

DAY

EVENING

MIDNIGHT

WEEKEND

WEB

DISTANCE  
LEARNING

SELF-DIRECTED  
LEARNING



# Summer '12

CREDIT COURSES





# **The Higher Education Opportunity Act (HEOA) Textbook Provision**

**(Effective July 1, 2010)**




## **The Higher Education Opportunity Act (HEOA) Textbook Provision**

**(Effective July 1, 2010)**

### **What does this mean to students?**

-  Prior to or during registration, students will be provided with accurate course material information including the International Standard Book Number (ISBN) and retail price when available for each course listed in this course schedule booklet, or may otherwise indicate “to be determined”.
-  Course material information is listed on the college bookstore web page at <http://bhcc.bncollege.com>. Students may click on the textbook tab at the top of the page and follow the directions.

### **Why is this important to students?**

-  Students are given the convenience of buying their books at the same time they register with the added assurance that they are buying the right books for the right course;
-  Students are made aware of the total cost of the course: tuition, fees, textbook, and materials;
-  Students are provided information on whether or not a book is required or recommended, giving students the option to purchase.

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## Registration for Summer 2012 Courses Begins on April 17, 2012

**Currently Enrolled Students May Register on April 10, 2012**

### Registration Options

#### Continuous Walk-in registration

#### Beginning April 17, 2012:

Non-degree seeking students and new students may register at the Admissions and Registration desk, located in the Main Lobby of B-building on the Charlestown Campus, and at the Enrollment Office on the Chelsea Campus on the following days and times:

- ❖ Mondays - Wednesdays: 8:30 a.m.-7:00 p.m.
- ❖ Thursdays: 11:00 a.m.-7:00 p.m.
- ❖ Fridays: 8:30 a.m.-4:00 p.m.

#### Online:

Currently enrolled students are required to register online using their myBHCC account. Registration for currently enrolled students begins April 10, 2012. To access online registration log in to our BHCC website ([www.bhcc.mass.edu](http://www.bhcc.mass.edu)) and click on myBHCC. If you have a problem logging in, please contact the student help line at 617-228-3441. If you have problems registering for class, please contact the Registrar's Office at 617-228-2403 or visit the Admissions and Registration desk, 2nd floor, Main Lobby, main campus or Enrollment Services on the Chelsea Campus. Paper registrations will only be accepted at the Admissions and Registration desk for students with special circumstances as referred by an advisor.

#### By fax:

Students registering by fax must complete the registration form on the inside back cover of this publication and fax the form with all required documents and full tuition payment (see payment information on page 3) to 617-228-2082 by the deadline listed in the Academic Calendar. Registrations received by the close of business (7:00 p.m.) will be processed the same day. Registration received after the close of business (7:00 p.m.) will be processed the next business day. A confirmation will be mailed to you.

### Community Education (Non-Credit Courses)

Students may register for Community Education courses throughout the semester. Community Education courses are non-credit classes taken to enhance computer skills, improve performance in the workplace, sharpen artistic skills, or for personal enrichment. Students who wish to register for a non-credit course may register in person at the Admissions and Registration desk on the Charlestown Campus, 2nd floor, Main Lobby or by contacting the Community Education Office at 617-228-2462. Payment is required at the time of registration. The cost of each course is listed beside the title of the course. Contact the Community Education Office for further information.

### All students registering for Summer 2012 Classes Must:

1. Show a valid government issue photo ID (if in person); and
2. Provide or have provided a completed Application for Massachusetts In-State Tuition form (pages 31-32) and all supporting documentation to receive the in-state tuition rate; and
3. Provide proof of meeting course prerequisites:  
A placement test or completion of appropriate BHCC coursework; or provide a transcript from another accredited institution verifying completion of appropriate coursework with a passing grade.
4. Pay in full for courses at the time of registration by providing a third party commitment letter or purchase order or have Financial Aid authorization or make payment arrangements.

### Summer 2012 Session Dates

Summer .....	June 4-July 12
Bridge Session .....	June 4-July 26
Academic ESL Session .....	June 4-August 2
Web Courses .....	June 4-August 23
Center for Self-Directed Learning (CSDL) .....	June 4-August 9
Session II .....	July 16-August 23



# SUMMER 2012 ACADEMIC CALENDAR



## Summer 2012 Academic Calendar

### Summer Session I, Bridge Session & Academic ESL Session

Last day to register by fax for Session I, Bridge, ESL Credit & Web courses .....	May 31
Last day to register for Session I, Bridge, ESL Credit & Web courses .....	June 1
Session I, Bridge, ESL Credit & Web courses - Classes begin .....	June 4
Session I, Bridge, ESL Credit & Web courses schedule adjustment (add/drop) deadline .....	June 6
Registered students only - a student may not add a course that has already met.	
Last day for Session I course withdrawal .....	June 27
Last day to register for CSDL courses .....	June 29
Independence Day - no classes .....	July 4
Last day for Bridge session course withdrawal .....	July 6
Last day for ESL Credit course withdrawal .....	July 11
Session I courses - Classes end .....	July 12
Bridge Session courses - Classes end .....	July 26
Last day for CSDL and Web course withdrawal .....	August 1
ESL Credit Session courses - Classes end .....	August 2

### Summer Session II

Last day to register for credit courses by fax for Session II courses .....	July 12
Last day to register for Summer Session II courses .....	July 13
Session II courses - Classes begin .....	July 16
Session II schedule adjustment (add/drop) deadline .....	July 18
Registered students only - a student may not add a course that has already met.	
Last day for CSDL and Web course withdrawal .....	August 1
Last day for Session II course withdrawal .....	August 8
Session II courses - Classes end .....	August 23

## Tuition and Fees

All students (except those taking health courses), whether they study during the day, evening, or both, will be charged the same amount per credit. Registering for the summer sessions require payment at the time of registration. Payment plans are not available for summer sessions. Financial Aid is not available to students who are not enrolled in a degree or certificate program during the 2011-2012 academic year. The cost of tuition and fees listed in this publication are subject to change.

### **Massachusetts Residents (MA) \$141/credit**

Per credit: \$24 Tuition/\$112 College fees/\$5 Technology fee.  
*To qualify for MA rate, complete the in-state tuition form on pages 31-32.*

### **Non-Massachusetts Residents & International Students \$347/credit**

Per credit: \$230 Tuition/\$112 College fees/\$5 Technology fee.

### **The New England Regional Student Program \$153/credit**

Per credit: \$36 Tuition/\$112 College fees/\$5 Technology fee.  
*Available to students from RI, CT, NH, ME, & VT that are approved by the Registrar.*

### **Health Courses**

Additional \$35/credit fee for all AHE, CLS, CTC, EMT, MAC, MIG, MLT, MRC, NUR, RTH, SGT, SON, or VSN courses.

## Other Charges

<b>Returned Check Fee</b>	<b>\$30</b>
<b>Stop Payment/Reissue Check Fee</b>	<b>\$20</b>
<b>Liability Insurance Fee</b>	<b>\$15</b>
<b>BHCC OneCard Replacement Fee</b>	<b>\$15</b>
<b>Parking Permit Fee</b>	<b>\$30</b>

Student Parking Permits are available for purchase, at any time, without waiting in line. Go online to [onlineservices.bhcc.mass.edu](http://onlineservices.bhcc.mass.edu). Click on "Students", and then click on "Purchase a Parking Permit". Complete the application and pay the required fee. Permits will be mailed to the address entered on the application. Be sure to enter your address correctly as we are not responsible for lost, stolen, or missing permits.

Session I, Bridge, ESL Credit & Web courses - permits on sale beginning June 8, Session II courses - permits on sale beginning July 20 at the Student Payment Office.

To obtain a permit the following items are required:

- A BHCC identification number
- A current BHCC registration
- A current driver's license
- Vehicle registration information
- Payment in the amount of \$30 by American Express, Discover, Master Card, VISA, and personal checks.

You may display your purchase receipt on your dashboard until permit arrives.

Only one permit per student will be issued. Note: Students whose accounts are in default will not be issued a permit. The cost for a replacement permit is \$50.

## Payment

Payment is due at the time of registration. Failure to pay will result in your unpaid courses being dropped at the close of business (7:00 p.m.) on the day of registration. BHCC accepts personal checks, money orders, American Express, Discover, MasterCard or VISA.

### **You may pay:**

- Online at <http://onlineservices.bhcc.mass.edu> (select Student Menu and then select "Make a Payment").
- By express drop box located outside the Student Payment Office window, Room B219, for check and credit card payments using the envelopes provided.
- By phone by dialing 1-866-519-0785. Processing phone payments may take at least 48 hours to appear on your account in web advisor, however your account will be noted by the end of the business day (7:00 p.m.).
- Using financial aid funds. Students enrolled in certificate/degree programs at the College during the 2011-2012 academic year who received financial aid, may be eligible for financial aid funds for the summer. Interested students should see the Financial Aid Office, Room B213 prior to registering for summer courses.

### **Payment/Billing for students registering online:**

For students registering on the web, a statement at the bottom of the confirmation page indicates payment due at the time of registration. Students must check Account Summary to view the amount due. Students must pay in full at the time of registration or have made prior arrangements with the Student Payment Office or unpaid courses will be dropped. Please check your academic and financial record before logging out to confirm that registration and payment was recorded; click on Account Summary to view your financial record and My Class Schedule.

### **Third Party Billing**

Students may submit a third party commitment letter or purchase order from an employer, etc. which allows the College to bill that party directly with no restrictions. Documentation must be presented at the time of registration. Web registrants will need to present the third party information prior to registration to ensure that your financial account is credited or you may be dropped for non-payment.

### **Outstanding Financial Obligations**

Students who have any outstanding financial obligations to the College will not be permitted to register. Delinquent accounts must be paid in full. Unpaid balances will be referred for state intercept and to a collections agency. This means that your state income taxes will be intercepted and you will not receive your state refund. Furthermore, additional fees will be assessed and can be as much as 33% of the balance due.

### **Schedule Adjustments**

You may adjust your schedule throughout the registration period. The last date to adjust your schedule is listed in the academic calendar. Students who adjust their schedule that includes adding a course (including adding a waitlisted course) must make full payment at the time of the adjustment. Financial Aid recipients must notify the Financial Aid Office of any adjustments to their original registration and all adjustments must be made by the end of the schedule adjustment deadline. Failure to do so will result in

# REGISTRATION INFORMATION

the dropping of all unpaid courses. If you accept a seat in a course for which you are waitlisted you must make payment arrangements for that course immediately.

## Refunds

Students may drop (cancel) a credit course and receive a 100% refund within the schedule adjustment period. There are no refunds after the schedule adjustment period. Lack of attendance in a course does not constitute a drop. Students who register for a course and subsequently decide not to attend classes are responsible for officially dropping the course prior to the end of the schedule adjustment period by completing a schedule adjustment form at the Admissions & Registration desk.

- Session I, Bridge, ESL Credit courses, & Web courses – 100% tuition and fees will be refunded through June 6. No refunds after June 6.
- Session II courses – 100% tuition and fees will be refunded through July 18. No refunds after July 18.
- For Center for Self-Directed Learning CSDL (LC) courses – 100% tuition and fees will be refunded if course is dropped (cancelled) during the scheduled adjustment period for Session I (June 6) or if registered after schedule adjustment, within five (5) working days from the date of registration.
- For Community Education courses (non-credit) – 100% refund within two (2) working days prior to the start of the class.
- No refunds are issued after the specified schedule adjustment period.

## Registration Information

### Assessment and Placement Testing

All students, planning to take math or English courses or a course with a math, English or reading prerequisite must complete the Computerized Placement Test (CPTs) unless they have successfully completed courses in these subjects at BHCC or another accredited institution. Those who have taken math or English at another institution must bring in or fax in a copy of their transcript. Testing is available at both the Charlestown and Chelsea campuses. In Charlestown: Monday-Wednesday 8:30 a.m.-7:00 p.m.; Thursdays from 11:00 a.m.-7:00 p.m.; Fridays from 8:30 a.m.-4:00 p.m.; and Saturdays 9:00 a.m.-1:00 p.m. except during June, July and holiday weekends. No appointment necessary. Contact 617-228-2100 for testing hours at the Chelsea Campus.

### Auditing a Course

Students who wish to audit a course must obtain permission from the Registrar or Assistant Registrar. Students planning to audit a course must indicate their intention at the time of registration, must have the required prerequisites for the course, and are required to pay full tuition and fees.

### Course Prerequisites

Some courses require students meet certain conditions prior to registering, known as prerequisites. Prerequisites include the following: completion of lower-level courses with a passing grade; completion of computerized placement tests (CPT); or admission

to a specific program of study. Students must bring proof of course completion from other colleges or universities at the time of registration.

## Developmental Courses

Courses with numbers below 100 are considered developmental, not college-level. Only college-level courses count toward an associate degree or certificate.

## Financial Aid Eligibility

Bunker Hill Community College awards millions of dollars in federal, state and institutional financial aid each year to eligible students. Many students, however, miss out because they do not think they are eligible and do not complete the Free Application for Federal Student Aid (FAFSA). To apply for financial aid, students must complete the FAFSA available on the Federal Financial Aid Website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When completing the FAFSA online, be sure to list Bunker Hill Community College in the "Schools Information Section". BHCC's code is 011210. Financial Aid can be used to pay for tuition, fees, books, transportation, and other educational expenses. We strongly encourage you to complete the FAFSA. Once BHCC has received your FAFSA, you will be notified of any additional requirements. Please note that financial aid requires enrollment in a degree or certificate program, therefore applying for admissions is necessary. If you need help with your financial aid application or college financial planning, our Financial Aid Office has counselors who can assist you.

## Financial Aid Policy for Adding Courses

If you intend to take "late start" courses in Summer Session I and/or Session II (for example, independent arranged courses etc. and/or CSDL (LC) courses), registration MUST be completed by the last day of the add/drop period for the specific Summer Session in which you intend to enroll.

For further information concerning financial aid eligibility, please contact the Financial Aid Office at 617-228-2275 or drop by the Financial Aid Office, Room B213.

## Immunization Requirement

Massachusetts General Laws, Chapter 76, section 15C, requires that all full-time (12 or more credits) and all students in health programs (full and part-time) present evidence of immunity to measles, mumps, rubella, diphtheria, tetanus, and three doses of hepatitis B vaccine. Students in health career programs must also present evidence of immunity to Varicella and Mantoux testing for Tuberculosis. For measles, mumps, rubella, and Hepatitis B, serologic proof of immunity will be acceptable.

Students who fail to present the required information within 30 days from the date of registration will not be allowed to register for subsequent semesters or receive final grades until the immunization form is received by the Registrar's Office.

## Residency Requirements

All students registering for credit courses at BHCC, who are claiming entitlement to in-state tuition privileges, must complete the Application for Massachusetts In-State Tuition Rates form (pages 31-32) and supply supporting documentation at the time of registration.



