techniques, procedures and other skills related to body mechanics, chart documentation, ethics, professionalism, cultural diversity, and communication within health care occupations, and will also explore the requirements of health care career options. Two lecture hours and two lab hours per week. **Skills prerequisite:** ENG-020 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 prerequisite:** ENG-020. **Prerequisite:** College prep high school biology with a C or better within five 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. **Corequisite:** MAT-028A.

### AHS-129

#### MEDICAL TERMINOLOGY 3 Credits ■ SC

A course designed to develop 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. **Recommendation:** High school or college biology, or anatomy and physiology.

### AHS-131

#### ORIENTATION TO THE MUSCULOSKELETAL SYSTEM 2 Credits

An interactive orientation to palpation and 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 prerequisite:** ENG-020.

### AHS-142

#### EXERCISE SCIENCE 3 Credits ■ Fall ■ HF ■ CC-CT

A comprehensive 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 evaluation including measurement and assessment of blood pressure, body composition, and the cardiovascular system. **Skills prerequisite:** ENG-020.

### 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 others administering 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. **Recommendation:** High school or college biology.

# COURSE DESCRIPTIONS

## AHS-155

### STRESS & YOUR HEALTH

3 Credits ■ Spring ■ 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.

## AHS-162

### APPLIED VISCERAL ANATOMY

3 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. **Prerequisite:** BIO-150 or BIO-201.



## AHS-170

### MEDICAL ASSISTING STUDIES

32 Credits ■ HF

An instructional course completed at McCann Technical School that prepares individuals to function in a physician's office or health care facility performing business administration and clinical medical office skills. Business aspects include correspondence, medical records management, insurance billing, appointment scheduling, and medical transcription. Clinical aspects include preparation of the patient for and assisting with physical examination and treatment, assessment of vital signs, patient education, preparation and administration of medications, routine laboratory procedures including blood drawing, and performing electrocardiography. This course only applies to matriculated students in the Health Science—Medical Assisting option.

## AHS-171

### SURGICAL TECHNOLOGY STUDIES

32 Credits ■ HF

An instructional course completed at McCann Technical School that prepares the beginning practitioner with the knowledge, skills, and abilities necessary to provide services in the operating room as a Surgical Technologist. Instruction includes components of the basic sciences, safe patient care, operating room techniques, surgical procedures, and clinical practice. This course only applies to matriculated students in the Health Science—Surgical Technology option.

## AHS-172

### DENTAL ASSISTING STUDIES

32 Credits ■ HF

An instructional course completed at McCann Technical School that prepares individuals to assist a dentist at chairside. This preparation includes office procedures, performance of radiographic techniques and selected laboratory tasks. McCann graduates are eligible to sit for the Certified Dental Assistant (CDA) examination as administered by the Dental Assisting National Board (DANB). This course includes academic and clinical procedure preparation, and general and specialty externships in carefully selected private dental offices and clinics. This course only applies to matriculated students in the Health Science—Dental Assisting option.

## AHS-220

### PRINCIPLES OF FITNESS COMPONENTS

3 Credits ■ Fall

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 prerequisites:** ENG-020 and ENG-090. **Prerequisite:** PED-180 or permission of the instructor. **Recommendation:** BIO-150 or a background in human anatomy.

## AHS-230

### PATHOPHYSIOLOGY

3 Credits ■ SC/ns

An introduction to the various types of human diseases. Topics include the definition, etiology, pathophysiology, clinical findings, diagnosis, prognosis, management, and possible complications of a variety of human diseases. **Skills prerequisites:** ENG-020 and ENG-090. **Prerequisites:** BIO-101 and BIO-102, or BIO-201 and BIO-202, or permission of the instructor.

## AHS-235

### FITNESS PROGRAM PLANNING

3 Credits ■ Fall

An exploration of the steps involved in preparation, development, implementation and evaluation of fitness program design. The focus will be on program planning and development for community-based fitness clubs and worksite settings. Students will be required to plan a fitness program of their own as part of the coursework. **Skills prerequisite:** ENG-020. **Prerequisite:** PED-170, or a strong background in exercise and permission of the instructor.

## AHS-238

### MIND/BODY THEORY & METHODS

3 Credits ■ Fall ■ 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.

## AHS-275

### INDEPENDENT STUDY IN ALLIED HEALTH

1–4 Credits

Independent study for students with a foundation in the field. Student and instructor determine the project and the number of credits to be earned. A formal problem, a review of the literature, field work or internship, and written or oral presentations are often involved. Regularly scheduled meetings between student and instructor are required. **Prerequisite:** Permission of the instructor.

## AHS-297

### SPECIAL TOPICS IN HEALTH CARE

1–3 Credits

Specific course content in current health care issues as determined by the allied health department. Details are included in pre-registration materials.

# COURSE DESCRIPTIONS

## 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/ss ■ 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 prerequisites:** ENG-020 and ENG-090. **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

A tutorial course in which student and instructor determine a project and the number of credits to be earned. **Prerequisites:** One previous course in anthropology and the permission of the instructor.

### ANT-276 INDEPENDENT STUDY IN ANTHROPOLOGY II 1–3 Credits

A tutorial course in which student and instructor determine a project and the number of credits to be earned. **Prerequisites:** One previous course in anthropology and permission of the instructor.

## ATMOSPHERIC SCIENCE ATM

### ATM-110 CLIMATE CHANGE 3 Credits ■ SC/ns

An examination of climate change with a focus on the recent rapid warming of Earth's climate system. This course will examine physical processes that govern Earth's climate and ecology, as well as the scientific evidence examining the cause and likely impacts of this recent climate change on the earth's atmosphere, oceans and ecosystems, and how these impacts may affect human society. Mitigation of, and adaptation to, climate change will also be discussed. **Skills prerequisite:** ENG-020.

### ATM-126 EXTREME WEATHER: PAST, PRESENT & 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 prerequisites:** ENG-020 and ENG-090.

### ATM-135 INTRODUCTION TO ASTRONOMY & 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-090, and MAT-018 (or MAT-018C).

### ATM-145 INTRODUCTION TO METEOROLOGY 4 Credits ■ As Needed ■ SC/ls

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 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-090.

### 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 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-090.

### ATM-209 WEATHER WORKSHOP 1 Credit

A workshop 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 ■ SC/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 & 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 ATM-210.



# COURSE DESCRIPTIONS

## 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 to understand the practical applications of math, learn the skills necessary for mathematical proficiency, and gain confidence in their ability to successfully navigate their mathematics courses at BCC.

### **BCC-139** PERSONAL FINANCE: MONEY MANAGEMENT FOR LIFE

3 Credits ■ CC-QR

An interactive approach in learning the strategies of managing personal finance as it relates to an individual's everyday life, both present and future. A clear delineation between self-sufficiency and wealth management will be illustrated. Topics covered will include short-term and long-term savings and investing, debt management, home ownership, life, health and property insurance. Successful completion of this course will result in the student having completed their own financial plan for the next fifteen years.

## 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 prerequisites:** ENG-020 and ENG-090. **Recommendation:** High school biology or BIO-105.

### **BIO-102** GENERAL BIOLOGY II

4 Credits ■ Spring & 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 prerequisites:** ENG-020 and ENG-090. **Prerequisite:** BIO-101 or permission of the instructor.

### **BIO-105** FUNDAMENTALS OF BIOLOGY

4 Credits ■ SC

A course for students with limited science backgrounds planning to enter more advanced biology courses. Studies cellular biology of animal and plant cells. Introduces the interrelationships of living systems. Weekly labs. This course does not fulfill the natural/ physical lab science requirement for AA programs. **Skills prerequisites:** ENG-020 and ENG-090.

### **BIO-109** INTRODUCTORY ECOLOGY I

4 Credits ■ Fall ■ SC/Is

A course focusing on the theoretical ecology. Topics covered in lecture and laboratory include ecosystem concept, ecological energetics, biogeochemical cycling, limiting factors, habitat types, and ecological succession. **Skills prerequisites:** ENG-020 and ENG-090.

### **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 prerequisites:** ENG-020 and ENG-090.

### **BIO-111** INTRODUCTION TO BOTANY

4 Credits ■ Spring ■ SC/Is

An introduction to 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 prerequisites:** ENG-020 and ENG-090.

### **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 prerequisites:** ENG-020 and ENG-090.

### **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. **Prerequisites:** MAT-028B or equivalency, and permission of the Biology program advisor.

### **BIO-132** BIOLOGICAL LABORATORY TECHNIQUES

3 Credits ■ 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

3 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 prerequisites:** ENG-020 and ENG-090. **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 & 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 explore the biopsychological factors that contribute to the development of neurological diseases and psychological disorders. **Skills prerequisites:** ENG-020 and ENG-090.

# COURSE DESCRIPTIONS

## **BIO-180**

### **THE BIOLOGY OF SEX & GENDER**

3 Credits ■ SC/ns ■ CC-CT ■ CC-WC

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

## **BIO-201**

### **ANATOMY & PHYSIOLOGY I**

4 Credits ■ SC/Is ■ CC-CT

An examination of 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, and the integumentary, skeletal, articular, muscular, nervous and sensory systems. **Skills prerequisites:** ENG-020 and ENG-090. **Prerequisite:** BIO-105 with a minimum grade of B-, or BIO-101 with a minimum grade of C, or successful completion of the Biology I challenge exam, or permission of the Biology program advisor.

## **BIO-202**

### **ANATOMY & 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 Biology program advisor.

## **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 successful completion of the Biology I challenge exam or permission of the microbiology coordinator.

## **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**

3 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, and CHM-101 or CHM-150, or permission of the instructor.

## **BIO-236**

### **EVOLUTION**

4 Credits ■ 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 ■ 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-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-018 (or 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 prerequisites:** MAT-018 (or 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**

### **PERSONAL FINANCE: MONEY MANAGEMENT FOR LIFE**

3 Credits ■ CC-QR

An interactive approach in learning the strategies of managing personal finance as it relates to an individual's everyday life, both present and future. A clear delineation between self-sufficiency and wealth management will be illustrated. Topics covered will include short-term and long-term savings and investing, debt management, home ownership, life, health and property insurance. Successful completion of this course will result in the student having completed their own financial plan for the next fifteen years.