# BHCC Chelsea Campus

## Imagine the Possibilities

The Chelsea Campus is a state-of-the-art facility that provides foundation and elective courses leading to College degree and certificate programs. The campus has a strong focus on laboratory science in Biology, delivering multiple sections of Human Biology (BIO108) and Anatomy and Physiology I and II (BIO203 and 204). All Allied Health certificate programs are based at the Chelsea Campus. Central Processing, Surgical Technology, and EMT (Emergency Medical Technician) are examples of certificate programs that expand career options in the current economy.

## CHELSEA CAMPUS COURSES



## Chelsea Campus

### Session I

*Basic English as a Second Language courses are offered in a 9-week format. Classes begin June 11, 2012 and will end August 11, 2012.*

<b>ACC-101</b>	<b>Principles of Accounting I</b>	<b>3 credits</b>
D1 LEC	T,TH 9:00 a.m.-12:35 p.m.	207 TBA
<b>AHE-201</b>	<b>Advanced Clinical Skills</b>	<b>3 credits</b>
D1 LEC	M-TH 9:00 a.m.-11:00 a.m.	B08 D Latina
D2 LEC	M-TH 11:30 a.m.-1:30 p.m.	B08 D Latina
<b>AHE-204</b>	<b>Patient Care Technician</b>	<b>3 credits</b>
D1 CLIN	Days and time to be arranged	CHEL TBA
D2 CLIN	Days and time to be arranged	CHEL TBA
<b>AHE-205</b>	<b>Practicum Medical Assistant</b>	<b>3 credits</b>
D1 CLIN	Days and time to be arranged	CHEL TBA
D2 CLIN	Days and time to be arranged	CHEL TBA
<b>AHE-206</b>	<b>Practicum Phlebotomy Technician</b>	<b>3 credits</b>
D1 CLIN	Days and time to be arranged	CHEL TBA
D2 CLIN	Days and time to be arranged	CHEL TBA
<b>AHE-209</b>	<b>Allied Health Practicum Seminar</b>	<b>1 credit</b>
D1 LEC	W 1:45 p.m.-2:45 p.m.	B08 E Schwab
D2 LEC	TH 1:45 p.m.-2:45 p.m.	B08 E Schwab
D3 LEC	F 1:45 p.m.-2:45 p.m.	B08 L Wallace

<b>ENG-095</b>	<b>Writing Skills II</b>	<b>3 credits</b>
F1 LEC	T,TH 6:00 p.m.-9:35 p.m.	203 T Mahoney
<b>ENG-111</b>	<b>College Writing I</b>	<b>3 credits</b>
F1 LEC	T,TH 6:00 p.m.-9:35 p.m.	204 TBA
<b>ENG-112</b>	<b>College Writing II</b>	<b>3 credits</b>
D1 LEC	T,TH 8:30 a.m.-12:05 p.m.	204 TBA
F1 LEC	M,W 6:00 p.m.-9:35 p.m.	203 V Tafawa
<b>NUR-100</b>	<b>Drug Calculation</b>	<b>1 credit</b>
D1 LEC	T 9:00 a.m.-12:00 p.m.	B07 TBA
F1 LEC	T 5:00 p.m.-8:00 p.m.	B07 TBA
<b>OIM-170</b>	<b>Procedures for the Medical Office</b>	<b>3 credits</b>
D1 LEC	M-TH 9:00 a.m.-11:00 a.m.	206 TBA
	Class meets 05/21/12-06/24/12	
D2 LEC	M-TH 11:30 a.m.-1:30 p.m.	206 TBA
	Class meets 05/21/12-06/24/12	
<b>PSY-101</b>	<b>Principles of Psychology</b>	<b>3 credits</b>
D1 LEC	M,W 9:00 a.m.-12:35 p.m.	204 TBA
F1 LEC	M,W 6:00 p.m.-9:35 p.m.	209 TBA
<b>PSY-213</b>	<b>Human Growth/Development</b>	<b>3 credits</b>
D1 LEC	T,TH 9:00 a.m.-12:35 p.m.	209 TBA
<b>SOC-101</b>	<b>Principles of Sociology</b>	<b>3 credits</b>
D1 LEC	M,W 9:00 a.m.-12:35 p.m.	203 TBA

### Bridge

<b>BIO-108</b>	<b>Human Biology</b>	<b>4 credits</b>
D5 L/L	T,TH 9:00 a.m.-1:00 p.m.	B02 TBA
F5 L/L	T,TH 5:00 p.m.-9:00 p.m.	B02 W Soper

<b>BIO-203</b>	<b>Anatomy/Physiology I/Lab</b>	<b>4 credits</b>
D5 L/L	M,W 9:00 a.m.-2:15 p.m.	B02 U Sharma
D6 HYB	W 9:00 a.m.-1:00 p.m.	B04 D. Burke
F5 L/L	M,W 5:00 p.m.-10:15 p.m.	B02 U Sharma
<b>BIO-204</b>	<b>Anatomy/Physiology II/Lab</b>	<b>4 credits</b>
D5 HYB	M 9:00 a.m.-1:00 p.m.	B04 D. Burke
D6 L/L	T,TH 9:00 a.m.-2:15 p.m.	B04 M Greenwald
F5 L/L	M,W 5:00 p.m.-10:15 p.m.	B04 D Burke
F6 L/L	T,TH 5:00 p.m.-10:15 p.m.	B04 M Greenwald
<b>EMT-103</b>	<b>Emergency Medical Technician</b>	<b>7 credits</b>
F5 LEC	M,W 6:00 p.m.-10:00 p.m.	B08 TBA
F6 LEC	T,TH 6:00 p.m.-10:00 p.m.	B08 TBA
<b>MAT-094</b>	<b>Fundamentals of Algebra</b>	<b>3 credits</b>
F5 LEC	M,W 6:00 p.m.-8:45 p.m.	204 TBA
<b>NHP-102</b>	<b>Medical Coding II</b>	<b>3 credits</b>
F5 LEC	M,W 6:00 p.m.-8:45 p.m.	B07 J Camara
<b>SGT-107</b>	<b>Surgical Technology III</b>	<b>3 credits</b>
D5 LEC	M 8:00 a.m.-12:00 p.m.	B07 J Roman/J MacPherson
CLIN	T-F 7:00 a.m.-3:30 p.m.	HOSP J Roman/J MacPherson
<b>SPN-101</b>	<b>Elementary Spanish I</b>	<b>3 credits</b>
F5 LEC	M,W 6:00 p.m.-8:45 p.m.	208 TBA

### Session II

<b>ACC-101</b>	<b>Principles of Accounting I</b>	<b>3 credits</b>
E1 LEC	M,W 8:30 a.m.-12:05 p.m.	203 TBA
<b>MAN-111</b>	<b>Principles of Management</b>	<b>3 credits</b>
E1 LEC	T,TH 9:00 a.m.-12:35 p.m.	204 TBA

## SECTION CODES & ABBREVIATIONS

### SESSION I

A1-A6	Charlestown Day
D1-D3	Chelsea Day
C1-C6	Charlestown Evening
EB	East Boston Health Center
LC	Center for Self-Directed Learning
F1-F4	Chelsea Evening
WB	Web Courses

### BRIDGE SESSION

BD1-BD6	Charlestown Day
D5-D6	Chelsea
BE1-BE6	Charlestown Evening
F5-F6	Chelsea Evening

### ACADEMIC ESL SESSION

K1-K6	Charlestown Day
L1-L6	Charlestown Evening
N1-N4	Chelsea Day
P1-P6	Charlestown Evening


### SESSION II

B1-B6	Charlestown Day
E1-E3	Chelsea Day
G1-G3	Chelsea Evening
J1-J6	Charlestown Evening

### DAYS OF THE WEEK:

M	Monday
T	Tuesday
W	Wednesday
TH	Thursday
F	Friday

### TEACHING METHODS:

CLIN	Clinical
HYB	Hybrid
LAB	Lab Practicum
LEC	Lecture
L/L	Lab Practicum and Lecture
SLF	Students determine their own schedule
WEB	Web Based
	Sustainability within Curriculum



Courses marked with a leaf symbol are part of BHCC's ongoing efforts to integrate sustainability within curriculum throughout the institution. These courses emphasize environmentally responsible awareness and learning and contribute significantly to students' understanding and practice of sustainability.

# ALTERNATIVE LEARNING

## BHCCOnline & Distance Education



### BHCCOnline your source for distance education

BHCCOnline has been a leader in developing innovative methods of instructional delivery by offering the convenience and flexibility of distance education courses and a greater course selection to facilitate student success. The BHCCOnline curriculum is comprised of:

- web courses available entirely via the Internet (section WB)
- hybrid courses (section HB), that rely on both the Internet and traditional classroom instruction

Studies indicate that successful distance education learners are usually mature, self-motivated, independent learners with excellent time management skills. Students who require flexible schedules and do not require traditional lecture based classes are also excellent candidates. Distance education courses involve the same (and at times, greater) academic rigor as the traditional college class. Like traditional classes, they are fully accredited and transferable to other institutions. Because teaching and learning in an electronic environment is relatively new, and chances are that this will be a new experience for many students, willingness to consider an alternative educational experience should be discussed with an academic advisor, faculty member, or a member of the BHCCOnline staff.

Distance Education does not require that the student be in a particular place at a particular time, or be physically located where the instructor happens to be. These conditions present both opportunities and challenges for students and instructors engaged in the educational process. Students engaged in distance education courses are required to establish and maintain weekly dialogue with instructors through various methods such as email, telephone, online discussion groups, chat rooms, videoconferencing and the US Postal Service.

A number web courses require proctored exams on campus. You may also arrange to have exams proctored at other colleges or approved testing locations. Call 617-228-2466 for more information.

### Web course orientation:

Students new to online courses must participate in one or more of the following orientation options to learn about using the technology, expectations for completing courses and guidelines to be a successful online student.

1. Participate in one of the “live” virtual computer based orientations from your home or work on Friday, June 1 at noon and Monday, June 4 at 2:00 p.m. Go to [www.bhcc.mass.edu/virtualorientation](http://www.bhcc.mass.edu/virtualorientation) to log on to the orientation. A microphone is required to speak, although questions can be asked through a chat feature.
2. Listen to a prerecorded orientation anytime by logging on to Elluminate at [www.bhcc.mass.edu/prerecordedorientation](http://www.bhcc.mass.edu/prerecordedorientation).
3. Complete the online student orientation available at [www.bhcc.mass.edu/BHCCOnline](http://www.bhcc.mass.edu/BHCCOnline) and click the BHCCOnline Distance Education icon “Watch the Web Orientation” to begin.
4. Continuous walk-in assistance offered in room E221.

For information about orientation and general information about BHCCOnline, email [kturmer@bhcc.mass.edu](mailto:kturmer@bhcc.mass.edu), call 617-228-2466, visit the BHCCOnline Office in room E221 on the Charlestown Campus, or go to [www.bhcc.mass.edu/BHCCOnline](http://www.bhcc.mass.edu/BHCCOnline).

### Web Courses (WB)

ACC-101	Principles of Accounting I	3 credits	BIO-115	Nutrition Science/Lab	4 credits	CIT-233	Advanced Microsoft Office	3 credits
ACC-102	Principles of Accounting II	3 credits	BUS-101	Introduction to Business	3 credits	CIT-234	Decision Support Using MS Excel	3 credits
ACC-105	Accounting Information Systems	3 credits	BUS-106	International Business I	3 credits	CIT-250	Collaboration, Communication & Integration in MS Office Applications	3 credits
ACC-111	Investments	3 credits	CIT-110	Computer Applications/ Concepts	3 credits	CMT-111	HTML & Dreamweaver	3 credits
ACC-112	Personal Finance	3 credits	CIT-113	Information Technology Problem Solving	3 credits	CRJ-101	Introduction to Criminal Justice	3 credits
ACC-201	Intermediate Accounting I	3 credits	CIT-118	Principles of Internet & Information Security	3 credits	CRJ-102	Delinquency, Adjudication and Correction	3 credits
ACC-202	Intermediate Accounting II	3 credits	CIT-128	Database Design with MS Access	3 credits	CRJ-103	Criminal Law	3 credits
ACC-210	Financial Management	3 credits	CIT-133	Introduction to MS Office	3 credits	CRJ-107	Introduction to Corrections	3 credits
ACC-211	Money and Banking	3 credits	CIT-216	Visual Basic	3 credits	CRJ-145	Cyber Crime in Today's Society	3 credits



CRJ-201	Management for Criminal Justice	3 credits	LIT-207	Literature and Society I	3 credits	PSY-224	Adolescent /Adult Development	3 credits
CRJ-212	Community Corrections	3 credits	LIT-211	Masterpieces of World Literature I	3 credits	PSY-227	Abnormal Psychology	3 credits
ECO-201	Macroeconomics	3 credits	LIT-219	African Literature	3 credits	RDG-095	Reading Skills II	3 credits
ECO-202	Microeconomics	3 credits	MAN-105	Principles of Marketing	3 credits	SOC-101	Principles of Sociology	3 credits
ENG-095	Writing Skills II	3 credits	MAN-107	Introduction to Entrepreneurship	3 credits	SOC-109	Cultural Anthropology	3 credits
ENG-111	College Writing I	3 credits	MAN-111	Principles of Management	3 credits	SOC-111	The Family	3 credits
ENG-112	College Writing II	3 credits	MAN-112	Organizational Behavior/Design	3 credits	SOC-205	Urban Sociology	3 credits
ENG-203	Creative Writing Workshop	3 credits	MAN-213	Mutual Fund Industry	3 credits	SOC-206	Juvenile Delinquency	3 credits
ENV-105	Environmental Science I/Lab	4 credits	MAT-094	Fundamentals of Algebra	3 credits	SOC-207	Criminology	3 credits
ENV-106	Environmental Science II/Lab	4 credits	MAT-181	Statistics I	3 credits	SOC-229	Sociology of Film	3 credits
FLM-101	Film As Art	3 credits	MAT-197	Precalculus	4 credits	SPN-101	Elementary Spanish I	3 credits
FLM-102	American Cinema	3 credits	MAT-231	Calculus for Management Science	4 credits	SPN-102	Elementary Spanish II	3 credits
FPS-125	Hazardous Materials Chemistry	3 credits	MAT-281	Calculus I	4 credits	VMA-105	Digital Imaging With Photoshop	3 credits
FPS-221	Strategy and Tactics	3 credits	MAT-282	Calculus II	4 credits	VMA-111	Intro to Mass Media	3 credits
FPS-223	Building Construction for Fire Protection	3 credits	MIG-111	Imaging Technology I	3 credits	VMA-112	Art History I	3 credits
FRE-101	Elementary French I	3 credits	MUS-118	Music Appreciation I	3 credits	VMA-113	Art History II	3 credits
FRE-102	Elementary French II	3 credits	MUS-119	Music Appreciation II	3 credits	VMA-123	Water Color I	3 credits
GEO-101	World Regional Geography	3 credits	MUS-129	Rock/Roll History	3 credits	VMA-161	Introduction to Digital Photography	3 credits
GOV-101	Government/Politics in the US	3 credits	NHP-180	Medical Terminology	3 credits			
GOV-103	State/Local Politics	3 credits	NUR-100	Drug Calculation	1 credit			
HIS-101	History of Western Civilization I	3 credits	OIM-100	Keyboarding Techniques	1 credit			
HIS-102	History of Western Civilization II	3 credits	PHL-101	Introduction to Philosophy	3 credits			
HIS-111	World Civilization I	3 credits	PHL-103	Ethics	3 credits			
HIS-112	World Civilization II	3 credits	PHL-111	World Religions	3 credits			
HIS-151	US History I	3 credits	PSY-101	Principles of Psychology	3 credits	BIO-108	Human Biology	4 credits
HIS-152	US History II	3 credits	PSY-203	Psychology of Adjustment	3 credits	BIO-115	Nutrition Science/Lab	4 credits
INT-110	American Culture	3 credits	PSY-209	Child Psychology	3 credits	BIO-203	Anatomy/Physiology I/Lab	4 credits
JPN-101	Elementary Japanese I	3 credits	PSY-213	Human Growth/Development	3 credits	BIO-204	Anatomy/Physiology II/Lab	4 credits
JPN-102	Elementary Japanese II	3 credits	PSY-219	Social Psychology	3 credits	ECE-111	Special Needs Child Early Childhood	3 credits
LIT-201	Introduction to Literature	3 credits	PSY-223	Personality	3 credits	OIM-101	Document Generation I	3 credits
LIT-203	Literature in America I	3 credits				PHY-202	General Physics II/Lab	4 credits
LIT-204	Literature in America II	3 credits						

### Hybrids (Web component required)

## SECTION CODES & ABBREVIATIONS

### SESSION I

A1-A6 .....Charlestown Day  
D1-D3 .....Chelsea Day  
C1-C6 .....Charlestown Evening  
EB .....East Boston Health Center  
LC .....Center for Self-Directed Learning  
F1-F4 .....Chelsea Evening  
WB .....Web Courses

### BRIDGE SESSION

BD1-BD6 .....Charlestown Day  
D5-D6 .....Chelsea  
BE1-BE6 .....Charlestown Evening  
F5-F6 .....Chelsea Evening

### ACADEMIC ESL SESSION

K1-K6 .....Charlestown Day  
L1-L6 .....Charlestown Evening  
N1-N4 .....Chelsea Day  
P1-P6 .....Charlestown Evening

### SESSION II

B1-B6 .....Charlestown Day  
E1-E3 .....Chelsea Day  
G1-G3 .....Chelsea Evening  
J1-J6 .....Charlestown Evening

### DAYS OF THE WEEK:

M .....Monday  
T .....Tuesday  
W .....Wednesday  
TH .....Thursday  
F .....Friday

### TEACHING METHODS:

CLIN .....Clinical  
HYB .....Hybrid  
LAB .....Lab Practicum  
LEC .....Lecture  
L/L .....Lab Practicum and Lecture  
SLF .....Students determine their own schedule  
WEB .....Web Based  
S .....Sustainability within Curriculum



Courses marked with a leaf symbol are part of BHCC's ongoing efforts to integrate sustainability within curriculum throughout the institution. These courses emphasize environmentally responsible awareness and learning and contribute significantly to students' understanding and practice of sustainability.

## BHCCOnline Registration and Course Information

### Students Enrolling in Web, Hybrid & Web Enhanced Courses:

To receive a username and password for your BHCCOnline course, please go to the BHCCOnline website [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess) where you will find directions for creating your user name and password. Online courses will be accessible to students on the first day of classes. To login, go to [www.bhcc.mass.edu/mycourselogin](http://www.bhcc.mass.edu/mycourselogin).

Students must begin their coursework during the first week of classes. Students should email [onlinehelp@bhcc.mass.edu](mailto:onlinehelp@bhcc.mass.edu) or attend an orientation session if they are having technical difficulties logging on to their course.

### Academic Requirements & Expectations:

It is highly recommended that students complete RDG095 and ENG095 or place out of these courses through the college's incoming placement tests before enrolling in a distance learning class. New students should complete one of the BHCCOnline orientation formats.

Successful students are highly motivated, independent learners with excellent time management skills. Distance learning students are required to maintain a consistent pace in submitting coursework and are expected to complete their course in a semester's time. Distance learning courses are rigorous and students should expect to spend between 6-10 hours each week working on their course.

## Distance Education Exam Requirement

A number of web courses require proctored exams on campus. You may also arrange to have exams proctored at other colleges or approved testing locations. Call 617-228-2466 for more information.

### Technical skills required to take BHCCOnline courses:

- Students must possess basic computer skills such as navigating the World Wide Web, sending and receiving email, word-processing, attaching documents, and toggling back-and-forth between applications and pages.
- Multimedia computer with at least a 600 MHz processor, 256 MB of RAM, or a comparable Macintosh is required. Macintosh computers may not be used for CIT-110.
- A recent version of Microsoft Office is recommended. Note: Attachments should be sent as Microsoft Word documents.
- Access to the Internet with broadband connectivity is required.
- Browser requirements: Mozilla Firefox 1.0x is recommended.
- All students must use their BHCC email. Go to [webmail.bhcc.edu](http://webmail.bhcc.edu) to access account website. Your user-id and password for accessing email are the same as that for accessing Web Advisor. For more information about Web Advisor, go to [www.bhcc.mass.edu](http://www.bhcc.mass.edu) and click mybhcc. Click students and follow directions for User ID and password.
- Access to a printer.

## SECTION CODES & ABBREVIATIONS

### SESSION I

A1-A6 .....Charlestown Day  
D1-D3 .....Chelsea Day  
C1-C6 .....Charlestown Evening  
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F1-F4 ..... Chelsea Evening  
WB.....Web Courses

### BRIDGE SESSION

BD1-BD6 .....Charlestown Day  
D5-D6 .....Chelsea  
BE1-BE6 .....Charlestown Evening  
F5-F6 ..... Chelsea Evening

### ACADEMIC ESL SESSION

K1-K6 .....Charlestown Day  
L1-L6 .....Charlestown Evening  
N1-N4 .....Chelsea Day  
P1-P6 .....Charlestown Evening


### SESSION II

B1-B6 .....Charlestown Day  
E1-E3 .....Chelsea Day  
G1-G3 ..... Chelsea Evening  
J1-J6 .....Charlestown Evening

### DAYS OF THE WEEK:

M .....Monday  
T .....Tuesday  
W .....Wednesday  
TH .....Thursday  
F .....Friday

### TEACHING METHODS:

CLIN ..... Clinical  
HYB ..... Hybrid  
LAB..... Lab Practicum  
LEC..... Lecture  
L/L ..... Lab Practicum and Lecture  
SLF ..... Students determine their own schedule  
WEB ..... Web Based  
 .....Sustainability within Curriculum



Courses marked with a leaf symbol are part of BHCC's ongoing efforts to integrate sustainability within curriculum throughout the institution. These courses emphasize environmentally responsible awareness and learning and contribute significantly to students' understanding and practice of sustainability.

## Center for Self-Directed Learning

The Center for Self-Directed Learning (CSDL) is an environment where students have the flexibility to make their own schedules of study, work at an individualized pace of instruction, and earn college credit for successful completion of the course. The CSDL provides state-of-the-art multi-media and technological resources for independent on-site instruction under the supervision of content area facilitators and trained professional tutors. The range of instructional media-materials includes

computer-assisted instruction, CDs, as well as interactive study groups. Regardless of the medium, students are always active participants in the learning process and able to direct the pace of their learning while receiving progress evaluation on a continuous basis. Course facilitators and tutors are available to the student for assistance at all times. The CSDL is located in room E235 on the Charlestown Campus.

If taking a course interests you, call 617-228-2225, email: [CSDL@bhcc.mass.edu](mailto:CSDL@bhcc.mass.edu), or visit room E235.

### Summer Semester hours:

Monday-Thursday: 8:30 a.m.-9:00 p.m.

<b>ACC-101</b> Principles of Accounting I	3 credits	<b>HIS-102</b> History of Western Civilization II	3 credits	<b>MAT-197</b> Precalculus	4 credits
<b>ACC-102</b> Principles of Accounting II	3 credits	<b>LIT-203</b> Literature in America I	3 credits	<b>MAT-231</b> Calculus for Management Science	4 credits
<b>BIO-111</b> Food/Nutrition	3 credit	<b>LIT-204</b> Literature in America II	3 credits	<b>MAT-281</b> Calculus I	4 credits
<b>CHM-151</b> Basic Chemistry/Non Lab	3 credits	<b>MAT-092</b> Prealgebra	3 credits	<b>MAT-282</b> Calculus II	4 credits
<b>CIT-101</b> Computer Essentials	3 credits	<b>MAT-094</b> Fundamentals of Algebra	3 credits	<b>NHP-180</b> Medical Terminology	3 credits
<b>CIT-110</b> Computer Applications/ Concepts	3 credits	<b>MAT-100</b> Topics in Career Math	3 credits	<b>PSY-101</b> Principles of Psychology	3 credits
<b>CMT-111</b> HTML & Dreamweaver	3 credits	<b>MAT-133</b> Introduction to the Metric System	1 credit	<b>PSY-213</b> Human Growth/ Development	3 credits
<b>ECE-103</b> Child Growth/Development	3 credits	<b>MAT-181</b> Statistics I	3 credits	<b>PSY-219</b> Social Psychology	3 credits
<b>ENG-090</b> Writing Skills I	3 credits	<b>MAT-183</b> Statistics I/Lab	4 credits	<b>PSY-223</b> Personality	3 credits
<b>ENG-095</b> Writing Skills II	3 credits	<b>MAT-184</b> Statistics II/Lab	4 credits	<b>RDG-095</b> Reading Skills II	3 credits
<b>ENG-111</b> College Writing I	3 credits	<b>MAT-192</b> College Algebra	3 credits	<b>SOC-101</b> Principles of Sociology	3 credits
<b>HIS-101</b> History of Western Civilization I	3 credits	<b>MAT-194</b> College Algebra for STEM	4 credits	<b>SOC-110</b> Physical Anthropology	3 credits
		<b>MAT-196</b> College Trigonometry	3 credits		

## Free Tutoring Available

Having a problem in math? Stumped in science? Need help with your English paper?

## Come to the Tutoring & Academic Support Center

Call the Charlestown Campus at 617-228-3467  
or the Chelsea Campus at 617-228-3356 for more information

### Charlestown Campus, Room E174

Hours:

Monday - Thursday: 8:30 a.m. - 8:00 p.m.

Friday - Sunday: 8:30 a.m. - 4:00 p.m.

Phone: 617-228-3467

### Chelsea Campus, 2nd floor

Hours:

Monday - Thursday: 8:00 a.m. - 9:00 p.m.

Friday: 8:00 a.m. - 4:00 p.m.

Saturday: 9:00 a.m. - 3:00 p.m.

Phone: 617-228-3356



# COURSE DESCRIPTIONS & Section Listings

## SECTION CODES & ABBREVIATIONS

### SESSION I

A1-A6	Charlestown Day
D1-D3	Chelsea Day
C1-C6	Charlestown Evening
EB	East Boston Health Center
LC	Center for Self-Directed Learning
F1-F4	Chelsea Evening
WB	Web Courses

### BRIDGE SESSION

BD1-BD6	Charlestown Day
D5-D6	Chelsea
BE1-BE6	Charlestown Evening
F5-F6	Chelsea Evening

### ACADEMIC ESL SESSION

K1-K6	Charlestown Day
L1-L6	Charlestown Evening
N1-N4	Chelsea Day
P1-P6	Charlestown Evening


### SESSION II

B1-B6	Charlestown Day
E1-E3	Chelsea Day
G1-G3	Chelsea Evening
J1-J6	Charlestown Evening

### DAYS OF THE WEEK:

M	Monday
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### TEACHING METHODS:

CLIN	Clinical
HYB	Hybrid
LAB	Lab Practicum
LEC	Lecture
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WEB	Web Based
	Sustainability within Curriculum



Courses marked with a leaf symbol are part of BHCC's ongoing efforts to integrate sustainability within curriculum throughout the institution. These courses emphasize environmentally responsible awareness and learning and contribute significantly to students' understanding and practice of sustainability.

## Accounting

### Session I

#### ACC-101 Principles of Accounting I 3 credits

After a brief consideration of the meaning and purpose of accounting, this course explores the basic statements of an accounting system: the balance sheet, the income statement and the statement of owner's equity. Students will examine the accounting cycle with an emphasis on the methods of accumulating and summarizing data generated by business transactions. Students will apply their manual accounting skills to an automated accounting system using general ledger software. Areas of concentration will include adjusting entries, closing process, inventory analysis, merchandising, transactions, cash control procedures, receivables, and payables.

A1	LEC	M,W 9:00 a.m.-12:35 p.m.	D120	TBA
C1	LEC	M,W 5:30 p.m.-9:05 p.m.	D120	TBA
D1	LEC	T,TH 9:00 a.m.-12:35 p.m.	207	TBA
Class meets at the Chelsea Campus				
LC	SLF	1 hour per credit attendance is required Arrange hours in the CSDL E235 CSDL Staff Class meets 06/04/12-08/09/12		
WB	WEB	For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12		
WB1	WEB	For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12		

#### ACC-102 Principles of Accounting II 3 credits

This course will expand upon the basic concepts and theories that students learned in the Principles of Accounting I course. Students will be expected to apply their knowledge in a managerial decision-making mode. Areas studied include, but not limited to, the following: examine long-term assets and liabilities; financial statement analysis; transactions unique to the corporate business structure; bonds payable; planning and controlling using master budgets and cost behavior recognition utilizing cost-volume analysis as well as gaining exposure to accounting for manufacturers. Prerequisite: Principles of Accounting I (ACC101).

A1	LEC	M,W 9:00 a.m.-12:35 p.m.	B127	TBA
C1	LEC	M,W 5:30 p.m.-9:05 p.m.	B131	TBA
LC	SLF	1 hour per credit attendance is required Arrange hours in the CSDL E235 CSDL Staff Class meets 06/04/12-08/09/12		
WB	WEB	For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12		

#### ACC-105 Accounting Information Systems 3 credits

This course introduces students to Accounting Information Systems. The course focuses upon integrated systems, set up, and applications. The modules covered include, among other topics: general ledger, report writing, invoicing, purchasing, inventory control, accounts receivable, accounts payable, cash receipts, cash disbursements, payroll, and spreadsheet

application. Prerequisites: Principles of Accounting I (ACC101), Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095).

WB	WEB	For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12
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#### ACC-111 Investments 3 credits

Students will be introduced to the dynamic world of investing by evaluating strategies endorsed by many of the pioneers within the investment industry. A major objective of the course will be to analyze techniques to successfully manage risk and achieve high returns. An in-depth examination of key economic reports will enable students to prepare a balanced portfolio of investments. Students will be exposed to the following investment vehicles; cash equivalents, bonds, mutual funds, stocks, real estate, and leveraging with options and futures. Prerequisite: Principles of Accounting II (ACC102)

WB	WEB	For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12
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#### ACC-112 Personal Finance 3 credits

An overview of personal financial planning, this course covers the following topics: the intelligent use of consumer credit, budgets, banking, the time value of money, investments, insurance, retirement, and other long-term planning and their tax ramifications. It is intended for students at all levels and for all programs of study.