# COURSE DESCRIPTIONS

## **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-216**

### **SMALL BUSINESS ENTREPRENEUR & MANAGEMENT**

3 Credits

An examination of the entrepreneurial process and how to successfully operate a newly formed small business. Topics in this course include understanding the opportunity environment, determining the feasibility of an opportunity and whether a business idea is worth pursuing, as well as planning for a career in entrepreneurship and small business management. This course will also explore the role of innovation in creating new or improved products, processes, or services. An overview of the business planning process will be presented and analyzed through case studies. **Skills prerequisites:** ENG-020 and ENG-090. **Prerequisite or corequisite:** 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, fundraising 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**

### **BUSINESS INTERNSHIP PROGRAM**

3 Credits

Students will participate in an internship at an approved organization in which they will develop and utilize skills necessary in today's workforce. Students also will be required to keep a weekly journal of their workplace experiences and how these experiences relate to required readings. **Prerequisites:** BUS-107, CIS-102, and faculty approval.

## **BUS-286**

### **COOPERATIVE EDUCATION IN BUSINESS II**

1–4 Credits

See *Experiential Learning* (EXL) on page 125.

## **BUS-297**

### **SPECIAL TOPICS IN BUSINESS**

1–4 Credits

Specific course content at the discretion of the department. Details are in pre-registration materials.



Erin Murphy

# COURSE DESCRIPTIONS

## CHEMISTRY CHM

### CHM-101

#### INTRODUCTORY CHEMISTRY I

4 Credits ■ Summer & Fall ■ SC/Is

A laboratory science course for students planning to transfer. Topics include: atoms, measurements, moles, quantum mechanical model of the atom, periodic properties, molecules and compounds, Lewis structures and molecular geometry, chemical reactions, chemical quantities, solutions, aqueous reactions and thermochemistry. **Skills prerequisite:** ENG-020 and MAT-029 (or MAT-029C) or permission of the instructor. Students without MAT-029 may take SCI-095 as a corequisite.

### CHM-102

#### INTRODUCTORY CHEMISTRY II

4 Credits ■ Spring & Summer ■ SC/Is ■ CC-QR

A continuation of CHM-101. Topics include: gases, liquids, solids, intermolecular forces, phase diagrams, solutions, kinetics, equilibrium, acids and bases, free energy, thermodynamics, electrochemistry and oxidation-reduction. **Prerequisite:** C- or better in CHM-101 or permission of the instructor.

### CHM-110

#### CHEMISTRY IN YOUR LIFE

3 Credits ■ SC/ns

An exploration of the laws of chemistry as they apply to the world around you. Chemistry topics examined include: properties of matter, chemical reactions, energy, chemical interactions, acids/bases, behavior of gases, electrochemistry, organic functional groups, polymers, and biomolecules. Applications may include GMOs, pollution, acid rain, global warming, climate change, and plastics. This course is designed as a terminal non-laboratory course to help non-science majors understand the basic concepts of chemistry that are instrumental in their everyday lives. **Skills prerequisite:** ENG-020.

### CHM-150

#### ESSENTIALS OF CHEMISTRY

3 Credits ■ SC/ns ■ CC-QR

A one-semester chemistry course for students entering a health-related program. The course focuses on the fundamental core concepts of inorganic chemistry. Topics include scientific measurements, atomic structure, periodic table, chemical bonding, intermolecular forces, chemical reactions, mole and mass calculations, gas laws, radioactivity, solutions, acids, bases, buffer systems, and an introduction to organic chemistry. **Skills prerequisites:** ENG-020 and ENG-090. **Skills corequisite:** MAT-028A.

### CHM-201

#### ORGANIC CHEMISTRY I

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

A course suitable for allied health majors. Topics include alkanes, nomenclature, stereochemistry, the major functional groups of

biological molecules (alkenes, alcohols, ethers, aldehydes and ketones, acids and derivatives, and amines) and simple biomolecules (fats, carbohydrates, and proteins). **Prerequisites:** 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

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

## COMMUNITY HEALTH WORKER CHW

### CHW-110

#### ESSENTIAL HEALTH TOPICS FOR COMMUNITY HEALTH WORKERS

3 Credits ■ CC-CT ■ CC-OC

An introduction to the ways to identify, prevent and case manage essential health issues such as hypertension, cardiovascular disease, obesity, diabetes, asthma, geriatric health, infectious diseases, sexual health, mental health, substance abuse, violence and trauma and safety in people's environments. **Skills prerequisite:** ENG-020. **Prerequisite:** Enrollment in Community Health Worker certificate program or permission of instructor.

### CHW-120

#### COMMUNITY HEALTH WORKER CORE COMPETENCIES

4 Credits ■ CC-CT ■ CC-OC

An introduction to the ten core competencies of Community Health Workers that were established by the Massachusetts Board of Certification of Community Health Workers; interactive training is provided to develop these competencies. **Skills prerequisite:** ENG-020. **Prerequisite:** Enrollment in the Community Health Worker certificate program or permission of instructor.

### CHW-210

#### INTRODUCTION TO PUBLIC HEALTH

3 Credits ■ CC-CT ■ CC-OC

An introduction to public health theory and practice with a special emphasis on developing campaigns and interventions to promote and protect health of people in the local community. **Prerequisite:** ENG-101.

### CHW-220

#### PRACTICUM FOR COMMUNITY HEALTH WORKER

3 Credits

A practicum that places students at host organizations in Berkshire County to work for 120 hours during one semester. Students are provided with a structured environment to engage in community health work and reflect on their experience at weekly seminars at BCC. **Prerequisites:** ENG-101, BCC-101, CHW-110 and CHW-120.

## 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, paralanguage) communication. Presentations, class discussions, and group techniques are used in class. **Skills prerequisites:** ENG-020 and ENG-090.

### 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.

### 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 prerequisites:** ENG-020 and ENG-090.



# COURSE DESCRIPTIONS

## 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 online course management system will be used to provide instructional support via the Internet. **Skills prerequisites:** ENG-020 and MAT-028A.

### CIS-110 IT ESSENTIALS 4 Credits

A hands-on course which covers the fundamentals of computer hardware and software and advanced concepts such as security, networking, and the responsibilities of an IT professional. It is designed for students who want to pursue careers in ICT and students who want to gain practical knowledge of how a computer works. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources in a networked environment. New topics in this version include mobile devices such as tablets and smartphones and client side virtualization. An online course management system may be used to provide instructional support via the Internet. **Skills prerequisites:** ENG-020 and MAT-029 (or MAT-029C) or permission of the instructor.

### 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 prerequisites:** ENG-020 and MAT-029 (or MAT-029C), 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. **Prerequisites:** 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 students' 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 prerequisite:** MAT-029 (or MAT-029C) or permission of the instructor. **Recommendation:** CIS-153.

### CIS-181 ROUTING & SWITCHING ESSENTIALS 4 Credits

Second course of a four-course sequence. This course 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 (CENT). **Prerequisite:** C+ or better in CIS-180 or permission of the instructor.

### CIS-203 SYSTEMS DESIGN 3 Credits ■ Spring

An introduction to 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:** 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 & DATABASES FOR PROFESSIONALS 4 Credits

A course 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. **Prerequisites:** 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 GUIs, Java beans and relational databases. **Prerequisite:** C+ or better in CIS-231 or permission of the instructor.

# COURSE DESCRIPTIONS

## **CIS-240**

### **SCALING NETWORKS**

4 Credits

Third course of a four-course sequence in network technologies. This course provides an 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. **Prerequisite:** C+ or better in CIS-181 or permission of the instructor.

## **CIS-241**

### **CONNECTING NETWORKS**

4 Credits ■ CC-CT

Final course of a four-course sequence in network technologies. This course 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). **Prerequisite:** 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 best design practices with particular emphasis on hands-on skills. **Prerequisites:** 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

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

## **CIS-297**

### **SPECIAL TOPICS IN COMPUTER INFORMATION SYSTEMS**

3–4 Credits

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

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## **CRIMINAL JUSTICE CRJ**

### **CRJ-105**

#### **INTRODUCTION TO CRIMINAL JUSTICE**

3 Credits

An introduction to the 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 prerequisites:** ENG-020 and ENG-090.

### **CRJ-108**

#### **SUBSTANCE ABUSE EDUCATION**

3 Credits ■ 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 prerequisites:** ENG-020 and ENG-090.

### **CRJ-109**

#### **POLICE & COMMUNITY RELATIONS**

3 Credits

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:** C or better in CRJ-105 or permission of the instructor.

## **CRJ-121**

### **CRIMINAL LAW**

3 Credits ■ CC-CT

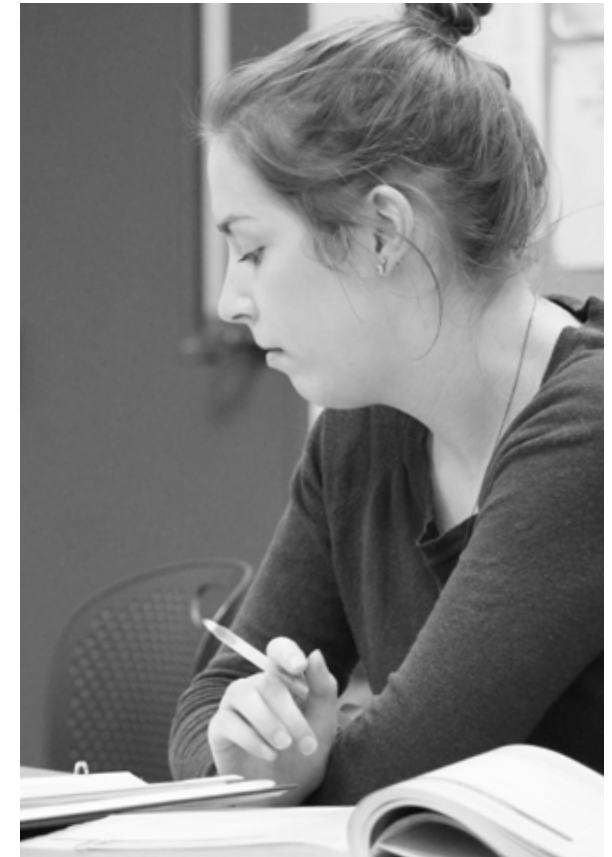
An introduction to the American legal system, focusing on major categories of crimes and their punishments. Students analyze legal elements through case studies. **Prerequisite:** C or better in CRJ-105 or permission of the instructor.