WB	WEB	For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12
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#### ACC-201 Intermediate Accounting I 3 credits

This course covers, in detail, financial accounting, and generally accepted accounting principles. After a review of the accounting cycle, issues in revenue recognition and the time value of money are discussed. The four main financial statements are studied. Specific accounting issues pertaining to various current assets are covered. Prerequisite: Principles of Accounting II (ACC102).

WB	WEB	For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12
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#### ACC-202 Intermediate Accounting II 3 credits

A continuation of Intermediate Accounting I (ACC201), this course discusses accounting problems for long-term assets, current, and long-term liabilities. Issues in investment leases, employee compensation, and taxes are covered. Accounting for shareholder equity and earnings per share are covered. The preparation of the Statement of Cash flow is studied. Prerequisite: Intermediate Accounting I (ACC201).

WB	WEB	For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12
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#### ACC-210 Financial Management 3 credits

This course uses the tools of financial analysis such as ratios, budgets, forecasting techniques, present value concepts, and cash flow. The course also explores short, intermediate, and long-term sources and uses of cash. Prerequisite: Principles of Accounting II (ACC102).

WB	WEB	For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12
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#### ACC-211 Money and Banking 3 credits

This course covers an economic analysis of financial institutions and markets in the world economy. It covers institutional and economic factors in the determination of the money supply. The course includes the commercial banking system and the money and capital markets. Current policy issues are debated. Prerequisites: Macroeconomics (ECO201) and Microeconomics (ECO202).

WB	WEB	For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12
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### Session II

#### ACC-101 Principles of Accounting I 3 credits

After a brief consideration of the meaning and purpose of accounting, this course explores the basic statements of an accounting system: the balance sheet, the income statement and the statement of owner's equity. Students will examine the accounting cycle with an emphasis on the methods of accumulating and summarizing data generated by business transactions. Students will apply their manual accounting skills to an automated accounting system using general ledger software. Areas of concentration will include adjusting entries, closing process, inventory analysis, merchandising, transactions, cash control procedures, receivables, and payables.

E1	LEC	M,W 8:30 a.m.-12:05 p.m.	203	TBA
Class meets at the Chelsea Campus				

#### ACC-102 Principles of Accounting II 3 credits

This course will expand upon the basic concepts and theories that students learned in the Principles of Accounting I course. Students will be expected to apply their knowledge in a managerial decision-making mode. Areas studied include, but not limited to, the following: the examination of long-term assets and liabilities; financial statement analysis; transactions unique to the corporate business structure; bonds payable; planning and controlling using master budgets and cost behavior recognition utilizing cost-volume analysis as well as gaining exposure to accounting for manufacturers. Prerequisite: Principles of Accounting I (ACC101).

J1	LEC	M,W 5:30 p.m.-9:05 p.m.	B112	TBA
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## Allied Health

### Session I

#### AHE-201 Advanced Clinical Skills 3 credits

This course covers advanced theory and skills for the patient care technician and medical assistant. Students are cross-trained in EKG and Phlebotomy. Prerequisite: Patient Care Skills (AHE111) or Medical Assisting Skills (AHE112).

D1	LEC	M-TH 9:00 a.m.-11:00 a.m.	B08	D Latina
D2	LEC	M-TH 11:30 a.m.-1:30 p.m.	B08	D Latina

#### AHE-204 Patient Care Technician 3 credits

This course consists of a clinical practicum at local health care facilities. Students keep a daily journal and complete a work portfolio. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisite: Patient Care Skills (AHE111). Co-requisite: Advanced Clinical Skills (AHE201).

D1	CLIN	Days and time to be arranged	CHEL	TBA
		Class meets at the Chelsea Campus		
D2	CLIN	Days and time to be arranged	CHEL	TBA
		Class meets at the Chelsea Campus		

#### AHE-205 Practicum Medical Assistant 3 credits

This course consists of a clinical practicum at local health care facilities. Students keep a daily journal and complete a work portfolio. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisite: Medical Assisting Skills (AHE112). Co-requisite: Advanced Clinical Skills (AHE201).

D1	CLIN	Days and time to be arranged	CHEL	TBA
		Class meets at the Chelsea Campus		
D2	CLIN	Days and time to be arranged	CHEL	TBA
		Class meets at the Chelsea Campus		

#### AHE-206 Practicum Phlebotomy Technician 3 credits

This course consists of a clinical practicum at local health care facilities. Students keep a daily journal and complete a work portfolio. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Principles of Clinical Practice (AHE110) and Phlebotomy/Laboratory Theory (AHE115).

D1	CLIN	Days and time to be arranged	CHEL	TBA
		Class meets at the Chelsea Campus		
D2	CLIN	Days and time to be arranged	CHEL	TBA
		Class meets at the Chelsea Campus		

#### AHE-209 Allied Health Practicum Seminar 1 credit

This seminar is an inter-disciplinary course that provides a broad overview of the medical workplace. Taken concurrently with an Allied Health Practicum, it includes discussions of the internship experience, employment opportunities as well as job search skills. Co-requisite: Practicum Patient Care Assistant (AHE204) or Practicum Medical Assistant (AHE205) or Practicum Phlebotomy Technician (AHE206) or Practicum Laboratory Assistant (AHE207).

D1	LEC	W 1:45 p.m.-2:45 p.m.	B08	E Schwab
		Class meets at the Chelsea Campus		
D2	LEC	TH 1:45 p.m.-2:45 p.m.	B08	E Schwab
		Class meets at the Chelsea Campus		
D3	LEC	F 1:45 p.m.-2:45 p.m.	B08	L Wallace
		Class meets at the Chelsea Campus		

## Business

### Session I

#### BUS-101 Introduction to Business 3 credits

This course is a survey of the purpose, role, and responsibility of business in a capitalistic society, including an introduction to the major areas of business such as: Finance, Management, Economics, Accounting, and Marketing. This course provides a basic foundation for the student who will specialize in some aspect of business in college, and it also provides the opportunity for non-business majors to learn about the business in which they will someday be both producers and consumers. This course will also enable students to explore career options in business, define a career path, and make connections between classroom learning

and the larger business community. This course will fulfill the Learning Community Seminar requirement for first time, full time students, to assist the student in making a successful transition from our unique urban community into an academic environment. The course will aid students in learning insights, skills, and attitudes necessary to develop academic success strategies for personal and career goals achievement. Prerequisites: Grade of C or better in Academic Reading I (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills (ENG090) or exemption by placement testing.

A1	SEM	M,W 9:00 a.m.-12:35 p.m.	D215	TBA
C1	SEM	W 6:00 p.m.-9:35 p.m.	B113	TBA
WB	WEB	For username and password, go to <a href="http://www.bhcc.mass.edu/mycourseaccess">www.bhcc.mass.edu/mycourseaccess</a> . Class meets 06/04/12-08/23/12		
WB1	WEB	For username and password, go to <a href="http://www.bhcc.mass.edu/mycourseaccess">www.bhcc.mass.edu/mycourseaccess</a> . Class meets 06/04/12-08/23/12		

#### BUS-106 International Business I 3 credits

This course is an introduction to the environments, institutions, systems and operations involved in international business. Students will learn how different economic, legal, political and cultural forces influence the conduct of international trade and investment and how international competitive strategies, firm operations and organizational structures contribute to business success or failure in the global marketplace. The impact of international trade and investment on economies, businesses and consumers will also be examined. Prerequisite: Macroeconomics (ECO201) or Microeconomics (ECO202).

WB	WEB	For username and password, go to <a href="http://www.bhcc.mass.edu/mycourseaccess">www.bhcc.mass.edu/mycourseaccess</a> . Class meets 06/04/12-08/23/12		
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### Session II

#### BUS-101 Introduction to Business 3 credits

This course is a survey of the purpose, role, and responsibility of business in a capitalistic society, including an introduction to the major areas of business such as: Finance, Management, Economics, Accounting, and Marketing. This course provides a basic foundation for the student who will specialize in some aspect of business in college, and it also provides the opportunity for non-business majors to learn about the business in which they will someday be both producers and consumers. This course will also enable students to explore career options in business, define a career path, and make connections between classroom learning and the larger business community. This course will fulfill the Learning Community Seminar requirement for first time, full time students, to assist the student in making a successful transition from our unique urban community into an academic environment. The course will aid students in learning insights, skills, and attitudes necessary to develop academic success strategies for personal and career goals achievement. Prerequisites: Grade of C or better in Academic Reading I (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills (ENG090) or exemption by placement testing.

B1	SEM	M,W 8:30 a.m.-12:05 p.m.	D217	TBA
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#### BUS-201 Business Law I 3 credits

In this introductory study of the law and its application to the individual, students learn to evaluate and analyze legal problems and systems. The course emphasizes business situations. Topics include procedural law, contracts, torts, consumer law, and related areas. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading Skills III (ESL098) or Reading Skills II (RDG095) or placement.

J1	LEC	T,TH 5:30 p.m.-9:05 p.m.	B109	TBA
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## Computers

### Session I

#### CIT-101 Computer Essentials 3 credits

This introductory course is intended for students with little to no computer experience. Students in developmental mathematics, reading and English as well as English as a Second Language (ESL) should consider this for their first computer course. This course starts with an introduction

to the Windows environment and covers operating system topics appropriate for beginners, keyboarding, document processing and productivity skills necessary to function in today's electronic office environment. The course teaches students other skills necessary to use a personal computer as a tool for academic success. Utilizing the college's computer laboratories students get extensive "hands-on" personal computer experience in MS WORD as well as E-Mail, INTERNET, and World Wide Web (WWW) access and use. Students emerge from this course with an understanding of essential computer concepts and terminology, use and application of the INTERNET, keyboarding proficiency, and a high degree of competence with personal computer hardware and software. All Learner Outcomes and Competencies in this course are based on accepted, published ICT Industry Standards. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

A1	LEC	M,W 8:00 a.m.-11:35 a.m.	D121A	L Bergmann
C1	LEC	M,W 5:00 p.m.-8:35 p.m.	D117	TBA
LC	SLF	1 hour per credit attendance is required	E235	CSDL Staff
		Arrange hours in the CSDL		
		Class meets 06/04/12-08/09/12		

#### CIT-110 Computer Applications/ Concepts 3 credits

This survey course covers the use and application of modern computer systems. This course includes detailed coverage of fundamental computer concepts, terminology, applications, and theory. Students will get extensive "hands-on" personal computer experience and gain a good working knowledge of MS WINDOWS™ and MS OFFICE™. Upon completion of this course, students will have a grasp of important computer concepts and terminology, an understanding of INTERNET use and applications, a high degree of competence with personal computer hardware and software, as well as an understanding of the effects of information technology on the individual, organizations, and society. All Learner Outcomes and Competencies in this course are based on accepted, published ICT Industry Standards. Students with prior learning experience may "test-out" of this course by contacting pla@bhcc.mass.edu. Prerequisite: Reading Skills II (RDG095) or Academic Reading III (ESL098) or exemption from reading requirement by placement testing or enrollment in an integrated course. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

A1	LEC	M,W 8:00 a.m.-11:35 a.m.	D101	M Puopolo
A2	LEC	T,TH 8:00 a.m.-11:35 a.m.	D116	TBA
C1	LEC	M,W 6:00 p.m.-9:35 p.m.	D115	TBA
C2	LEC	T,TH 5:00 p.m.-8:35 p.m.	D117	TBA
LC	SLF	1 hour per credit attendance is required	E235	CSDL Staff
		Arrange hours in the CSDL		
		Class meets 06/04/12-08/09/12		

WB	WEB	For username and password, go to <a href="http://www.bhcc.mass.edu/mycourseaccess">www.bhcc.mass.edu/mycourseaccess</a> . Class meets 06/04/12-08/23/12		D Puopolo
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WB1	WEB	For username and password, go to <a href="http://www.bhcc.mass.edu/mycourseaccess">www.bhcc.mass.edu/mycourseaccess</a> . Class meets 06/04/12-08/23/12		
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#### CIT-113 Information Technology Problem Solving 3 credits

This course will give students hands-on experience in a wide range of modern information technology. Several IT concepts will be introduced that will provide a basis for further study in Information Technology. Students will work on a number of projects that will give perspectives on areas of IT including but not limited to: visual and/or robotic programming, social networking tools, web design and networking. Issues of security, privacy and ethics will also be examined. Students will leave the course with an understanding of the components of modern IT systems and the scope of knowledge needed to become an IT professional. Students are expected to have access to computer with internet access outside of class as there is a major web component to the course. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu..

WB	WEB	For username and password, go to <a href="http://www.bhcc.mass.edu/mycourseaccess">www.bhcc.mass.edu/mycourseaccess</a> . Class meets 06/04/12-08/23/12		J L'Heueux
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# COURSE DESCRIPTIONS & Section Listings

## CIT-118 Principles of Internet & Information Security 3 credits

This is a course in Internet and Information Security which introduces students to all major areas related to securing both personal and organizational information in the "Internet Age." Beginning with an introduction to physical and electronic security issues, students proceed to explore the legal, ethical and professional issues in information and Internet security. Topics covered include, but are not limited to, identity theft, phishing and other email scams, personal and corporate firewalls, spyware and virus scanning software, chat rooms, Internet crimes against children, cyber predators, digital computer forensics, wired and wireless home & organization networks, cyber terrorism, and cyber vandalism. Students gain practical experience in Internet security considerations through a capstone Security Project. Students completing the course also attain the iSAFE. Org certification. Prerequisite: Computer Applications & Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science & OOP (CIT120), equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). D Puopolo  
Class meets 06/04/12-08/23/12

## CIT-120 Intro to Computer Science and Object 4 credits

This is a first course in Object Oriented Programming (OOP) theory, logic and design. Taught in the College's hands-on computer classrooms, this course emphasizes the program design and development process including concepts of variables and flow control, objects, classes, methods, and polymorphism. Students will use an Object Oriented Programming language as they design code, debug and implement several programs covering the topics presented. Students taking this course are expected to have solid knowledge of basic computer terminology, internet navigation and email, operating system and file management skills. Strong analytical skills are recommended for students enrolling in this course. Please note that this course is a four credit course with six contact hours and analogous homework. This course fulfills the Learning Community Seminar requirement for students in AA Computer Science, AS Computer Science, and AS Computer Engineering areas of study. Other departments may allow this course to be used as a LC seminar for their students. Students in majors other than the ones listed above should obtain their advisor's or the leading faculty member's approval before registering in the course. Prerequisites: Fundamentals of Algebra (MAT094), Writing Skills II (ENG095), and Reading Skills II (RDG095) or placements. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

A1 LEC M,W 12:00 p.m.-3:35 p.m. D121A TBA  
Class meets 06/04/12-07/25/12

## CIT-128 Database Design with MS Access 3 credits

This is a comprehensive course in the use and application of computers in database applications based on the most current version of MICROSOFT ACCESS. The course covers all aspects of database design including entity relationship modeling, tables, reports, queries, forms and other database objects. All key MS ACCESS functionality including Internet applications, integration with the Web and other software programs are covered. Students gain some experience using Structured Query Language (SQL) and Visual BASIC for Applications (VBA) in the final component of the course. Microsoft Corporation has approved this course material as courseware for the Microsoft Business Certification (MBC) Program and students may choose to take the MBC ACCESS Certification Examination upon completion of this course. Prerequisite: Applications & Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science & OOP (CIT120), equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). D Puopolo  
Class meets 06/04/12-08/23/12

## CIT-133 Introduction to MS Office 3 credits

(Formerly ITB133) This introductory course covers the use and application of integrated PC applications software based on the most current version of Microsoft Office. The course initially covers the MS Windows skills necessary to complete the course. Using the hands-on college computer laboratory, the course covers the following applications in detail: Word Processing, Spreadsheet, Database, Presentation Graphics, and Desktop Information Management. The course emphasizes Internet applications relating to MS Office. It also covers integration among the MS Office Applications. Microsoft Corporation approved the course material as courseware for the Microsoft Office User Specialist (MOUS) Program Core Level. Upon completion of the course, students have an in-depth knowledge of basic MS Office applications and concepts and may choose to take the MOUS Core Certification Examinations. Please visit [www.mous.net](http://www.mous.net) for more details on MOUS certification.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). D Puopolo  
Class meets 06/04/12-08/23/12

## CIT-162 Introduction to Networking 3 credits

This course introduces students to fundamental networking concepts and technologies. The material in this course encompasses a broad range of technologies that facilitate how people work, live, play, and learn by communicating with voice, video, and other data. First, you will examine human versus network communication and see the parallels between them. Next, you will be introduced to the two major models used to plan and implement networks: OSI and TCP/IP. You will gain an understanding of the "layered" approach to networks and examine the OSI and TCP/IP layers in detail to understand their functions and services. You will become familiar with the various network devices, network addressing schemes and, finally, the types of media used to carry data across the network. In this course, you will gain experience using networking utilities and tools, such as Packet Tracer and Wireshark\*, to explore networking protocols and concepts. These tools will help you to develop an understanding of how data flows in a network. A special "model Internet" is also used to provide a test environment where a range of network services and data can be observed and analyzed. Prerequisite: Applications & Concepts (CIT110) or IT Problem Solving (CIT113). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

A1 LEC M,T,TH,F 7:00 a.m.-12:15 p.m. D103 B John  
Class meets June 4-June 15

C1 LEC M,W 5:00 p.m.-8:35 p.m. D103 D Akley/Procopio

## CIT-182 PC Hardware & Software 3 credits

This course provides an excellent, interactive exposure to personal computers, hardware, and operating systems. Students completing this course will be able to describe the internal components of a personal computer, assemble a system, install an operating system, and troubleshoot using system tools and diagnostic software. They will also be able to connect computers to the Internet, share resources in a networked environment and develop greater skills and confidence in working with desktop and laptop computers. Students participate in hands-on activities and lab-based learning to become familiar with various hardware and software components and discover best practices in maintenance and safety. Topics covered include: laptops and portable devices, wireless connectivity, security, safety and environmental issues. Standalone virtual learning tools supplement classroom instruction and provide opportunities for interactive "hands-on" learning. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

A1 LEC M,W 8:00 a.m.-11:35 a.m. D116 D Puopolo

## CIT-216 Visual Basic 3 credits

This course covers an introduction to computer programming using Visual Basic. The course provides students with "hands-on" exposure to object-oriented programming techniques and emphasizes programming logic, using the event-driven components of Visual Basic. Using laboratory case assignments, students plan, design, and create their own Windows applications. They learn how to create a user interface, set control properties, design the logic structures of the project and write the associated Visual Basic code. Topics

covered include variables and mathematical operations, decision and looping structures, procedures and functions and single level arrays. Prerequisite: Applications & Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science & OOP (CIT120) or equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). P Velluto  
Class meets 06/04/12-08/23/12

## CIT-233 Advanced Microsoft Office 3 credits

This advanced course covers the use and application of integrated PC applications software based on the most current version of Microsoft Office. It covers the following applications in detail: Advanced Word Processing, Spreadsheet, Database, Presentation Graphics and Desktop Information Management applications. The course emphasizes Internet applications, including on-line collaboration using MS Office. It also stresses integration of the MS Office applications. Microsoft Corporation has approved this course material as courseware for the Microsoft Business Certification (MBC) Program and students may choose to take the MBC Certification Examination(s) upon completion of this course. Prerequisite: Introduction to MS Office (CIT133) or Applications & Concepts (CIT110) or IT Problem Solving (CIT113), or equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). M Puopolo  
Class meets 06/04/12-08/23/12

## CIT-234 Decision Support Using MS Excel 3 credits

This comprehensive course covers the use and application of Decision Support using spreadsheet software based on the most current version of Microsoft Excel. The applications include basic spreadsheet operations, charting, web queries, multiple sheet workbooks, macros, advanced functions, and data base features. The course emphasizes applications involving financial decision-making, financial planning and "what-if" analysis as they relate to various business and organizational models. Internet applications of MS Excel and integration of the other MS Office programs are also covered. Microsoft Corporation has approved this course material as courseware for the Microsoft Business Certification (MBC) Program and students may choose to take the MBC EXCEL Certification Examination upon completion of this course. Prerequisite: Applications & Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science & OOP (CIT120), equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). M Puopolo  
Class meets 06/04/12-08/23/12

## CIT-237 C++ Programming 4 credits

In this course, students who already have been exposed to programming and Object Oriented thinking, develop the ability to correctly analyze a variety of problems and generate appropriate algorithmic solutions using the C++ Programming Language. The course emphasizes the principles of top-down structured design and Object Oriented thinking. Topics include but are not limited to branching and looping mechanisms; arrays, functions and function overloading, arguments by reference and by value as well as optional arguments; recursion; pointers, creating libraries and namespaces, structures and classes, constructors and other methods, overloading operators; file I/O; inheritance and polymorphism. Strong analytical skills are recommended for students enrolling in this course. Prerequisite: College Algebra-STEM (MAT194) and Introduction to Computer Science & OOP (CIT120) or equivalent experience with permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu. All prerequisites must be completed with a C or better.

C1 LEC T,TH 5:30 p.m.-9:00 p.m. D116 TBA  
Class meets 06/04/12-08/23/12



## CIT-239 JAVA Programming 4 credits

In this course, students who already have been exposed to programming and Object Oriented thinking, develop the ability to correctly analyze a variety of problems and generate appropriate algorithmic solutions using the Java Programming Language. The course emphasizes the principles of top-down structured design and Object Oriented thinking. Topics include but are not limited to branching and looping mechanisms; arrays, functions and function overloading, and arguments by reference and by value as well as optional arguments; recursion; creating packages, structures and classes, constructors and other methods, file I/O; inheritance and polymorphism. Strong analytical skills are recommended for students enrolling in this course, plus familiarity and experience working with the Internet and basic HTML tags. The course covers creating both Java Applications and Java Applets including event handling, animation, and audio. Prerequisite: Grade of C or better in Writing Skills II (ENG095), College Algebra-STEM (MAT194) and Introduction to Computer Science & OOP (CIT120) or equivalent experience with permission of department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

C1 LEC M,W 5:30 p.m.-9:00 p.m. D116 TBA  
Class meets 06/04/12-08/23/12

## CIT-250 Collaboration, Communication & Integration in MS Office Applications 3 credits

This is a course in modern office technology which introduces students to all major areas of personal and organizational collaboration, communication and integration of MS OFFICE applications. Building on students' basic knowledge of the most current version of the core MS OFFICE applications, the course proceeds to cover in detail, the integration among OFFICE applications including Object Linking & Embedding (OLE), On-Line Meeting, document sharing, and the other collaboration features of MS OFFICE. Using WORD as the "core" application, students gain practical experience in moving and linking data among all applications: WORD, EXCEL, ACCESS, POWERPOINT and OUTLOOK. Advantages and limitations of Voice over IP (VoIP) and video conferencing, along with the importance of security and other considerations involved in implementing these technologies are also covered. Students also gain experience in web enabling and publishing as well as knowledge of the principles, best practices, procedures and techniques used in implementing all of these applications in offices large and small. Microsoft Corporation has approved this course material as courseware for the Microsoft Business Certification (MBC) Program and students may choose to take the MBC Certification Examination(s) upon completion of this course. Prerequisite: Applications & Concepts (CIT110) or IT Problem Solving (CIT113) or equivalent course or experience or permission of department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. M Puopolo  
Class meets 06/04/12-08/23/12

## CIT-264 Networking Security 3 credits

The goal of this course is to provide you with a fundamental understanding of network security principles and implementation. You will learn about the technologies used and principles involved in creating a secure computer networking environment. You will learn about the authentication, the types of attacks and malicious codes that may be used against your network, the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. Further, you will learn about intrusion detection systems, firewalls, and physical networking security concepts. In addition, security policies, disaster recovery, and computer forensics

are covered. Aside from learning the technologies involved in security, you will get to understand the daily tasks involved with managing and troubleshooting those technologies. You will have a variety of hands-on and case project assignments that reinforce the concepts you read in each chapter. Prerequisite: Introduction to Networking (CIT162).

A1 LEC M,W 3:00 p.m.-6:35 p.m. D101 L Carey

## EPU-251 Electric Power Utility Technology Internship 3 credits

This course will cover a variety of topics that consist of practical work experience in the NSTAR workforce environment involving working on line trucks and learning and performing all of the tasks of an overhead line worker. The course will also cover the instruction and practical exercise of soft skills in today's work environment. Soft skills are those skills used everyday in the workplace to assist in making assigned tasks easier to accomplish through teamwork and collaboration in a multi-cultural environment. Soft skills are increasingly being incorporated in job descriptions throughout the workforce as companies and institutions seek to employ students that have had successfully incorporated soft skills as part of their curriculum. Prerequisites: College Writing I (ENG111), Fundamentals of Single Phase and Polyphase Metering (EPU151), Underground & Substation Operations (EPU153), and Group Dynamics (PSY107).

A1 LEC M-TH 7:30 a.m.-12:30 p.m. TBA TBA  
Class meets 05/24/12-06/01/12

## CIT-299C Computer Technology Internship 3 credits

This course enhances the academic experience for students. All internships take place at pre-approved sites. The course allows students enrolled in computer technology courses to apply what they have learned in the "real world" environment. Students must attend a weekly on-campus seminar. Students must comply with the Internship requirements, as stated in the "Internship Handbook," before registering for the course. In all cases, students need permission of the department chairperson to register for this course: E.Mail CITDepartment@Bhcc.Mass.Edu

A1 LEC Days and times to be arranged TBA D'Akterley-Procopio  
Class meets 06/04/12-08/23/12

## CIT-299N Networking Internship 3 credits

This course provides students with hands-on experience in networking. The course is divided into three sections, one that teaches the concepts for building and maintaining a networking career, another introduces guest lecturers from industry and finally either an internship, job shadowing, or team walk through approach to learning. This course provides a solid foundation to understanding the types of jobs available to students with network administration skills, what it is like to work in the networking field, and students will acquire a perspective of Employer's expectations. Students will become more successful with the interview process since they will have had real world experience and/or understanding of what will be expected of them when they begin their networking career. Prerequisite: Permission of department chairperson: E.Mail CITDepartment@Bhcc.Mass.Edu

A1 LEC Days and times to be arranged TBA D'Akterley-Procopio  
Class meets 06/04/12-08/23/12

## Bridge Session

### CIT-110 Applications/Concepts 3 credits

This survey course covers the use and application of modern computer systems. This course includes detailed coverage of fundamental computer concepts, terminology, applications, and theory. Students will get extensive "hands-on" personal computer experience and gain a good working knowledge of MS WINDOWS™ and MS OFFICE™. Upon completion of this course, students will have a grasp of important computer concepts and terminology, an understanding of INTERNET use and applications, a high degree of competence with personal computer hardware and software, as well as an understanding of the effects of information technology on the individual, organizations, and society. All Learner Outcomes and Competencies in this course are based on accepted, published ICT Industry Standards. Students with prior learning experience may "test-out" of

this course by contacting pla@bhcc.mass.edu. Prerequisite: Reading Skills II (RDG095) or Academic Reading III (ESL098) or exemption from reading requirement by placement testing or enrollment in an integrated course. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

BE1 LEC M,W 5:00 p.m.-7:45 p.m. D119 TBA  
BE2 LEC T,TH 5:00 p.m.-7:45 p.m. D119 TBA

## CIT-167 Routers and Routing Basics 3 credits

The primary focus of this course is on routing and routing protocols. The goal is to develop an understanding of how a router learns about remote networks and determines the best path to those networks. This course includes both static routing and dynamic routing protocols. By examining multiple routing protocols, you will gain a better understanding of each of the individual routing protocols and a better perspective of routing in general. Learning the configuration of routing protocols is fairly simple. Developing an understanding of the routing concepts themselves is more difficult, yet is critical for implementing, verifying, and troubleshooting routing operations. Each static routing and dynamic routing protocol chapter uses a single topology throughout that chapter. You will be using that topology to configure, verify, and troubleshoot the routing operations discussed in the chapter. The labs and Packet Tracer activities used in this course are designed to help you develop an understanding of how to configure routing operations while reinforcing the concepts learned in each chapter. Prerequisite: Introduction to Networking (CIT162). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

BE1 LEC T,TH 5:30 p.m.-8:15 p.m. D103 TBA

## CIT-245 Database Administration 3 credits

This course is designed to introduce students to the fundamentals of Relational Database Administration, using the most current versions of the Oracle RDBMS engine. Students will learn the basics of database maintenance including installing and configuring the database, controlling the data dictionary, managing the database tables including constraints, indexes and user roles. Students gain extensive real-world experience utilizing the DBA tools associated with Oracle. This course will present the material covered in the Database Fundamentals I Oracle Certification Exam #1Z0-031. Students will also be provided with the personal edition of the Oracle software. Prerequisite: SQL Programming (CIT236), equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDeptment@bhcc.mass.edu.