## **CRJ-123**

### **CRIMINAL PROCEDURES**

3 Credits ■ CC-CT ■ CC-WC

A study of 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-121 or permission of the instructor.



Jaelyn Koldys

# COURSE DESCRIPTIONS

## **CRJ-125**

### **JUVENILE JUSTICE PROCESS**

3 Credits ■ Spring ■ CC-OC

An examination of 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. **Prerequisites:** 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. **Prerequisites:** 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. **Prerequisites:** 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 prerequisites:** ENG-020 and MAT-018 (or MAT-018C).

### **CUL-102**

#### **FOOD PREPARATION II**

2 Credits

A continuation of CUL-101. This course reinforces the knowledge and skills learned in Food Preparation I which helps build confidence in techniques of basic cookery. Demonstrations and lectures cover vegetable and starch cookery, meat, fish, and poultry cookery. Emphasis is placed on the mastery of cooking techniques such as roasting, sautéing, poaching, braising, and frying. The development of knife skills is re-emphasized. **Prerequisite:** CUL-101.

### **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. **Prerequisites:** CUL-102 and HSP-112. **Corequisite:** HSP-118 or permission of the department chair.

### **CUL-104**

#### **BAKING**

3 Credits ■ Fall

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

### **CUL-105**

#### **GARDE MANGER & 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. **Prerequisites:** 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 & 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. Emphasis is on the history of preschools in America, program models such as Reggio Emilia, Bank Street and High Scope, and theory of child development.

### **ECE-107**

#### **UNDERSTANDING & 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

An examination of 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. 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.

# COURSE DESCRIPTIONS

## **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. **Prerequisites:** One theory and one methods course in early childhood education or permission of the instructor. **Corequisite:** ECE-123.

## **ECE-154**

### **EARLY CHILDHOOD LANGUAGE & LITERACY: BIRTH TO AGE 8**

**3 Credits**

An examination of the process and content behind the development of literacy skills in children from birth to age 8. 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 & 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. **Prerequisites:** 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 & ADMINISTRATION IN CHILD CARE**

**3 Credits ■ As Needed**

An examination of 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. **Prerequisites:** 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**

An examination of 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. Emphasis is on the socioeconomic, political, and philosophical influences on schools. **Skills prerequisites:** ENG-020 and ENG-090.

## **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, including 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 prerequisites:** ENG-020 and MAT-018 (or 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 prerequisites:** ENG-020 and MAT-018 (or MAT-018C).



# COURSE DESCRIPTIONS

## ENGINEERING TECHNOLOGY

### ENT

#### ENT-115

##### INTRODUCTION TO ENGINEERING

3 Credits ■ Fall ■ CC-WC

A course 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-090. **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. **Prerequisite:** MAT-028B or ENM-126, or permission of the instructor.

#### ENT-129

##### INTRODUCTION TO ELECTRICITY & 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 prerequisites:** ENG-020 and ENG-090. **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. **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. **Corequisite:** ENM-126 or permission of the instructor.

#### ENT-152

##### ADVANCED MANUFACTURING:

##### INTRODUCTION TO COMPUTER AIDED DESIGN

4 Credits

A continuation of ENT-151 emphasizing the theory of manufacturing planning and processes. 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-161

##### ENGINEERING PHYSICS I: MECHANICS

4 Credits ■ Fall ■ SC/Is ■ CC-QR

First course of a four-course 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 & SOUND

4 Credits ■ Spring ■ SC/Is ■ CC-CT

Second course of a four-course sequence in engineering physics. This course emphasizes 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. **Prerequisites:** ENM-151 and ENT-161. **Corequisite:** ENM-152 or permission of the instructor.

#### ENT-185

##### ENGINEERING COMPUTER APPLICATIONS

4 Credits

A study of 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 prerequisites:** ENG-020 and ENG-090. **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. **Prerequisites:** 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. **Prerequisites:** 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.

# COURSE DESCRIPTIONS

## 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. **Prerequisites:** ENM-152 and ENT-161, or permission of the instructor. **Recommendation:** ENT-212.

## ENT-225

### INTRODUCTION TO COMPUTER AIDED MANUFACTURING I

4 Credits

An introduction to computer aided manufacturing utilizing 3D solid modeling 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

A continuation of ENT-225 using CNC machine tools. 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 prerequisites:** ENG-020 and ENG-090. **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. **Prerequisites:** 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. **Prerequisite:** MAT-028B or ENM-126, or permission of the instructor.

## ENT-244

### HYDRAULICS & PNEUMATICS

3 Credits ■ As Needed ■ CC-QR

A study of 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. **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 & LIGHT

4 Credits ■ Fall ■ SC/Is ■ CC-QR

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

## ENT-262

### ENGINEERING PHYSICS IV: OPTICS & MODERN PHYSICS

3 Credits ■ Spring ■ SC/Is ■ CC-QR

Fourth course of a four-course sequence in engineering physics. This course examines 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

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. 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

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. 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

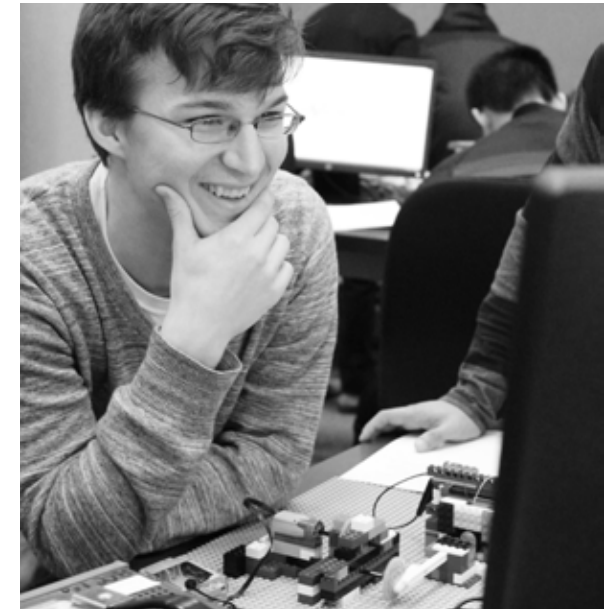
A technical internship in engineering/technology or related field. Learning goals and documentation arranged by contract with faculty and industrial sponsor. **Prerequisite:** Permission of faculty sponsor and dean.

## 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 dean.



Erin Murphy

# COURSE DESCRIPTIONS

## 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 will be awarded but does not count toward a degree. The class meets four hours a week. If Accuplacer assessment indicates 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 does not count toward a degree. If Accuplacer assessment indicates 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. **Skills prerequisite:** ENG-010.

#### ENG-090

##### COLLEGE WRITING PRACTICES

3 Credits

A corequisite course for students who require additional assistance with ENG-101. This course focuses on various writing and research

strategies required for successful completion of ENG-101. Students will receive additional instruction in basic writing skills, in-class practice of the writing process, and workshoping of individual writing, with an emphasis on composing and revising thesis-driven essays required for ENG-101. College credit awarded for ENG-090 does not count toward a degree. **Skills prerequisite:** ENG-020. **Corequisite:** ENG-101.

#### ENG-101

##### COMPOSITION I

3 Credits ■ EC/ec

An introduction to expository writing and college-level research. This course focuses on the process of writing with an emphasis on thorough development of a main point by using supporting ideas and evidence. In addition, students learn to locate and integrate information from secondary sources through summary, paraphrases, and direct quotation in various forms of thesis-based writing. This course also includes critical reading of essays and instruction in research and the responsible use of sources. **Skills prerequisite:** ENG-020. **Skills corequisites (for Accuplacer writing assessment score of less than 5):** ENG-020 and ENG-090.

#### ENG-102

##### COMPOSITION II

3 Credits ■ EC/ec ■ CC-CT

A continuation of ENG-101, with an emphasis on extended research. This course emphasizes analytical, argument-driven writing that is supported by proper incorporation and documentation of primary and secondary sources. Students will analyze and evaluate a variety of ideas and texts, which will culminate in the synthesis of an original argument that adds to scholarly discourse. **Prerequisite:** C- or better in ENG-101.

#### ENG-103

##### HONORS COMPOSITION I

3 Credits ■ Fall ■ EC/ec ■ CC-CT

An honors-level composition course with an emphasis on 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. **Prerequisite:** Students must demonstrate competency for ENG-103 on Accuplacer assessment or have 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

An honors-level composition course with an emphasis on writing about the ideas expressed through images, particularly 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

# COURSE DESCRIPTIONS

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

An 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-143

### INTRODUCTION TO CREATIVE WRITING

3 Credits ■ HU/hu

A course for students with a serious interest in creative writing. This course serves as an introduction to the academic study of creative writing and includes practice in writing short fiction, non-fiction, poetry, drama and/or screenwriting, as well as the study of literary form as it applies to the craft of creative writing and workshoping student work. **Skills prerequisites:** ENG-020 and ENG-090.

## ENG-205

### CHILDREN'S LITERATURE

3 Credits ■ HU/hu ■ CC-CT

A course 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 sampling of landmark works of literature 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-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 prerequisites:** ENG-020 and ENG-090. **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. **Prerequisite:** 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-235

### ADVANCED COMPOSITION & TRAINING FOR WRITING TUTORS

3 Credits ■ As Needed ■ HU/hu ■ CC-CT

An intensive writing workshop incorporating tutoring pedagogy with an emphasis on advanced composition. Student work will provide the basis for an examination of successful composition techniques and best tutorial practices. **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 prerequisites:** ENG-020 and ENG-090. **Recommendation:** Six credits of composition.

## ENG-245

### MODERN FICTION

3 Credits ■ HU/hu ■ CC-CT

An in-depth exploration, with attention to common themes and stylistic elements, of 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-246

### CREATIVE WRITING: FICTION

3 Credits ■ EC/ec

An academic study and practice in the craft of fiction writing. This course will cultivate an understanding of the study and practice of writing fiction, including reading and analyzing exemplary work by published authors, producing original literary prose, experimenting with style and voice, critiquing peer work, engaging in workshop discussions, incorporating constructive feedback, and developing a productive creative writing process. While the course will focus primarily on the elements and techniques of the literary short story, longer works may also be considered. **Prerequisite:** ENG-101 or ENG-103. **Recommendation:** ENG-143.



# COURSE DESCRIPTIONS

## ENG-255

### MULTIETHNIC 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. Past Special Topics offerings have included Women's Writing, Contemporary American and British Fiction, Mythology, and Gay and Lesbian Literature. Details are included in pre-registration materials. **Prerequisite:** Six credits of composition or permission of the instructor.

## ENG-297T

Special Topics in Literature: Science Fiction

3 Credits ■ As Needed ■ HU/hu

An introduction to the modes and themes of speculative literature. This course explores the literary, social and genre importance of science fiction with a focus on twentieth century and contemporary works. **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

An introduction to the English language for non-native speakers focusing on 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 with further development of 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

An advanced beginning level ESL with further development of 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/ls

A study of conservation principles and their application to local, regional, national, and international resource management. Topics include water quality, soil and wetlands conservation, forest and wildlife management, alternate energy sources, and solid waste disposal. Laboratories emphasize hands-on field experiences. **Skills prerequisites or corequisites:** ENG-020 and ENG-090.

### ENV-102

#### CONSERVATION OF NATURAL RESOURCES II

4 Credits ■ Spring ■ ES/ls

A continuation of ENV-101. Topics include air pollution control, biocides and other hazardous substances, wildlife extinction, world food supply and resource conservation, fisheries management, nuclear energy, environmental laws, and natural resource planning. **Skills prerequisites or corequisites:** ENG-020 and ENG-090.

### 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 prerequisites or corequisites:** ENG-020 and ENG-090.

### 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 & RESPONSIBILITY

1 Credit ■ ES

An 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.

# COURSE DESCRIPTIONS

## 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 prerequisites:** ENG-020 and ENG-090. **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 prerequisites:** ENG-020 and ENG-090. **Prerequisite:** Permission of the instructor.

## 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 prerequisites:** ENG-020 and ENG-090. **Prerequisite:** High school biology, BIO-105, or permission of the instructor.

## ENV-182

### ENVIRONMENTAL ADVOCACY

3 Credits ■ As Needed ■ SS/ss

A course 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-182H

### HONORS: ENVIRONMENTAL ADVOCACY

3 Credits ■ As Needed ■ SS/ss

An honors-level course 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/Is

A study of the 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. **Prerequisites:** ENG-101 and MAT-028A, or permission of the instructor.

## ENV-208

### AQUATIC BIOLOGY

4 Credits ■ As Needed ■ ES/Is

A study of the 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. **Prerequisites:** ENG-101 and MAT-028A, or permission of the instructor.

## ENV-247

### ADVANCED TRAVEL STUDY

4 Credits ■ ES/Is

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. **Prerequisites:** Permission of faculty sponsor and dean.

### EXL-250

#### EXPERIENTIAL LEARNING II

1–6 Credits

Expansion of a previous experiential learning project (worked on in EXL-225) or exploration of a new learning experience. **Prerequisites:** Permission of faculty sponsor and dean.

### EXL-275

#### EXPERIENTIAL LEARNING III

1 Credit

Expansion of a previous experiential learning project (worked on in EXL-250) or exploration of a new learning experience. **Prerequisites:** Permission of faculty sponsor and dean.

### EXL-290

#### EXPERIENTIAL LEARNING IV

1 Credit

Expansion of a previous experiential learning project (worked on in EXL-275) or exploration of a new learning experience. **Prerequisites:** Permission of faculty sponsor and dean.

# COURSE DESCRIPTIONS

## FINE ARTS FAS

### FAS-111

#### DRAWING I

3 Credits ■ Fall ■ HU/lu

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-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/lu ■ 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/lu ■ 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/lu ■ 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

A course focusing on 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 & CULTURE OF ASIA

3 Credits ■ As Needed ■ HU/lu

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 prerequisites:** ENG-020 and ENG-090.

### FAS-157

#### INTRODUCTION TO STUDIO ART

3 Credits ■ As Needed ■ HU/lu

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/lu ■ 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/lu ■ 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 prerequisites:** ENG-020 and ENG-090.

### FAS-172

#### RENAISSANCE TO MODERN ART HISTORY

3 Credits ■ Spring ■ HU/lu ■ 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 prerequisites:** ENG-020 and ENG-090.

### FAS-173

#### TWENTIETH CENTURY ART HISTORY

3 Credits ■ As Needed ■ HU/lu ■ 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 prerequisites:** ENG-020 and ENG-090.

### FAS-210

#### FUNDAMENTALS OF PAINTING

3 Credits ■ Fall ■ HU/lu ■ CC-CT

An 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/lu ■ CC-CT

An advanced study in a two- or three-dimensional medium or other 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. **Prerequisites:** FAS-120, FAS-125, FAS-163, and both specialized electives or permission of the instructor.

### FAS-225

#### FIGURE DRAWING

3 Credits ■ As Needed ■ HU/lu

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-233

#### MIXED MEDIUM I

3 Credits ■ HU/lu ■ CC-CT

An introduction to a variety of printing and painting techniques. The course will begin with an introduction to intaglio colla-graphs and then move to linocuts. By mid-semester, students will finish the printmaking section with mono-printing, the most painterly of printing mediums. The students will then transition to painting, where they will explore direct and indirect painting techniques for the rest of the semester. **Prerequisites:** FAS-120 and FAS-163.

### FAS-240

#### INTERMEDIATE PAINTING

3 Credits ■ Spring ■ HU/lu ■ 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.

# COURSE DESCRIPTIONS

## **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

An 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-263**

### **MIXED MEDIUM II**

4 Credits ■ HU/hu ■ CC-CT

A second mixed medium course where students will create a series of projects exploring the different mediums learned during Mixed Medium I. Students will be encouraged to use more than one medium in a project. **Prerequisite:** FAS-233.

## **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 ■ HF

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 & 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

A study of 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. **Prerequisites:** PHY-111 and FIS-101, or permission of the instructor.

### **FIS-127**

#### **FIRE PROTECTION HYDRAULICS & WATER SUPPLY**

3 Credits

A course providing a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and apply hydraulic principles to analyze and solve water supply problems. **Prerequisite:** MAT-101.

### **FIS-128**

#### **PROTECTION SYSTEMS**

3 Credits

A course providing 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

A course providing 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.

### **FIS-201**

#### **HAZARDOUS MATERIALS CHEMISTRY**

3 Credits

A study of the 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

An examination of 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

A course providing 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 & 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-217**

#### **STRATEGY & TACTICS**

3 Credits

A study of the principles of fire ground control through utilization of personnel, equipment and extinguishing agents. **Prerequisites:** FIS-101 and FIS-123, or permission of the instructor or program coordinator.

### **FIS-221**

#### **PRINCIPLES OF FIRE & EMERGENCY SERVICES: SAFETY & 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.



# COURSE DESCRIPTIONS

## FRENCH FRE

### FRE-101

#### INTRODUCTORY FRENCH I

4 Credits ■ As Needed ■ HU/hu

An introduction to French, appropriate for beginners. Students develop listening, speaking and basic writing skills in the classroom, lab and at home, with the use of online learning materials for study, practice and assessment. Contextualized interactive activities as well as short reading and writing assignments teach vocabulary, elementary grammatical structures and French cultures. This class, conducted in French, meets four hours a week. One additional hour of laboratory is required. **Skills prerequisite:** ENG-020.

### FRE-102

#### INTRODUCTORY FRENCH II

4 Credits ■ As Needed ■ HU/hu

A continuation of FRE-101. Students learn more complex vocabulary and grammatical structures to enable more sophisticated speaking, reading, writing and more competent oral comprehension. Students continue to learn about French cultures. Online learning materials students use for study, practice and assessment include written and oral activities, learning games, audio and video. This class, conducted in French, meets four hours a week. One additional hour of laboratory is required. **Prerequisite:** C- or better in FRE-101, FRE assessment, or permission of the instructor.



## 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 21<sup>st</sup> century. **Skills prerequisite:** ENG-020.

## GEOLOGY GEY

### GEY-121

#### EARTH SYSTEMS SCIENCE

4 Credits ■ SC/Is

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

### GEY-136

#### GEOGRAPHIC INFORMATION SYSTEMS

4 Credits ■ SC/Is

A course intended for science majors, emphasizing 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 prerequisites:** ENG-020, MAT-028 (or MAT-028A).

## 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 & CIVIL RIGHTS

3 Credits ■ As Needed ■ SS/ss

A study of the Constitution and 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

A tutorial course in which student and instructor determine a project and the number of credits to be earned. **Prerequisites:** 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-090, and MAT-018 (or MAT-018C). **Prerequisite:** AHS-129.

# COURSE DESCRIPTIONS

## 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-090, 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. **Prerequisite:** 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, 9<sup>th</sup> 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, and MAT-018 (or MAT-018C). **Prerequisite:** 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-090, 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 prerequisites:** ENG-020 and ENG-090.

### 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 the roots of current global issues. **Skills prerequisites:** ENG-020 and ENG-090.

### 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 prerequisites:** ENG-020 and ENG-090.

### 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 prerequisites:** ENG-020 and ENG-090.

### HIS-121

#### WORLD HISTORY TO 1500

3 Credits ■ 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-090.

### HIS-122

#### WORLD HISTORY SINCE 1500

3 Credits ■ 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-090.

## 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 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 prerequisites:** ENG-020 and ENG-090.

## 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 prerequisites:** ENG-020 and ENG-090.

## 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 prerequisites:** ENG-020 and ENG-090.

## 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. Students 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-090. **Recommendation:** HIS-114, HIS-118, or HIS-122.