BE1 LEC M,W 5:30 p.m.-8:15 p.m. D121B TBA

## Session II

### CIT-110 Applications/Concepts 3 credits

This survey course covers the use and application of modern computer systems. This course includes detailed coverage of fundamental computer concepts, terminology, applications, and theory. Students will get extensive "hands-on" personal computer experience and gain a good working knowledge of MS WINDOWS™ and MS OFFICE™. Upon completion of this course, students will have a grasp of important computer concepts and terminology, an understanding of INTERNET use and applications, a high degree of competence with personal computer hardware and software, as well as an understanding of the effects of information technology on the individual, organizations, and society. All Learner Outcomes and Competencies in this course are based on accepted, published ICT Industry Standards. Students with prior learning experience may "test-out" of this course by contacting pla@bhcc.mass.edu. Prerequisite: Reading Skills II (RDG095) or Academic Reading III (ESL098) or exemption from reading requirement by placement testing or enrollment in an integrated course. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

B1 LEC M,W 11:30 a.m.-3:05 p.m. D101 H Delta  
B2 LEC T,TH 8:00 a.m.-11:35 a.m. D117 TBA  
J1 LEC M,W 5:00 p.m.-8:35 p.m. D117 TBA  
J2 LEC T,TH 4:00 p.m.-7:35 p.m. D117 TBA

# COURSE DESCRIPTIONS & Section Listings

## Computer Media Technology

### Session I

#### CMT-111 HTML & Dreamweaver 3 credits

This course teaches the student the principles and concepts of designing and creating WEB pages in an HTML format. The course is designed to expose the student to the constructs of HTML tags, the attribute modification of HTML tags, the incorporation of CSS tags, CSS pseudo tags, dynamic effects using styles, and class assignments. Additionally, the course will teach the student the utilization of graphics and dynamic graphics used in Web design. Also included will be content presentation control via HTML tables, HTML layers, and HTML frames. The course will explore the requirements, tools and controls used in WEB page development by lecture, in-class practical exercises, and home study exercises. The course will also teach the student to create WEB sites using Dreamweaver as a state-of-the-art web authoring tool to enable rapid deployment of WEB development projects.

A1 LEC T,TH 9:00 a.m.-12:35 p.m. D115 TBA

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

### Bridge Session

#### CMT-121 Maya Foundations 3 credits

This course will present the principles of designing gaming and computer simulation using the same Autodesk Maya techniques and principles as were used in the Sony Pictures feature film "Open Season". The course will cover the fundamentals of three dimensional (3D) object creation, 3D object shading, shape texturing, scene and object lighting, and simple animations. Prerequisite: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

BD1 LEC M,W 9:00 a.m.-11:45 a.m. D115 TBA

## Criminal Justice

### Session I

#### CRJ-101 Introduction to Criminal Justice 3 credits

A survey of the history, development and the role of American Criminal Justice System are presented. Included are the organizations and jurisdictions of the various agencies, a review of the court process, professional orientation, and the current trends in the criminal justice system. The course will offer students the ability to use state of the art technology and interactive instruction. It stresses the application of knowledge learned to real-life situations. Ethical behavior issues will be raised and students will develop strategies to set boundaries, understand differences among people, develop professional codes of conduct and behavior, and develop a professional moral code of conduct. The course fulfills the Learning Community Seminar requirement for students in AS Criminal Justice. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

A1 SEM T,TH 1:00 p.m.-4:35 p.m. B125 TBA

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### CRJ-102 Delinquency, Adjudication and Correction 3 credits

This course examines the causative factors in the development of youthful offenders, the civil and new criminal procedures used in juvenile court, and the history of the development of the juvenile courts and juvenile justice. The course presents an overview of the institutional response to the problems of juvenile delinquency, along with status offenders, gender specific offenders, special needs offenders and a focus on dependent/neglected and abused children. It emphasizes the police, court, correctional, and child protective agencies that process young offenders. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### CRJ-103 Criminal Law 3 credits

This course examines the substantive law of crimes including the general and social parts of criminal law; classification of crimes against persons, property, and the public welfare; nature of crime; criminal liability; elements of crimes; and jurisdiction. Through case studies, the course emphasizes matters affecting law enforcement. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

A1 LEC M,W 9:00 a.m.-12:35 p.m. B113 TBA

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### CRJ-106 Principles of Security Management 3 credits

This survey course covers the organization and administration of security and loss prevention programs in industry, business, and government. The course emphasizes the protection of assets, personnel and facilities, and the concept of risk management. It focuses on physical security methods, the development and implementation of security policies and procedures, and the use of security officers. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

A1 LEC T,TH 9:00 a.m.-12:35 p.m. M105A TBA

#### CRJ-107 Introduction to Corrections 3 credits

This survey course covers the correctional process from arrest to probation or parole. The course provides students with an understanding of corrections as an essential component in the criminal justice system and gives an orientation to current correctional concepts and various correctional institutions. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### CRJ-145 Cyber Crime in Today's Society 3 credits

This course will focus on the issues, trends and problems associated with crimes perpetrated over the Internet or other telecommunications networks. This course will discuss crimes ranging from embezzlement to auction fraud and social engineering to digital warfare and cyber terrorism. Investigative techniques and issues will also be presented. Prerequisites: Writing Skills II (ENG095) and Academic Reading III (ESL098) and Reading Skills II (RDG095).

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### CRJ-201 Management for Criminal Justice 3 credits

This course presents the principles of administration and management of criminal justice agencies. It examines organizational structure, responsibilities, and the interrelationships of administrative, line, and staff services in police, security, court, and correctional facilities. Prerequisites: Introduction to Criminal Justice (CRJ101) or Criminal Law (CRJ103) or instructor approval.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### CRJ-202 Evidence and Court Procedures 3 credits

This course covers rules of evidence in law enforcement procedures from investigations to courtroom hearings. It examines burden of proof, judicial notice, and admissibility of testimonial and documentary evidence, relevancy, materiality, and competency. The course analyzes state and federal court cases as well as trial techniques and presentation of evidence. Prerequisites: Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

A1 LEC T,TH 9:00 a.m.-12:35 p.m. B113 TBA

#### CRJ-212 Community Corrections 3 credits

This survey course covers the history, development, trends, and role of the community-based correction program in

the American criminal justice system. The course includes therapeutic, support, and supervision programs for offenders. It examines pretrial release, detention, and community services, as well as innovative programs. Students must make site visits. Prerequisite: Criminal Law (CRJ103).

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### CRJ-220 Policing in a Democratic Society 3 credits

This course covers an introduction to the philosophy and techniques of contemporary policing including the history, traditions, and social developments that have resulted in the present system. The course emphasizes the effects of economics, social developments, and Supreme Court decisions on the evolution of the modern system. Discussion focuses on police accountability and the measurement of effectiveness of operations. The course traces the shift from technological policing to community and problem solving policing. Prerequisites: Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

C1 LEC T,TH 6:00 p.m.-9:35 p.m. B113 TBA

#### CRJ-299 Criminal Justice Internship 3 credits

Students work 150 hours in a criminal justice facility, probation department, juvenile detention center, or house of corrections, as assigned by the contract advisor. Students work under an assigned criminal justice professional, participate actively in the preparation of pre-sentence reports, and conduct intake and post conviction interviews. Students learn how to perform record checks and prepare probation recommendations, etc. Students work on inmate classification, work release programs, and in educational settings. Students may assist counselors and other staff, depending upon the type of facility to which the student is assigned. Through active participation in online functions of the criminal justice agency, students gain knowledge and understanding. The contract advisor and the assigned criminal justice official evaluate students' work. Students meet bi-weekly with their advisors to prepare papers and work on related projects. Students are responsible for following all guidelines in the BHCC Internship Handbook. Prerequisite: Permission of the instructor.

A1 LEC Days and times to be arranged TBA

#### CRJ-519 Street Law 3 credits

This course introduces students to fundamental criminal law and constitutional law principles and provides a platform for guided discussions of important public policy issues concerning crime, discrimination, healthcare, and immigration. The course uses case studies, simulated legal exercises, small group exercises and analytical thought problems to develop higher level thinking skills that prepare students for other course work in criminal justice, law, sociology and history and government.

A1 LEC T,TH 1:00 p.m.-4:35 p.m. B126 TBA

## Early Childhood Education

### Session I

#### ECE-102 Issues in Early Childhood Education 3 credits

This course is the study of early childhood education programs. This course includes the history of child care, regulation, types of programs and current trends and issues in early care and education. The needs of children and families and components of quality programs with emphasis on social, political and economic influences on professional issues and career opportunities in the field are covered. Prerequisites: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading and writing requirements by placement testing.

A1 LEC T,W 8:30 a.m.-12:05 p.m. B114 TBA

#### ECE-103 Child Growth/Development 3 credits

This course covers the normal development of children through the age of twelve with emphasis on the physical,



cognitive, social, and emotional components of development of the infant, toddler, preschool, and school age child. The course meets Department of Early Education and Care guidelines for child growth and development. Prerequisites: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading and writing requirements by placement testing.

C1 LEC M,T 6:00 p.m.-9:35 p.m. B114 TBA  
LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

## ECE-104 Curriculum in Early Childhood Education 3 credits

This course is the study of early childhood education programs with emphasis on curriculum development in areas such as art, music, science, literature, math, language arts, and dramatic play. Prerequisite: Child Growth/Development (ECE103).

A1 LEC M,T 1:00 p.m.-4:35 p.m. B114 TBA

## ECE-106 Program Environments 3 credits

This course covers the study of setting up and maintaining a program environment with emphasis on health and safety concerns, nutritional considerations, space utilization, equipment needs, and material usage. Prerequisites: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading and writing requirements by placement testing.

C1 LEC W,TH 6:00 p.m.-9:35 p.m. B114 TBA

## ECE-117 Observation/Recording Behavior 3 credits

This course is the study of observing and recording behavior of children with emphasis on child study in all areas of development using a variety of observational tools and recording techniques with children from birth to age twelve. Prerequisite: Child Growth/Development (ECE103).

A1 LEC W,TH 1:00 p.m.-4:35 p.m. B114 TBA

## Session II

### ECE-101 Guidance and Discipline 3 credits

This course covers the study of effective communication in guiding behavior. The course emphasizes techniques that help children build positive self-concepts and individual strengths within the context of appropriate limits and discipline. Prerequisite: Child Growth/Development (ECE103).

J1 LEC M,T 6:00 p.m.-9:35 p.m. B114 TBA

### ECE-103 Child Growth & Development 3 credits

This course covers the normal development of children through the age of twelve with emphasis on the physical, cognitive, social, and emotional components of development of the infant, toddler, preschool, and school age child. The course meets Department of Early Education and Care guidelines for child growth and development. Prerequisites: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading and writing requirements by placement testing.

B1 LEC W,TH 1:00 p.m.-4:35 p.m. B114 TBA

### ECE-111 Special Needs Child Early Childhood 3 credits

This course covers the study of children with physical, social, emotional and/or cognitive disabilities with emphasis on techniques for mainstreaming and inclusion of these children into existing early childhood programs. Prerequisites: Child Growth/Development (ECE103) plus three (3) ECE courses or equivalent.

B1HB HYB F 9:00 a.m.-12:35 p.m. B114 TBA  
Web component required

## Economics

### Session I

#### ECO-201 Macroeconomics 3 credits

This course covers an introduction to the American economy. Topics include: scarcity, opportunity cost and the production possibility curve, unemployment, inflation, GDP and related aggregates, economic growth, classical Keynesian models of

income and employment determination, government policies for full employment and price stability, and money and the banking system. The course meets General Education "World View" Requirement Area 3. Prerequisites: Fundamentals of Algebra (MAT094) and Reading Skills II (RDG095) or placements.

A1 LEC M,W 9:00 a.m.-12:35 p.m. B134 M Sheehan  
C1 LEC M,W 5:30 p.m.-9:05 p.m. B134 R Wakefield  
WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. M Sheehan  
Class meets 06/04/12-08/23/12

#### ECO-202 Microeconomics 3 credits

This course covers an introduction to the market system. It covers basic demand and supply analysis, theory of consumer choice, demand and supply elasticity, long run and short run cost curves, and price and output determination under different market structures, such as perfect competition, monopoly and monopolistic competition. The course applies microeconomic principles for analyzing government regulations. The course meets General Education "World View" Requirement Area 3. Prerequisites: Fundamentals of Algebra (MAT094) and Reading Skills II (RDG095) or placements.

C1 LEC T,TH 6:00 p.m.-9:35 p.m. B337 G Porter  
WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

## Session II

#### ECO-202 Microeconomics 3 credits

This course covers an introduction to the market system. It covers basic demand and supply analysis, theory of consumer choice, demand and supply elasticity, long run and short run cost curves, and price and output determination under different market structures, such as perfect competition, monopoly and monopolistic competition. The course applies microeconomic principles for analyzing government regulations. The course meets General Education "World View" Requirement Area 3. Prerequisites: Fundamentals of Algebra (MAT094) and Reading Skills II (RDG095) or placements.

B1 LEC T,TH 9:00 a.m.-12:35 p.m. D212 G Brooker  
J1 LEC M,W 5:30 p.m.-9:05 p.m. D211 C Chow

## Education

### Session II

#### EDU-101 Introduction and Foundations of Education 3 credits

This course is designed for students interested in entering the teaching profession with children K-12. Principles, History, philosophy, functions of the school, policies, and current trends are included. Field experiences in area schools are required. The course is best suited for those with A.A. in Education major, but others are welcome to enroll. Prerequisite: Successful completion of ENG095 and RDG095 with a grade of C or better or exemption from reading and writing requirements by placement testing.

B1 LEC W,TH 8:30 a.m.-12:05 p.m. B114 TBA

## Emergency Medical Technician (EMT)

### Bridge Session

#### EMT-103 Emergency Medical Technician 7 credits

This course covers the rendering of emergency care to the sick and injured promptly and efficiently. It conforms to the EMT-B national standard curriculum, as adopted by the Commonwealth of Massachusetts, and is a prerequisite for taking the state EMT Exam. Students are responsible for taking the certification examination for EMT. Additional expenses may include supplies, equipment, and/or uniforms.

F5 LEC M,W 6:00 p.m.-10:00 p.m. B08 TBA  
Class meets at the Chelsea Campus  
F6 LEC T,TH 6:00 p.m.-10:00 p.m. B08 TBA  
Class meets at the Chelsea Campus

## English

### Session I

#### ENG-090 Writing Skills I 3 credits

The first part of a two-semester basic writing sequence, this course develops writing skills needed to begin work in the College Writing program. The course places primary emphasis on the development of good sentence writing skills through frequent practice. Such practice may take the form of writing journals, paragraphs, and short essays. Faculty provide attention to difficulties with grammar, punctuation, and spelling primarily on an individual basis. The course does not satisfy any part of the College Writing requirement for graduation. Placement is determined by assessment testing or faculty referral. Upon completion of Writing Skills I (ENG090) with a grade of C or better, students enroll in Writing Skills II (ENG095).

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

#### ENG-095 Writing Skills II 3 credits

This course develops language skills needed to communicate effectively in college study, in the professions, and in the business world. The course includes sentence formation, applied grammar, spelling, mechanics, and paragraph development. Note: Students must pass the Basic Writing Competency Exam in order to receive a passing grade for this course. The course does not satisfy the college writing requirement for graduation. Prerequisite: Grade of C or better in Writing Skills I (ENG090) or placement.