## 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-090. **Recommendation:** HIS-122.

# COURSE DESCRIPTIONS

## 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 make reference to 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 prerequisites:** ENG-020 and ENG-090.

## HIS-244

### AFRICAN SLAVE TRADE & 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

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

## HIS-297

### SPECIAL TOPICS IN HISTORY

3 Credits

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

## HIS-297B

### SPECIAL TOPICS IN HISTORY: HISTORY OF WARFARE

3 Credits ■ SS/ss

An introduction to the history of war as practiced by human societies, nations, and civilizations over the past three thousand years. The course will feature an examination of the various reasons that these various groups have for deciding to go to war, the advances in technology and strategy of warfare, and the impact that war has on combatants and non-combatants. The goal of the course is to provide an understanding of the nature, the history and the consequences of warfare.

# HONORS HON

## HON-275

### HONORS INDEPENDENT STUDY

1–3 Credits

An independent study for students admitted to the Berkshire Honors Scholar Program. Student and instructor determine a project and the number of credits to be earned. Regularly scheduled meetings between student and instructor are required. **Prerequisites:** Permission of the instructor and the Honors Program Coordinator.

## HON-298

### HONORS COLLOQUIUM

3–4 Credits

An 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:

#### 17<sup>TH</sup> CENTURY — THE EMERGENCE OF THE MODERN WORLD

3 Credits ■ HU/hu

An examination of 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 17<sup>th</sup> Century may also be studied. **Prerequisites:** ENG-101 and membership in the Berkshire Honors Scholar Program.

## HON-298E

### HONORS COLLOQUIUM:

#### PHILOSOPHY OF THE LIFE SCIENCES

4 Credits ■ HU/hu

An exploration of the life sciences, past and present. Designed to put life sciences into philosophical, historical, and ethical perspective, the colloquium focuses on key problems and their treatment through history (e.g. origin of life, classification of organisms, energy conservation), processes of discovery and reasoning (e.g. evidence vs. revelation, eureka-moments, serendipity, logical reasoning, scientific research, cloning). The colloquium also examines vogue ideas (e.g. biodiversity, *esprit de systeme*, hopeful monsters, survival of the fittest, human 'races', biofeedback) as well as biological misconceptions, deceptions, and hoaxes (e.g. preformation, phrenology, creative Darwinism, Piltdown man, intelligent design). **Prerequisite:** Membership in the Berkshire Honors Scholar Program.

## HON-298F

### HONORS COLLOQUIUM:

#### CONSPIRACY THEORIES IN AMERICAN HISTORY

3 Credits ■ SS/ss

An investigation into the roles that conspiracy theories play in American society and culture, and the place of these theories in the broader context of American history. The colloquium will examine competing explanations for the prevalence of conspiracy theories, and will explore well documented conspiracies (e.g., Watergate; Iran-Contra), as well as classic 'conspiracy theories' which have not been substantiated (e.g., the Kennedy assassination; the 9-11 'Truth Movement'). **Prerequisite:** Membership in the Berkshire Honors Scholar Program.

## HON-298G

### HONORS COLLOQUIUM:

#### GOTHIC LITERATURE & 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 prerequisites:** ENG-020 and ENG-090. **Prerequisite:** Membership in the Berkshire Honors Scholar Program. **Recommendation:** Six credits of composition.

## HON-298H

### HONORS COLLOQUIUM:

#### DISEASE & 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,

# COURSE DESCRIPTIONS

cognitive and psychological impairments. This course requires students to view material in multiple manners including essays, novels, movies, and websites. **Prerequisites:** ENG-101 and membership in the Berkshire Honors Scholar Program.

## **HON-298I**

### **HONORS COLLOQUIUM:**

#### **GRAPHIC NOVEL & 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, and six credits of composition or permission of the instructor.

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## **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, foodservice, meeting planning, and travel and tourism. The educational and professional objectives of these careers will be explored. **Skills prerequisite:** ENG-020.

### **HSP-105**

#### **HOSPITALITY LAW**

**3 Credits**

An introduction to legal issues of the hospitality industry. This course covers rights and liabilities of the travel agent and airlines as well as legal fundamentals for the food service and hotel industry as it pertains to guest relationships. Topics include contract law, negligence, guests' rights, and employment and licensing issues. **Skills prerequisite:** ENG-020.

### **HSP-108**

#### **WINE APPRECIATION**

**1 Credit**

A study of the understanding and appreciation of wines. Students learn to recognize wines of different varieties, sources, and quality; and study wine purchasing, storage, and service. A five-week course.

### **HSP-109**

#### **BEVERAGE MANAGEMENT**

**2 Credits**

An examination of the controls and management principles involved in operating a cocktail lounge. This course includes the procedures for controlling beverage costs and serving drinks, as well as purchasing, storing, and inventory of beers and liquors. A ten-week course.

### **HSP-112**

#### **APPLIED FOOD SERVICE SANITATION**

**2 Credits ■ Fall ■ HF**

A study of food service production areas from a sanitation perspective. This course emphasizes facts and principles of sanitation and safety in the preparation, handling, and service of food. Students prepare for and take the SERVSAFE® Food Protection Certification examination.

### **HSP-115**

#### **FOOD SERVICE MANAGEMENT**

**3 Credits ■ CC-QR**

An introduction to the procedures and forms used to control costs in a food service operation. This course emphasizes controlling costs of labor, food, and beverages, and the importance of this control to a successful operation. Other topics discussed are the issuing, purchasing, receiving, and storing of foods and beverages. **Prerequisite:** BUS-105 or permission of the instructor.

### **HSP-117**

#### **HOTEL MANAGEMENT**

**3 Credits ■ Fall**

An introduction to the principles and procedures of hotel management, including each department within the hotel. This course covers housekeeping, maintenance, and sales, with special emphasis on front desk operations. **Skills prerequisite:** ENG-020.

### **HSP-118**

#### **DINING ROOM MANAGEMENT**

**3 Credits**

A study of the responsibilities of the dining room manager, including choice of equipment, menu planning, styles of food service (such as American, French, or Russian) and the situations in which each should be used; pleasing customers; day-to-day operations; and assuming responsibility.

### **HSP-125**

#### **HOSPITALITY MANAGEMENT**

**3 Credits**

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-018 (or 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-018 (or MAT-018C).

### **HSP-237**

#### **HOSPITALITY SEMINAR**

**3 Credits**

A seminar focusing on research and discussion of current trends and issues in the hospitality industry. This course includes guest speakers who are professionals within their field and student research on selected hospitality topics. Field trips are required. Subscriptions to professional journals are required.

### **HSP-285**

#### **COOPERATIVE EDUCATION I**

**3 Credits**

A practical work experience for the Hospitality/Culinary Arts students. The objectives and theory covered in the classroom will be integrated within the work experience setting and will be supervised by a work site coordinator. **Skills prerequisites:** ENG-020 and MAT-018 (or MAT-018C).

### **HSP-286**

#### **COOPERATIVE EDUCATION II**

**1–3 Credits**

A continuation of skill development and 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.



# COURSE DESCRIPTIONS

## 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-252

#### FIELD WORK SEMINAR II

1 Credit

A continuation of skill development and sharing of 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 experiences 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 & 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. **Prerequisites:** 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. **Prerequisites:** 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

An 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

#### 1960s UNITED STATES: THE TURBULENT DECADE

3 Credits ■ As Needed ■ HU/hu

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

### HUM-155

#### THE HARLEM RENAISSANCE

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

An exploration of Harlem as the 1920s capital of the "black world" where poets, novelists, sculptors, painters, and musicians congregated. This course examines questions such as: Who was this "New Negro?" What effect did white patronage have on the black artist? Through lecture, discussion, and film the course examines the works and careers of prominent black artists such as Langston Hughes, Countee Cullen, Jessie Fauset, and Zora Neale Hurston. **Skills prerequisites:** ENG-020 and ENG-090.

### 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-090. **Recommendation:** Word processing, e-mail, and Moodle skills.

# COURSE DESCRIPTIONS

## **HUM-168**

**TRAVEL & STUDY: INTERNATIONAL CULTURE, HISTORY & 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 ■ As Needed ■ 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**  
3 Credits ■ HU/hu

Specific course content at the discretion of the department. Details are in preregistration materials. **Prerequisite:** ENG-101 or permission of the instructor.

## **INTERDISCIPLINARY INT**

### **INT-103**

**COLLEGE IDENTITY IN CONTEXT**  
3 Credits

An introductory course that focuses on positive psychology, wellness and successful life strategies. Topics include: happiness, empathy, celebration of diversity, creativity, mindfulness, stress management, humor, self-esteem, and relationships. The course supports students by exploring skills such as: time management, organization, money management, career and academic goals, writing a cover letter and résumé, test taking, research, and writing. This class is designed for all levels of students who would like to live a more fulfilling life, while learning helpful strategies relating to achievement of academic and career goals. **Skills prerequisite:** ENG-010.

## **MASSAGE THERAPY MBW**

### **MBW-110**

**THERAPEUTIC MESSAGE I**  
5 Credits ■ Fall ■ HF

A 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. **Corequisites:** AHS-131 and BIO-150.

### **MBW-120**

**THERAPEUTIC MESSAGE II**  
4 Credits ■ Spring

A continuation of MBW-110 focusing on appropriate applications as well as indications and contraindications for various massage techniques. 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. **Prerequisites:** AHS-131, BIO-150, and MBW-110. **Corequisites:** AHS-162, AHS-230, MBW-130, MBW-131, and MBW-150.

### **MBW-130**

**THERAPEUTIC MESSAGE PRACTICUM**  
2 Credits ■ Spring ■ CC-CT

A 100-hour supervised clinical practicum, which includes two hours per week of practical laboratory integration. Emphasis is on gaining clinical experience, and developing professional and technical skills within a supervised environment. **Prerequisites:** Current first aid and CPR certification, proof of current immunizations, medical records, and CORI clearance, AHS-131, BIO-150 and MBW-110. **Corequisites:** AHS-162, AHS-230, MBW-120, MBW-131, and MBW-150.