A1 LEC M,W 8:00 a.m.-11:35 a.m. D119 C Duda  
A2 LEC M,W 9:00 a.m.-12:35 p.m. B131 B Morrison  
A3 LEC T,TH 9:00 a.m.-12:35 p.m. B125 B Morrison  
A4 LEC T,TH 8:30 a.m.-12:05 p.m. B104 TBA  
A5 LEC M,W 9:00 a.m.-12:35 p.m. B337 R Gormley  
C1 LEC M,W 6:00 p.m.-9:35 p.m. B222 Karla Odenwald  
F1 LEC T,TH 6:00 p.m.-9:35 p.m. 203 T Mahoney  
Class meets at the Chelsea Campus  
LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12  
WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### ENG-111 College Writing I 3 credits

This course emphasizes writing as a process, from planning and drafting through revising and editing. Using personal experience, readings, and other sources, students write unified, coherent, well-developed essays and practice paraphrasing, summarizing, and using sources responsibly. To be eligible to take College Writing II, students must pass the College Writing Exam and earn a grade of C or better for this course. The course meets General Education "College Writing" Requirement Area 1. Prerequisite: Grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

A1 LEC M,W 8:00 a.m.-11:35 a.m. D211 TBA  
A2 LEC T,TH 8:00 a.m.-11:35 a.m. B126 J Kordalewski  
A3 LEC T,TH 9:00 a.m.-12:35 p.m. D119 TBA  
A4 LEC M,W 9:00 a.m.-12:35 p.m. B104 J Kordalewski  
A5 LEC M,W 12:00 p.m.-3:35 p.m. B108 C Duda  
A6 LEC M,W 9:00 a.m.-12:35 p.m. B224 TBA  
C1 LEC M,W 6:00 p.m.-9:35 p.m. B127 E Sullivan  
C2 LEC T,TH 6:00 p.m.-9:35 p.m. B104 P Forbes  
C3 LEC M,W 6:00 p.m.-9:35 p.m. B112 E Cuoco  
C4 LEC T,TH 6:00 p.m.-9:35 p.m. B222 R Tyler  
F1 LEC T,TH 6:00 p.m.-9:35 p.m. 204 TBA  
Class meets at the Chelsea Campus

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess  
Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

WB2 WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12



# COURSE DESCRIPTIONS & Section Listings

## ENG-112 College Writing II

3 credits

This course focuses on the research paper, the longer essay, argumentation, critical writing, and reading. The course meets General Education "College Writing" Requirement Area 1. Prerequisite: Grade of C or better in College Writing I (ENG111).

A1	LEC	T,TH 8:00 a.m.-11:35 a.m.	B109	M Dubson
A2	LEC	M,W 9:00 a.m.-12:35 p.m.	B133	TBA
A3	LEC	T,TH 9:00 a.m.-12:35 p.m.	D121B	TBA
A4	LEC	M,W 8:00 a.m.-11:35 a.m.	B125	A Pecci
C1	LEC	T 6:00 p.m.-9:35 p.m.	D217	TBA
	LEC	TH 6:00 p.m.-9:35 p.m.	D216	TBA
D1	LEC	T,TH 8:30 a.m.-12:05 p.m.	204	TBA
		Class meets at the Chelsea Campus		
F1	LEC	M,W 6:00 p.m.-9:35 p.m.	203	V Tafawa
		Class meets at the Chelsea Campus		
WB	WEB	For username and password, go to <a href="http://www.bhcc.mass.edu/mycourseaccess">www.bhcc.mass.edu/mycourseaccess</a> . Class meets 06/04/12-08/23/12		
WB1	WEB	For username and password, go to <a href="http://www.bhcc.mass.edu/mycourseaccess">www.bhcc.mass.edu/mycourseaccess</a> . Class meets 06/04/12-08/23/12		
WB2	WEB	For username and password, go to <a href="http://www.bhcc.mass.edu/mycourseaccess">www.bhcc.mass.edu/mycourseaccess</a> . Class meets 06/04/12-08/23/12		
WB3	WEB	For username and password, go to <a href="http://www.bhcc.mass.edu/mycourseaccess">www.bhcc.mass.edu/mycourseaccess</a> . Class meets 06/04/12-08/23/12		

## ENG-171 Oral Communication

3 credits

This course develops students' poise and self-confidence through oral expression. The course emphasizes presentation of individual talks and participation in class discussions.

A1	LEC	M,W 12:00 p.m.-3:35 p.m.	B110	F Limoncelli
C1	LEC	M,W 6:00 p.m.-9:35 p.m.	B133	TBA

## ENG-203 Creative Writing Workshop

3 credits

This course introduces students to the writing of poetry, short stories, plays, and autobiographies. The course includes some model readings, but the main work is student writings in all four genres. Prerequisite: Writing Skills II (ENG095) or placement in College Writing I (ENG111).

C1	LEC	M,W 6:00 p.m.-9:35 p.m.	B129A	G Duehr
WB	WEB	For username and password, go to <a href="http://www.bhcc.mass.edu/mycourseaccess">www.bhcc.mass.edu/mycourseaccess</a> . Class meets 06/04/12-08/23/12		

## Bridge Session

### ENG-005 IP Completion

0 credits

This course provides an organized, scheduled opportunity for students to satisfy the requirements of the IP Contract in English. Individualized support is provided through small group lectures and tutorial assistance. The original instructor is responsible for changing any grades. This course does not remain on transcript. Prerequisite: IP contract in English or permission of the instructor.

BD1	LEC	M,W 9:00 a.m.-11:45 a.m.	B110	M Dubson
BE1	LEC	T,TH 6:00 p.m.-8:45 p.m.	B106	F Brown

### ENG-095 Writing Skills II

3 credits

This course develops language skills needed to communicate effectively in college study, in the professions, and in the business world. The course includes sentence formation, applied grammar, spelling, mechanics, and paragraph development. Note: Students must pass the Basic Writing Competency Exam in order to receive a passing grade for this course. The course does not satisfy the college writing requirement for graduation. Prerequisite: Grade of C or better in Writing Skills I (ENG090) or placement.

BE1	LEC	M,W 6:00 p.m.-8:45 p.m.	B126	C Mason
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### ENG-111 College Writing I

3 credits

This course emphasizes writing as a process, from planning and drafting through revising and editing. Using personal experience, readings, and other sources, students write unified, coherent, well-developed essays and practice paraphrasing, summarizing, and using sources responsibly. To be eligible to take College Writing II, students must pass

the College Writing Exam and earn a grade of C or better for this course. The course meets General Education "College Writing" Requirement Area 1. Prerequisite: Grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

BE1	LEC	M,W 6:00 p.m.-8:45 p.m.	B125	R Khowais
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### ENG-112 College Writing II

3 credits

This course focuses on the research paper, the longer essay, argumentation, critical writing, and reading. The course meets General Education "College Writing" Requirement Area 1. Prerequisite: Grade of C or better in College Writing I (ENG111).

BE1	LEC	T,TH 6:00 p.m.-8:45 p.m.	B128	S Quazi
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## Session II

### ENG-095 Writing Skills II

3 credits

This course develops language skills needed to communicate effectively in college study, in the professions, and in the business world. The course includes sentence formation, applied grammar, spelling, mechanics, and paragraph development. Note: Students must pass the Basic Writing Competency Exam in order to receive a passing grade for this course. The course does not satisfy the college writing requirement for graduation. Prerequisite: Grade of C or better in Writing Skills I (ENG090) or placement.

B1	LEC	M,W 9:00 a.m.-12:35 p.m.	B131	J Deveney
B2	LEC	T,TH 9:00 a.m.-12:35 p.m.	B113	L O'Connell
J1	LEC	M,W 6:00 p.m.-9:35 p.m.	B131	R Roche
J2	LEC	T,TH 6:00 p.m.-9:35 p.m.	B127	P DiBenedetto

### ENG-111 College Writing I

3 credits

This course emphasizes writing as a process, from planning and drafting through revising and editing. Using personal experience, readings, and other sources, students write unified, coherent, well-developed essays and practice paraphrasing, summarizing, and using sources responsibly. To be eligible to take College Writing II, students must pass the College Writing Exam and earn a grade of C or better for this course. The course meets General Education "College Writing" Requirement Area 1. Prerequisite: Grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

B1	LEC	M,W 9:00 a.m.-12:35 p.m.	D215	L Sutliff
B2	LEC	T,TH 9:00 a.m.-12:35 p.m.	B126	TBA
J1	LEC	M,W 6:00 p.m.-9:35 p.m.	B129A	N Jaernica
J2	LEC	M,W 6:00 p.m.-9:35 p.m.	B127	R Lee
J3	LEC	T,TH 6:00 p.m.-9:35 p.m.	B222	M Hernandez

### ENG-112 College Writing II

3 credits

This course focuses on the research paper, the longer essay, argumentation, critical writing, and reading. The course meets General Education "College Writing" Requirement Area 1. Prerequisite: Grade of C or better in College Writing I (ENG111).

B1	LEC	M,W 8:00 a.m.-11:35 a.m.	B129A	J Ohren
B2	LEC	T,TH 9:00 a.m.-12:35 p.m.	B108	J Ohren
B3	LEC	T,TH 9:00 a.m.-12:35 p.m.	B131	G Yin
B4	LEC	M,W 9:00 a.m.-12:35 p.m.	D119	T Hooper
J1	LEC	M,W 6:00 p.m.-9:35 p.m.	B113	R Bonds
J2	LEC	T,TH 6:00 p.m.-9:35 p.m.	B133	R Green
J3	LEC	T,TH 6:00 p.m.-9:35 p.m.	B134	TBA
J4	LEC	T,TH 6:00 p.m.-9:35 p.m.	B337	TBA

### ENG-171 Oral Communication

3 credits

This course develops students' poise and self-confidence through oral expression. The course emphasizes presentation of individual talks and participation in class discussions.

J1	LEC	M,W 6:00 p.m.-9:35 p.m.	B133	TBA
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### ENG-203 Creative Writing Workshop

3 credits

This course introduces students to the writing of poetry, short stories, plays, and autobiographies. The course includes some model readings, but the main work is student writings in all four genres. Prerequisite: Writing Skills II (ENG095) or placement in College Writing I (ENG111).

J1	LEC	M,W 6:00 p.m.-9:35 p.m.	B134	G Duehr
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## English as a Second Language/Basic

*To register for any non-credit Basic English as a Second Language course, students must first take a placement test in the Assessment Center, Room B118. Courses are offered in a 9-week format. Classes begin June 11, 2012 and will end August 11, 2012.*

## Bridge Session

### BLL-001 Basic Speak/Listen

\$229

This course is for beginners who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills. This course should be taken with Basic Read/Write (BLL002).

L5	LEC	T,TH 6:00 p.m.-8:30 p.m.	M105B	TBA
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### BLL-002 Basic Read/Write

\$229

This is a literacy course for non-native speakers of English. Students will learn basic writing and reading skills such as letter and word recognition, spelling, comprehending main ideas from short readings related to employment, education, and everyday life. Students will learn introductory grammar structures.

L5	LEC	M,W 6:00 p.m.-8:30 p.m.	M105A	TBA
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### BSL-001 Speak/Listen I

\$229

Students will practice speaking about formal and informal topics such as employment, education, and everyday life. They will complete listening exercises and answer comprehension questions. Students will read and write in this course and learn basic grammar structures. The emphasis is on general English.

K5	LEC	T,TH 9:00 a.m.-11:30 a.m.	B130	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	E236	TBA

### BSL-002 Read/Write I

\$229

Students will read and write about beginning reading materials. They will learn to identify main ideas and supporting information and write sentences and paragraphs. Students will learn basic grammar structures. The emphasis is on general English.

K5	LEC	M,W 9:00 a.m.-11:30 a.m.	B135B	TBA
L6	LEC	T,TH 6:00 p.m.-8:30 p.m.	E236	TBA

### BSL-005 Speak/Listen II

\$229

Students will learn to speak about formal and informal topics such as work, home, school and places around town such as clinics, supermarkets and the library. They will learn to listen to and understand beginning to high beginning listening materials and answer comprehension questions in sentences and short writings. Students will learn grammar structures. The emphasis is on general English.

K5	LEC	M,W 9:00 a.m.-11:30 a.m.	B130	TBA
K6	LEC	T,TH 9:00 a.m.-11:30 a.m.	E140	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	B224	TBA
L6	LEC	T,TH 6:00 p.m.-8:30 p.m.	E451	TBA

### BSL-006 Read/Write II

\$229

Students will learn to read and understand high beginning reading materials and answer comprehension questions. They will learn to write sentences, paragraphs, and short compositions about everyday English, workplace English, and academic English. Students will learn grammar structures. The emphasis is on general English.

K5	LEC	T,TH 9:00 a.m.-11:30 a.m.	E236	TBA
K6	LEC	T,TH 2:30 p.m.-5:00 p.m.	M105A	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	E451	TBA
L6	LEC	T,TH 6:00 p.m.-8:30 p.m.	B112	TBA

### BSL-010 Speak/Listen III

\$229

Students will practice speaking about familiar and unfamiliar topics in different situations such as employment and education. They will practice public speaking. Students will learn to listen to and understand high beginning to low intermediate materials and answer comprehension questions

with sentences and short writings. Students will read and write in this course and learn grammar structures. The emphasis is on academic English.

K5	LEC	M,W 9:00 a.m.-11:30 a.m.	B128	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	E140	TBA
L6	LEC	T,TH 6:00 p.m.-8:30 p.m.	E140	TBA

## BSL-011 Read/Write III \$229

Students will learn to read and understand high beginning to low intermediate reading materials. They will learn to answer factual questions and draw inferences and conclusions. Students will learn the process-writing model and write compositions with an introduction, a body, and a conclusion. Students will learn grammar structures. The emphasis is on academic English.

K5	LEC	T,TH 9:00 a.m.-11:30 a.m.	B127	TBA
K6	LEC	M,W 2:30 p.m.-5:00 p.m.	M105A	TBA
L5	LEC	M,W 6:00 p.m.-8:30 p.m.	M105B	TBA
L6	LEC	T,TH 6:00 p.m.-8:30 p.m.	B130	TBA

## BSL-012 Grammar and Vocabulary II \$229

This course is for beginners level 3 students who wish to improve their grammar and vocabulary. Students learn new grammar structures and vocabulary in readings, and then speaking and writing about the readings.

L5	LEC	T,TH 6:00 p.m.-8:30 p.m.	M105A	TBA
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**Before BSL students can enter academic ESL courses, they must take a placement test in the Assessment Center, Room B118.**

## English as a Second Language/Academic Academic ESL Session

**English as a Second Language academic courses are offered in a 9-week format. Classes begin June 4, 2012 and will end August 2, 2012.**

## ESL-074 Listening Comprehension and Discussions 3 credits

This low-intermediate course focuses on listening and discussion skills. Students begin to develop academic listening skills and to improve their listening comprehension. Students will also participate in discussions based on articles and classroom lectures. Students will learn grammar in the context of the materials used for listening activities and student generated writing. Students may be required to complete assignments in the Language Lab. Prerequisite: Placement into ESL Level I.

K5	LEC	M,W 9:00 a.m.-11:15 a.m.	B129B	TBA
L5	LEC	M,W 6:00 p.m.-8:15 p.m.	B221	TBA

## ESL-075 Grammar Structures and Editing 3 credits

This low-intermediate course focuses students improving grammar and editing skills. Students will develop their ability to compose grammatically-correct and comprehensible sentences and short writings. Instruction will be individualized according to need, as determined by student-generated writing. Students may be required to complete assignments in the Language Lab. Prerequisite: Placement in ESL I.