### **MBW-131**

**THERAPEUTIC MESSAGE SEMINAR**  
1 Credit ■ CC-WC ■ CC-OC

A further examination of professional, ethical, and legal considerations for the massage therapist. Topics include the role of massage therapy for various populations/environments and the integration of evidence-based practice; federal, state and local governmental involvement for massage therapy; and the role of professional organizations, time management and areas of student interest. **Skills prerequisite:** ENG-060. **Corequisites:** 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. **Corequisites:** 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 Accuplacer 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 precalculus.

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.

# COURSE DESCRIPTIONS

## ► 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-018 (or MAT-018C). **Skills corequisites:** ENG-020 and ENG-090.

### **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-028 (or MAT-028C). **Skills corequisites:** ENG-020 and ENG-090.

### **MAT-043**

#### **ELEMENTARY STATISTICS BOOSTER**

**3 Credits**

A corequisite course for students who require additional assistance with MAT-123. This course focuses on various strategies required for successful completion of MAT-123. Students will receive additional instruction in analyzing problems with emphasis on use of summation and other notation, solving equations and inequalities with square roots, extracting information from tables and graphs, using technology appropriately, an interpreting results. Graphing calculators will be used. College credit will be awarded, but this credit will not count toward a degree. **Skills prerequisites:** ENG-020 and MAT-028 (or MAT-028C).

### **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 MAT-123 and 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 corequisites:** ENG-020 and ENG-090.

### **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 prerequisites:** ENG-020 and MAT-018C.

### **MAT-102**

#### **COLLEGE ALGEBRA**

**3 Credits ■ MA/ma ■ CC-QR**

A comprehensive course in college algebra. Topics include, but are not limited to, systems of linear equations, rational exponents, radical equations, complex numbers, and the conic sections. This course introduces the concept of a function, and includes the study of linear, quadratic, logarithmic, and exponential functions and equations. Applications are emphasized. **Skills prerequisites:** ENG-020 and MAT-029 (or MAT-029C) or placement by Accuplacer assessment.

### **MAT-113**

#### **SURVEY OF COLLEGE MATHEMATICS**

**3 Credits ■ 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 (or 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 placement by Accuplacer assessment.

### **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 (or MAT-029C), MAT-136, or MAT-045. Students without MAT-029 must take MAT-043 as a corequisite.

### **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 prerequisites:** MAT-028B (or MAT-051), ENG-020 and ENG-090.

### **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-151**

#### **CALCULUS I**

**4 Credits ■ Fall ■ MA/ma ■ CC-QR**

A comprehensive course in differential calculus. Topics include limits, derivatives, differentiation rules, applications, and an introduction to definite integral. Algebraic as well as trigonometric, exponential, and logarithmic functions are used. **Skills prerequisite:** ENG-020. **Prerequisite:** MAT-121.

# COURSE DESCRIPTIONS

## **MAT-152**

### **CALCULUS II**

**3 Credits ■ Spring ■ MA/ma**

A continuation of MAT-151. Topics include volumes, arc length, surface of revolution, force, work and energy, growth and decay, inhibited population growth, trigonometric and hyperbolic functions, integration techniques, numerical integration, centroids, L'Hopital's Rule, and improper integration. **Prerequisite:** MAT-151.

## **MAT-253**

### **LINEAR ALGEBRA**

**3 Credits ■ As Needed ■ MA/ma ■ CC-QR**

A study of systems, matrix algebra, invertability, 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. **Prerequisites:** ENM-152 and MAT-253, or permission of the instructor.

## **MAT-275**

### **INDEPENDENT STUDY IN MATHEMATICS I**

**1–3 Credits**

A tutorial course 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**

A tutorial course 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**

A self-paced study of 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**

A self-paced study of 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 self-paced 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 self-paced 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**

A self-paced study of solving linear equations and inequalities in one variable. **Skills prerequisites:** ENG-020 and MAT-018 (or MAT-018C).

### **MAT-028B**

#### **ELEMENTARY ALGEBRA II**

**1 Credit**

A self-paced study of graphing linear equations and inequalities in two variables. **Skills prerequisite:** MAT-028A.

### **MAT-028C**

#### **ELEMENTARY ALGEBRA III**

**1 Credit**

A self-paced study of 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**

A self-paced study of factoring polynomials. **Skills prerequisite:** MAT-028 (or MAT-028C).

## **MAT-029B**

### **ELEMENTARY ALGEBRA V**

**1 Credit**

A self-paced study of operating with rational expressions and solving rational equations. **Skills prerequisite:** MAT-029A.

## **MAT-029C**

### **ELEMENTARY ALGEBRA VI**

**1 Credit**

A self-paced study of manipulating square roots and solving square root and quadratic equations. **Skills prerequisite:** MAT-029B.

## **MAT-102A**

### **COLLEGE ALGEBRA I**

**1 Credit ■ MA/ma**

A self-paced study of 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 prerequisites:** ENG-020 and MAT-029 (or MAT-029C).

## **MAT-102B**

### **COLLEGE ALGEBRA II**

**1 Credit ■ MA/ma**

A self-paced study of 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**

A self-paced study of 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.



# COURSE DESCRIPTIONS

## MUSIC MUS

### **MUS-101** **APPLIED MUSIC I** 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 (BMS) require that students register at both BCC and BMS, and pay an additional fee to BMS.

### **MUS-102** **APPLIED MUSIC II** 1 Credit ■ HU/hu

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

### **MUS-106** **FUNDAMENTALS OF MUSIC** 3 Credits ■ Fall ■ HU/hu

A study of the fundamentals of musical language: pitch, intervals, scales, keys, rhythm, and basic triads. Basic keyboard skills and principles of musical organization will also be studied, using examples from classical and popular music. Course objectives include the student learning to read, play, and listen more effectively to music. No musical background is required. **Skills prerequisites:** ENG-020 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; and non-chord tones. Students will analyze and write in accordance with the principles studied. **Prerequisite:** C or better in MUS-106 or permission of the instructor based on placement exam taken during the initial class meeting.

### **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.

### **MUS-114** **PERFORMANCE SEMINAR** 1 Credit

A class intended for students studying applied voice or an instrument. Students will learn auditioning techniques and will practice performing

in front of others. Participants will develop a portfolio for auditioning and performing in public.

### **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

An opportunity for rehearsing and performing 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 – SONAR** 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-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-145** **WORLD MUSIC** 3 Credits ■ As Needed ■ HU/hu

A survey of the indigenous music 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.

### **MUS-151** **INSTRUMENTAL ENSEMBLE I** 1 Credit

A rehearsal and public performance opportunity as a member of an area instrumental ensemble, 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.

### **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** **MUSIC NOTATION USING FINALE** 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. **Prerequisite:** MUS-106 or MUS-108 or permission of the instructor.

### **MUS-187** **MUSIC THEORY II** 3 Credits ■ HU/hu

A study of diatonic seventh chords, secondary functions, modulations using diatonic common chords, other modulatory techniques, and binary and ternary forms (in the context of tonal harmony). Students will analyze and write in style according to the principles

# COURSE DESCRIPTIONS

studied. Finale music notation software will be used in this course. **Prerequisite:** C or better in MUS-108 or permission of the instructor.

## **MUS-201** **APPLIED MUSIC III**

2 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:** B or better in MUS-102.

## **MUS-202** **APPLIED MUSIC IV**

2 Credits ■ HU/hu

A continuation of MUS-201 intended for music majors. Students will develop more advanced performance skills, attend concerts or recitals, and 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 prerequisites:** ENG-020 and ENG-090.

## **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 21<sup>st</sup> century. Students will investigate the music of such composers as Mozart, Beethoven, Schubert, Stravinsky, and Copland. Music is examined through lecture, listening, and video presentations. **Skills prerequisites:** ENG-020 and ENG-090.

## **MUS-230** **CHORAL ENSEMBLE IV**

1 Credit

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

## **MUS-232** **RECORDING TECHNOLOGY - PRO TOOLS**

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.

## **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. **Prerequisite:** MUS-164 or permission of the instructor.

## **MUS-264** **JAZZ ENSEMBLE IV**

1 Credit ■ HU/hu

A continuation of MUS-263. **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.



Jaelyn Koldys

# COURSE DESCRIPTIONS

## NURSING ADN

### **NUR-101**

#### **PHYSICAL & 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. **Corequisites:** BIO-201, ENG-101 or ENG-103, and PSY-107.

### **NUR-102**

#### **PHYSICAL & MENTAL HEALTH II**

**8 Credits ■ Spring ■ HF ■ CC-CT**

Further 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. **Prerequisites:** BIO-201, ENG-101 (or ENG-103), NUR-101, and PSY-107. **Corequisites:** BIO-202, 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. 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 & MENTAL HEALTH III**

**9 Credits ■ Fall ■ HF ■ CC-CT ■ CC-WC**

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 is 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 a 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 (or COM-105, COM-106 or COM-107) and SOC-105.

### **NUR-202**

#### **PHYSICAL & 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, an older adult assessment, and/or a Service-Learning project reinforce learning and proficiency in the application of the Nurse of the Future Core Competencies in a variety of settings. **Prerequisites:** COM-104, COM-105, COM-106 or COM-107, NUR-201, and SOC-105. **Corequisites:** ENG-102 (or ENG-104) and NUR-206, and an elective in history or humanities or fine arts.

### **NUR-206**

#### **NURSING IN TRANSITION**

**1 Credit ■ Spring**

Further analysis of the Nurse of the Future Core Competencies of professionalism, leadership, teamwork and collaboration. The role of the nurse is emphasized in relation to the historical development of the profession, and the 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 & AGING**

**15 Credits ■ HF ■ CC-CT ■ CC-WC**

An introduction to the theoretical and clinical applications 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 & AGING**

**15 Credits**

A continuation of LPN-142, with further emphasis on 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 both long-term care and acute-care facilities. 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**

A third course in basic nursing theory and clinical practice, focusing on 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.

# COURSE DESCRIPTIONS

## PHILOSOPHY PHL

### **PHL-101** **PHILOSOPHY & 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 & 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-212** **ASIAN PHILOSOPHY**

3 Credits ■ As Needed ■ HU/hu

An introduction to the philosophies and culture found in Asia, including Buddhism, Confucianism, Taoism, and Zen. The course investigates Asian philosophical responses to universal problems. **Skills prerequisites:** ENG-020 and ENG-090.

### **PHL-270** **INDEPENDENT STUDY IN PEACE & 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. Equipment is provided. A five-week course.

### **PED-115** **INTRODUCTION TO VOLLEYBALL**

1 Credit ■ HF

An introduction to the fundamental volleyball 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. Equipment is provided. A five-week course.

### **PED-118** **PICKLEBALL**

1 Credit ■ As Needed ■ HF

An introduction to pickleball, a simple paddle game played using a special perforated, slow-moving ball over a tennis-type net on a badminton-sized court. The course focuses on skills practice, strategies,

techniques, rules, and game play. Equipment is provided. 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** **CARDIO FIT**

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 & FLEXIBILITY**

1 Credit ■ Spring ■ 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.



# COURSE DESCRIPTIONS

## **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 ■ Spring ■ 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. **Prerequisites:** Current CPR certification and PED-180, or permission of the instructor.

## **PED-160**

### **MUSCLE STRENGTH & 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 ■ Spring ■ 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 prerequisite:** ENG-020. **Prerequisite:** Current CPR certification, AHS-142, or permission of the instructor.

## **PED-180**

### **FITNESS FOR LIFE**

2 Credits ■ Fall ■ 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.

## **PED-196**

### **PRACTICUM I**

1 Credit

The first half of the 100-hour practicum experience requirement for students in the Physical Fitness certificate program. After receiving 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 PED-196 and 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. **Prerequisites:** AHS-148 and PED-196. Admission to the Physical Fitness certificate or degree program.

## **PED-207**

### **PREVENTION & CARE OF EXERCISE INJURIES**

2 Credits ■ Spring ■ 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 practicum 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. **Prerequisites:** PED-170 and PED-197.

## **PED-242**

### **ADVANCED PRACTICUM II**

1 Credit

The final practicum experience of the Physical Fitness Degree 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

An exploration of the psychological dynamics of sports. Topics include aggression in sports, playing to play versus playing to win, personality factors of coach and athlete, motivating teams and athletes, and crowd behavior. **Skills prerequisite:** ENG-020.

## **PED-284**

### **ACE ADVANCED HEALTH & FITNESS SPECIALIST**

3 Credits ■ HF

A course designed to provide theoretical knowledge and practical skills in preparation for a national certification exam in advanced health and fitness, which encompasses working with clients with various health challenges. Topics include guidelines for instructing safe and effective exercise for clients with cardiovascular and pulmonary disorders, metabolic diseases, musculoskeletal disorders, and other specialized population groups; essentials of the fitness professional; client relationship as well as the fitness professional-healthcare community relationship; and the Advanced Health and Fitness Specialist's professional role. **Prerequisites:** PED-170 and PED-242; current adult CPR and AED certification; AHS-142 or current ACE Personal Trainer certification; Lifestyle and Weight Management certification, an NCAA-accredited Personal Trainer, or advanced fitness related certification, or a baccalaureate degree in Exercise Science or a related field at the time of registration. (Supporting documentation may be submitted prior to registration.) Students will be required to complete 300 hours of work experience designing and implementing exercise programs for apparently healthy individuals and/or high risk individuals as documented by a qualified professional at the time of registration. Permission of the program advisor is required.

# COURSE DESCRIPTIONS

## 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 the Physical Therapist Assistant program. **Corequisites:** PTA-102, BIO-201 and PHY-111.

### PTA-101 PHYSICAL THERAPIST ASSISTANT I 4 Credits ■ Spring ■ CC-CT

An introduction to the basic principles and applications of various physical therapy methods and treatment techniques. This course includes the study of the physiological effects of heat, cold, massage, and electrotherapy. The course also provides an introduction to documentation and record keeping. **Prerequisites:** PTA-100, PTA-102, BIO-201, and PHY-111. **Corequisites:** 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 the Physical Therapist Assistant program. **Corequisites:** PTA-100, BIO-201, and PHY-111.

### PTA-115 FUNCTIONAL ANATOMY 3 Credits ■ Spring ■ CC-CT

A study of the biomechanical and physiological functions of the musculoskeletal system. This course compares clinical dysfunction to normal human movement. Manual muscle testing, gait, and balance will also be included in this course. **Prerequisites:** PTA-100, PTA-102, PHY-111 and BIO-201. **Corequisites:** 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 II 2 Credits ■ Fall ■ CC-WC

A continuation of the study of Physical Therapist Assistant procedures with emphasis on problem solving approaches to the treatment of dysfunction related to the musculoskeletal, cardiac and integumentary systems. The course is designed to develop an understanding of the underlying principles of advanced physical therapy treatment methods. **Prerequisites:** PTA-200 and PTA-202. **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. **Prerequisites:** 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. **Prerequisites:** 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. 240 hours of clinical laboratory. Pass/No Pass grading. **Prerequisites:** PTA-150, Clinical Competency Practical Exam, and a current Community 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. 240 hours of clinical laboratory. Pass/No Pass grading. **Prerequisites:** 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 ■ CC-QR

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.

# COURSE DESCRIPTIONS

## 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 prerequisites:** ENG-020 and ENG-090.

### PSY-122

#### WOMEN & SELF-ESTEEM

1 Credit ■ 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 & 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/ss ■ 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 & COUNSELING

3 Credits ■ Fall ■ SS/ss ■ CC-CT

An introductory course for students interested in gaining an overview of basic counseling theories and techniques. Students examine interview goals and structure, the characteristics and dynamics of helping relationships, and stages in counseling relationships. Using simulations and videotapes, students practice counseling techniques and identify representative types of client behaviors. **Prerequisite:** PSY-107.

### 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. **Prerequisites:** PSY-107 and permission of 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 & 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 the Respiratory Care program. **Corequisites:** 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 & 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 & 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 one-hour seminar class to de-brief on the clinical experiences is also required. **Prerequisites:** RSP-205 and RSP-241.

# COURSE DESCRIPTIONS

## **RSP-241**

### **CARDIOPULMONARY ANATOMY & 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.

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## SCIENCE SCI

### **SCI-095**

#### **SCIENCE CALCULATIONS**

1 Credit ■ Fall

A study of the math required in a first year chemistry course and the math recommended for non-chemistry lab sciences. Topics include scientific notation, metric system, significant figures, conversion factors, word problems, complex units and logarithms. College credit will be awarded, but this credit will not count toward a degree. **Skills prerequisite:** MAT-028 (or MAT-028C).

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## 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 & 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 & 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-216**

#### **RACIAL & ETHNIC MINORITIES**

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

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 & 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. **Prerequisites:** CRJ-105 or SOC-105 and ENG-101, or permission of the instructor.

### **SOC-228**

#### **DEATH & 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-090. **Prerequisite:** Three credits of sociology (SOC).

### **SOC-234**

#### **URBAN SOCIOLOGY: A VISUAL & GLOBAL APPROACH**

3 Credits ■ SS/ss ■ CC-CT ■ CC-WC

A comparative study of the patterns of urban life in the United States and the world. Drawing on sociological research, major changes in urban social and physical structure from the neighborhood to megacities will be explored. An examination of the impact of economic, demographic and cultural forces on the growth of cities. Issues such as gentrification, housing, sprawl, urban renewals, and planning are discussed in relation to recent global trends. **Skills prerequisites:** ENG-020 and ENG-090. **Prerequisite:** Three credits in sociology or permission of the instructor.

### **SOC-275**

#### **INDEPENDENT STUDY IN SOCIOLOGY**

1–3 Credits

Independent study for students with a foundation in the field. Student and instructor determine the project and the number of credits to be earned. Regularly scheduled meetings between student and instructor are required. Pass/No Pass or traditional grading. **Prerequisites:** 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.



# COURSE DESCRIPTIONS

## SPANISH SPA

### **SPA-101** INTRODUCTORY SPANISH I

4 Credits ■ Fall ■ HU/hu

An introduction to Spanish, appropriate for beginners. Students develop listening, speaking and basic writing skills in the classroom and at home, with the use of online learning materials for study, practice and assessment. Contextualized interactive activities as well as short reading and writing assignments teach vocabulary, elementary grammatical structures, and Hispanic cultures. This class, conducted in Spanish, meets four hours a week. One additional hour of laboratory is required.

### **SPA-102** INTRODUCTORY SPANISH II

4 Credits ■ Spring ■ HU/hu

A continuation of SPA-101. Students learn more complex vocabulary and grammatical structures to enable more sophisticated speaking, reading, writing and more competent oral comprehension. Students continue to learn about Hispanic cultures. Online learning materials students use for study, practice and assessment include written and oral activities, flashcards, audio and video. 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. Students develop their listening, speaking, reading, and writing skills to enhance their ability to communicate with and to serve Spanish speakers on the job. Students learn vocabulary, communicative strategies and cultural issues useful in 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 & FIREFIGHTERS

1 Credit ■ HU/hu

An enrichment 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 & FIREFIGHTERS

1 Credit ■ HU/hu

An enrichment 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-136** SPANISH FOR THE WORKPLACE VI

1 Credit ■ HU

An enrichment 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-135.

### **SPA-201** INTERMEDIATE SPANISH I

4 Credits ■ Fall ■ HU/hu

This course builds on students' language skills acquired in the Introductory Spanish sequence. Students gain spoken and written fluency and improved oral comprehension through their study of more complex vocabulary, grammar, readings and practice listening to native speakers. Online learning materials students use for study, practice and assessment include written and oral activities, flashcards,

audio and video. 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, speaking reading, and writing in Spanish. Students work with audio, video and written materials of increasing difficulty to promote fluency and accuracy. In addition to reading short texts from Spain and Latin America, students follow contemporary news from all over the Spanish-speaking world and produce a capstone paper and a 'news video' on one issue of particular interest. 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 prerequisite:** MAT-018 (or MAT-018C). **Prerequisite:** THR-106.

# COURSE DESCRIPTIONS

## **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-018 (or MAT-018C). **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.

## **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. **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.

## **THR-110**

### **ACTING FOR TELEVISION & FILM**

3 Credits ■ HU/hu ■ CC-CT

A study of the principles of acting involved in creating dramatic pieces for television and film production with possible transmission on public television channels. Rehearsals and final production will be taped for analysis. **Prerequisite:** THR-105.

## **THR-111**

### **HISTORY OF THEATRE & 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 prerequisites:** ENG-020 and ENG-090.

## **THR-112**

### **HISTORY OF THEATRE & 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 prerequisites:** ENG-020 and ENG-090.

## **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-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.



#myBCC

## my start

**MATT FLEURY** enrolled at BCC in 1983 in the theatre arts program — something he knew he enjoyed. After landing a local radio internship, he fell in love with broadcasting. He began a career as a journalist, eventually moving into business as a communications professional.

Matt enjoyed 20 years in the workforce following BCC before returning to finish his bachelor's degree at Charter Oak State College in Connecticut, and later earned an MBA at the University of Connecticut School of Business.

"Education later in life is an extremely rich and valuable experience, and community colleges are particularly good at that."

Matt is President & CEO of the Connecticut Science Center. He is a member of the Board and Executive Committee of the International Association of Science & Technology Centers and the Board of the MetroHartford Alliance. He resides in Hartford with his wife and twin sons.

# COURSE DESCRIPTIONS

## **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, and

production and performance techniques. This course does NOT fulfill the general education requirement for ENG literature. **Skills prerequisites:** ENG-020 and ENG-090. **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.



Princeton and Kate Monster (Fine Arts students Devon Lennon and Sadie Clouser) sing in the BCC Players' 2016 performance of *Avenue Q*.

Jaelyn Kolobys



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## Acronyms at BCC

**AA** Associate in Arts  
**ADN** Associate Degree in Nursing  
**AHS** Allied Health  
**ALP** Adult Learning Program  
**ANT** Anthropology  
**AS** Associate in Science  
**AU** Audit  
**BS** Bachelor of Science  
**BCC** Berkshire Community College  
**BCC** BCC Success Seminar  
**BIC** Berkshire Innovation Center  
**BRTA** Berkshire Regional Transit Authority  
**CHW** Community Health Worker  
**CIS** Computer Information Systems  
**CLEP** College Level Examination Program  
**COM** Communication  
**CORI** Criminal Offender Record Information  
**CRJ** Criminal Justice  
**CUL** Culinary Arts  
**CVTE** Career Vocational Technical Education  
**DANTES** Defense Activity for Nontraditional Education Support

**ECE** Early Childhood Education  
**ECO** Economics  
**EDU** Education  
**ENG** English  
**ENS** Emergency Notification System  
**ENM** Engineering Math  
**ENT** Engineering Technology  
**ENV** Environmental Science  
**ESL** English as a Second Language  
**EXL** Experiential Learning  
**FAFSA** Free Application for Federal Student Aid  
**FAS** Fine Arts  
**FIS** Fire Science  
**FSA ID** Financial Student Aid  
**GEO** Geography  
**GEY** Geology  
**GOV** Government  
**GPA** Grade Point Average  
**GPSTEM** Guided Pathways to STEM  
**HIM** Health Information Management  
**HIS** History  
**HISET** High School Equivalency Test  
**HLSC** Health Science Program

**HON** Honors  
**HSP** Hospitality  
**HSST** High School Student Program  
**HSV** Human Services  
**HUM** Humanities  
**IN** Incomplete  
**INT** Interdisciplinary  
**IT** Information Technology  
**IP** In Progress  
**LPN** Licensed Practical Nurse  
**MassPIRG** Mass. Public Interest Research Group  
**MAT** Mathematics  
**MBW** Massage Therapy  
**MUS** Music  
**NEASC** New England Association of Schools & Colleges  
**NISRA** National Intramural-Recreational Sports Association  
**NP** No Pass  
**NUR** Nursing  
**OLLI** Osher Lifetime Learning Institute  
**PED** Physical Education  
**PHL** Philosophy

**PHY** Physics  
**PSY** Psychology  
**PTA** Physical Therapist Assistant  
**PTK** Phi Theta Kappa  
**RE** Re-enroll  
**RSP** Respiratory Care  
**SAP** Satisfactory Academic Progress  
**SBA** Susan B. Anthony Building  
**SCC** South County Center  
**SGA** Student Government Association  
**SOC** Sociology  
**SORI** Sexual Offender Record Information  
**SPA** Spanish  
**STEM** Science, Technology, Engineering, Math  
**THR** Theatre  
**TIPP** Three Installment Payment Plan  
**TOEFL** Teaching of English as a Foreign Language  
**TRIO** Talent, Resources, Initiative, Opportunity  
**W** Withdrawn  
**WF** Withdrawn Failing  
**WP** Withdrawn Passing  
**WA** Withdrawn Audit

# CALENDARS

## BCC Annual Events

Events and dates are subject to change.

### Fall

New Student Orientation, Fall.....	September
Welcome Back Barbecue.....	September
Ice Cream Social.....	September
Constitution Day.....	September
Massachusetts Manufacturing Month.....	October
Safety Awareness Fair.....	October
Clothesline Project.....	October
College Fair.....	October
Mexican Day of the Dead Luncheon.....	October/November
Thanksgiving Madness Luncheon.....	November
BCC Players Fall Performance.....	November/December
Holiday Concert.....	December
Undergraduate Scholars Conference.....	December

### Winter

BCC Intersession.....	January
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### Spring

New Student Orientation, Spring.....	January
Welcome Back Pizza Bash.....	January
Love Carefully Day.....	February
Career Fair.....	March
Wellness Day.....	March
Spring Open House.....	March
Robotics Fair.....	March
Chinese New Year Celebration.....	varies
Experience BCC Full-Day Open House.....	April
BCC Hackathon.....	April
Campus Green-Up.....	April
Financial Aid Application (FAFSA) Deadline.....	May 1
Fresh Check Day.....	May
End of Year Barbecue.....	May
Spring Concert.....	May
Student Art Show.....	May
BCC Players Spring Musical.....	May
Paterson Pool Opening.....	June

### Summer

BCC Summer Session	College Connection
STEM Starter Academy	Rock On! Young Musician's Workshop

## Fall 2017 Semester Academic Calendar

<b>Professional Day</b> .....	Wednesday, August 30
<b>Orientation Day</b> .....	Thursday, August 31
<b>Labor Day</b> .....	Monday, September 4
OBSERVED / NO CLASSES	
<b>Classes Begin</b> .....	Tuesday, September 5
<b>Drop/Add Period</b> .....	Tuesday–Tuesday, September 5–12
<b>Columbus Day</b> .....	Monday, October 9
OBSERVED / NO CLASSES	
<b>Classes follow a Monday Schedule</b> .....	Wednesday, October 11
<b>Honors Convocation</b> .....	Thursday, October 19
<b>Mid-Semester Grades Due</b> .....	Friday, October 27
<b>Deadline for Credit/Audit Changes</b> .....	Friday, October 27
<b>Last Day for Course Withdrawals</b> .....	Wednesday, November 8
W GRADES	
<b>Veterans' Day</b> .....	Saturday, November 11
OBSERVED / NO CLASSES	
<b>Priority Registration for Spring 2017 Begins</b> .....	Tuesday, November 7
<b>Professional Development for Adjunct Faculty</b> .....	Tuesday, November 7
NO EVENING CLASSES	
<b>Thanksgiving Recess</b> .....	Thursday–Saturday, November 23–25
NO CLASSES	
<b>Last Day for Course Withdrawals</b> .....	Monday, December 4
WP / WF GRADES	
<b>Regularly Scheduled Classes End</b> .....	Friday, December 15
<b>Final Class Meetings/Examinations</b> .....	Saturday–Thursday, December 16–21
<b>Final Exam Snow Day</b> .....	Friday, December 22
<b>Campus Closed</b> .....	Sunday, December 24
<b>Christmas Day</b> .....	Monday, December 25
OBSERVED	
<b>Final Grades Due</b> .....	Wednesday, December 27

## Spring 2018 Semester Academic Calendar

<b>Martin Luther King Day</b> .....	Monday, January 15
OBSERVED	
<b>Orientation Day</b> .....	Thursday, January 18
<b>Classes Begin</b> .....	Monday, January 22
<b>Drop/Add Period</b> .....	Monday–Monday, Jan. 22–29
<b>Presidents' Day</b> .....	Monday, February 19
OBSERVED / NO CLASSES	
<b>Spring Recess</b> .....	Monday–Saturday, March 12–17
NO CLASSES	
<b>Classes Resume</b> .....	Monday, March 19
<b>Mid-Semester Grades Due</b> .....	Friday, March 23
<b>Deadline for Credit/Audit Changes</b> .....	Friday, March 23
<b>Last Day for Course Withdrawals</b> .....	Wednesday, April 4
W GRADES	
<b>Professional Day</b> .....	Friday, April 6
NO DAY CLASSES; TEACHING & LEARNING CONFERENCE	
<b>Priority Registration for Fall 2018 Begins</b> .....	Tuesday, April 10
<b>Professional Development for Adjunct Faculty</b> .....	Tuesday, April 10
NO EVENING CLASSES	
<b>Patriots' Day</b> .....	Monday, April 16
OBSERVED / NO CLASSES	
<b>Classes follow a Monday Schedule</b> .....	Wednesday, April 18
<b>Last Day for Course Withdrawals</b> .....	Friday, April 27
WP / WF GRADES	
<b>Regularly Scheduled Classes End</b> .....	Wednesday, May 9
<b>Reading Day/Snow Day</b> .....	Thursday & Friday — May 10 & 11
<b>Reading Day/Snow Day for Saturday Classes</b> .....	Saturday, May 12
<b>Final Class Meetings/Examinations</b> .....	Saturday–Thursday, May 12–17
<b>Final Grades Due</b> .....	Tuesday, May 22
<b>Memorial Day</b> .....	Monday, May 28
OBSERVED	
<b>Awards Night</b> .....	Thursday, May 31
<b>Commencement</b> .....	Friday, June 1

**Berkshire Community College**  
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[www.berkshirecc.edu](http://www.berkshirecc.edu)