K5	LEC	T,TH 9:00 a.m.-11:15 a.m.	B129B	TBA
K6	LEC	M,W 12:30 p.m.-2:45 p.m.	B128	TBA
L5	LEC	T,TH 6:00 p.m.-8:15 p.m.	B135B	TBA

## ESL-078 Academic Reading I 3 credits

This low-intermediate course focuses on reading skills and vocabulary development. Students demonstrate an understanding of reading materials with comprehension questions and writing assignments. Students learn grammar in the context of the reading materials and student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisite: ESL placement test.

K5	LEC	M,W 9:00 a.m.-11:15 a.m.	B108	TBA
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K6	LEC	M,W 12:30 p.m.-2:45 p.m.	B125	TBA
L5	LEC	M,W 6:00 p.m.-8:15 p.m.	B130	TBA

## ESL-079 Academic Writing I 3 credits

This low-intermediate course focuses on the fundamentals of sentence structure and paragraph writing. Students write paragraphs from personal experience and from readings. Students learn grammar in the context of the readings and student generated writing. Students may be required to complete assignments in the language lab. Students must pass the ESL Writing Competency Exam in order to receive a passing grade for this course. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisite: ESL placement test.

K5	LEC	T,TH 9:00 a.m.-11:15 a.m.	B129A	TBA
K6	LEC	T,TH 12:30 p.m.-2:45 p.m.	B105	TBA
L5	LEC	T,TH 6:00 p.m.-8:15 p.m.	B110	TBA

## ESL-085 Intermediate Grammar and Editing 3 credits

This course is for ESL Level II students and focuses on improving grammar and editing skills. Students will develop their ability to compose grammatically-correct and comprehensible sentences, paragraphs, and essays. Instruction will be individualized according to students' needs, as determined by student-generated writing. Students may be required to complete assignments in the Language Lab. Prerequisite: a "C" grade or better in all ESLII courses or advanced ESL placement test score.

K5	LEC	T,TH 12:30 p.m.-2:45 p.m.	B112	TBA
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## ESL-086 Academic Listening & Note-Taking 3 credits

This high-intermediate course focuses on listening and note-taking skills. Students continue to develop a system for note-taking and learn how to use their notes to answer comprehension questions. All listening and note-taking activities include reading and writing exercises. Students learn grammar in the context of the materials used for listening activities and student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisites: Grade of C or better in all ESL level I courses or ESL placement test.

K5	LEC	M,W 9:00 a.m.-11:15 a.m.	D212	TBA
K6	LEC	T,TH 9:00 a.m.-11:15 a.m.	G139	TBA
L5	LEC	M,W 6:00 p.m.-8:15 p.m.	B108	TBA

## ESL-087 Contemporary Issues and Conversations 3 credits

This high-intermediate course focuses on the speaking skills necessary in an academic setting. Students discuss academic reading materials in small groups and begin to develop a method for delivering an oral presentation to a large group. All speaking activities are organized around reading and writing exercises. Students learn grammar in the context of speaking, in the context of the reading materials, and in the context of student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisites: Grade of C or better in all ESL level I courses or ESL placement test.

K5	LEC	T,TH 9:00 a.m.-11:15 a.m.	B135B	TBA
K6	LEC	M,W 9:00 a.m.-11:15 a.m.	M105A	TBA
L5	LEC	T,TH 6:00 p.m.-8:15 p.m.	B135A	TBA

## ESL-088 Academic Reading II 3 credits

This high-intermediate course focuses on reading skills and vocabulary development. Students demonstrate an understanding of reading materials with comprehension questions and writing assignments. Students learn grammar in the context of the reading materials and in student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisites: Grade of C or better in all ESL level I courses or ESL placement test.

K5	LEC	M,W 9:00 a.m.-11:15 a.m.	B126	TBA
K6	LEC	M,W 12:30 p.m.-2:45 p.m.	B126	TBA
L5	LEC	M,W 6:00 p.m.-8:15 p.m.	B135B	TBA

## ESL-089 Academic Writing II 3 credits

This high-intermediate course focuses on the fundamentals of sentence structure and paragraph and essay writing. Students write paragraphs from personal experience and from readings. Students learn grammar in the context of the readings and student generated writing. Students may be required to complete assignments in the language lab. Students must pass the ESL Writing Competency Exam in order to receive a passing grade for this course. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisites: Grade of C or better in all ESL level I courses or ESL placement test.

K5	LEC	T,TH 9:00 a.m.-11:15 a.m.	B133	TBA
K6	LEC	T,TH 12:30 p.m.-2:45 p.m.	B133	TBA
L5	LEC	T,TH 6:00 p.m.-8:15 p.m.	B129A	TBA

## ESL-095 Advanced Grammar & Editing 3 credits

This course is for ESL Level III students and focuses on improving grammar and editing skills. Students will develop their ability to compose grammatically-correct and comprehensible sentences, paragraphs, and essays. Instruction will be individualized according to students' needs, as determined by student-generated writing. Students may be required to complete assignments in the Language Lab. Prerequisite: Grade of C or better in all ESL II courses or advanced ESL placement test score.

K5	LEC	M,W 12:30 p.m.-2:45 p.m.	B129B	TBA
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## ESL-096 Lecture Comprehension & Academic Vocabulary 3 credits

This advanced course focuses on note-taking skills. Students continue to develop an academic note-taking system and learn how to use their notes to answer comprehension questions. Students listen to academic lectures, take notes, and learn how to answer essay type questions and write essays based on the lectures. All note-taking activities include reading and writing exercises. Students learn grammar in the context of the readings used for the lectures and in student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisites: Grade of C or better in all ESL level II courses or ESL placement test.

K5	LEC	M,W 9:00 a.m.-11:15 a.m.	E419	TBA
K6	LEC	T,TH 12:30 p.m.-2:45 p.m.	G139	TBA
L5	LEC	M,W 6:00 p.m.-8:15 p.m.	E419	TBA
L6	LEC	M,W 6:00 p.m.-8:15 p.m.	G139	TBA

## ESL-097 Academic Speaking III 3 credits

This advanced course focuses on the speaking skills necessary in an academic setting. Students discuss academic reading materials in small groups. Students develop a method for delivering an oral presentation to a large group and increase self-confidence. All speaking activities are organized around reading and writing exercises. Students learn grammar in the context of speaking, in the context of the reading materials, and in the context of student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisite: Grade of C or better in all ESL level II courses or ESL placement test.

K5	LEC	T,TH 9:00 a.m.-11:15 a.m.	B112	TBA
K6	LEC	M,W 12:30 p.m.-2:45 p.m.	B130	TBA
L5	LEC	T,TH 6:00 p.m.-8:15 p.m.	E419	TBA

## ESL-098 Academic Reading III 3 credits

This advanced course focuses on the critical and analytical reading skills necessary in content courses. Students learn to cite sources and answer essay type questions based on readings. Students demonstrate comprehension of reading materials with writing assignments. Students learn grammar in the context of the reading materials and student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisites: Grade of C or better in all ESL level II courses or ESL placement test.

K5	LEC	M,W 9:00 a.m.-11:15 a.m.	B112	TBA
K6	LEC	M,W 12:30 p.m.-2:45 p.m.	B112	TBA
K7	LEC	T,TH 12:30 p.m.-2:45 p.m.	B129A	TBA
L5	LEC	M,W 6:00 p.m.-8:15 p.m.	B105	TBA



# COURSE DESCRIPTIONS & Section Listings

## ESL-099 Academic Writing III

3 credit

This advanced course focuses on the academic writing skills necessary for content courses. Students continue to develop their abilities with sentence structure, paragraph writing, and essay writing. Students write paragraphs and essays from personal experiences and from readings. Students learn to cite sources and answer essay questions from readings. Students learn grammar in the context of the readings and student generated writing. Students may be required to complete assignments in the language lab. Students must pass the ESL Writing Competency Exam in order to receive a passing grade for this course. Students must complete the course with a grade of C or better in order to take ESL courses. Prerequisites: Grade of C or better in all ESL level II courses or ESL placement test.

K5	LEC	T,TH 9:00 a.m.-11:15 a.m.	B105	TBA
K6	LEC	T,TH 9:00 a.m.-11:15 a.m.	E419	TBA
L5	LEC	T,TH 6:00 p.m.-8:15 p.m.	B105	TBA
L6	LEC	T,TH 6:00 p.m.-8:15 p.m.	B126	TBA

## ESL Summer Intensive Cluster:

June 4, 2012 and will end July 26, 2012

*This learning community cluster allows students at ESL level III to complete all the courses in this level in an intensive supportive environment during the summer semester. The cluster integrates ESL-096, ESL097, ESL098, and ESL099 and also includes tutoring, computer-assisted language learning activities, conversation groups, and optional trips. Prerequisites: GPA of 3.0 or better in all ESL level II courses and ESL placement test. For more information, please contact 617-228-2372, dbarrett@bhcc.mass.edu, or drop by B118 on the Charlestown Campus.*

ESL-098	Academic Reading III	3 credits
X1C	LEC	M,T,W,TH 8:30 a.m.-9:45 a.m. B135A TBA

ESL-099	Academic Writing III	3 credits
X1C	LEC	M,T,W,TH 10:00 a.m.-11:15 a.m. B135A TBA

ESL-096	Academic Note Taking III	3 credits
X1C	LEC	M,T,W,TH 12:30 p.m.-1:45 p.m. B135A TBA

ESL-097	Academic Speaking III	3 credits
X1C	LEC	M,T,W,TH 2:00 p.m.-3:15 p.m. B135A TBA

## Film

### Session I

#### FLM-101 Film As Art

3 credits

This course covers film techniques, terminology, and criticism, using a variety of recent popular films on television and videotape as the subjects for discussion and analysis. This course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### FLM-102 American Cinema

3 credits

This course brings Hollywood film-making into clear focus as an art form, as an economic force, and as a system of representation and communication. The course probes the deeper meaning of American movies through encounters with the works of famous directors such as John Ford, Howard Hawks, and Martin Scorsese. This course meets General Education Requirement "Humanities" Area 6.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

## Fire Science

#### FPS-107 Fire Company Officership

3 credits

This course examines the scope and functions of the fire company officer. Topics include the role of the fire service,

departmental organization, administrative and management procedures, training, public relations, tactics and strategy, and fire prevention.

A1 LEC T,TH 9:00 a.m.-12:00 p.m. B224 TBA

#### FPS-125 Hazardous Materials Chemistry

3 credits

This course provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services. Prerequisites: A grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption by placement testing.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### FPS-221 Strategy and Tactics

3 credits

This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Prerequisites: Principles of Emergency Services (FPS123) and a grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption by placement testing.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### FPS-223 Building Construction for Fire Protection

3 credits

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. Prerequisites: A grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption by placement testing and Principles of Emergency Services (FPS123) or instructor approval.

A1 LEC T,TH 1:00 p.m.-4:00 p.m. TBA TBA

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

### Session II

#### FPS-133 Fire Protection Systems

3 credits

This course provides information relation 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. Prerequisites: A grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption by placement testing.

J1 LEC T,TH 5:00 p.m.-8:35 p.m. B224 TBA

#### FPS-135 Fire Behavior and Combustion

3 credits

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. Prerequisites: A grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption by placement testing.

B1 LEC T,TH 1:00 p.m.-4:35 p.m. B224 TBA

## Foreign Languages

### Session I

#### FRE-101 Elementary French I

3 credits

This course introduces students to the sounds and structures of French with emphasis on the acquisition of a limited but useful vocabulary and is offered for students with little or no previous knowledge of French. The course is not intended for native speakers or for students who have studied this language within the last three years.

A1 LEC M,W 8:30 a.m.-12:05 p.m. B132 TBA

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### FRE-102 Elementary French II

3 credits

This course covers a continuation of Elementary French I (FRE101) and places emphasis on speaking and reading skills. The course meets General Education "Humanities" Requirement Area 6. Prerequisite: Elementary French I (FRE101) or one year of high school French.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### JPN-101 Elementary Japanese I

3 credits

This course is an introduction to the sounds and structures of the Japanese language with emphasis on the acquisition of a limited but useful vocabulary. The course is designed for students who want to learn essential Japanese as quickly and as effectively as possible. Students read and write with Hiragana and look into the world of Kanji. This course is not intended for native speakers or students who have studied this language within the last three years.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### JPN-102 Elementary Japanese II

3 credits

This course covers a continuation of the study of basic structures of the Japanese language. The course stresses additional useful vocabulary through reading, writing, and conversation. The course covers material that allows students to learn essential Japanese as quickly and effectively as possible. The course emphasizes encouraging and helping students obtain the ability to use the Japanese language in practical situations. It emphasizes student ease in interacting and communicating in an uncomplicated but adult language. Students read Kana and some basic Kanji. The course meets General Education "Humanities" Requirement Area 6. Prerequisite: Elementary Japanese I (JPN101).

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### SPN-101 Elementary Spanish I

3 credits

This course, for students with little or no previous knowledge of Spanish, covers an introduction to the sounds and structures of Spanish and the development of basic skills needed for understanding and speaking Spanish. The course is not intended for native speakers or for students who have studied this language within the last three years.

A1 LEC T,TH 8:30 a.m.-12:05 p.m. B132 TBA

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### SPN-102 Elementary Spanish II

3 credits

This continuation course of Elementary Spanish I (SPN101) emphasizes conversational skills and simple readings. The course meets General Education "Humanities" Requirement Area 6. Prerequisite: Elementary Spanish I (SPN101) or one year of high school Spanish.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

### Bridge Session

#### SPN-101 Elementary Spanish I

3 credits

This course, for students with little or no previous knowledge of Spanish, covers an introduction to the sounds and structures of Spanish and the development of basic skills needed for understanding and speaking Spanish. The course is not intended for native speakers or for students who have studied this language within the last three years.

BE1 LEC M,W 6:00 p.m.-8:45 p.m. B132 TBA

F5 LEC M,W 6:00 p.m.-8:45 p.m. 208 TBA  
Class meets at the Chelsea Campus

### Session II

#### SPN-102 Elementary Spanish II

3 credits

This continuation course of Elementary Spanish I (SPN101) emphasizes conversational skills and simple readings. The course meets General Education "Humanities" Requirement Area 6. Prerequisite: Elementary Spanish I (SPN101) or one year of high school Spanish.

B1 LEC T,TH 8:30 a.m.-12:05 p.m. B132 TBA



## Geography

### Session I

#### GE0-101 World Regional Geography 3 credits

This course examines the geographical context of major social, cultural, economic, and political issues in selected regions of the world and develops a mastery of maps and other graphic aids as a means of learning and communication. Major regional emphases vary from semester to semester among areas of Eastern Europe, the former USSR, the Middle East, the Orient, Latin America, and Africa. The course meets "World View" General Education Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption by placement testing.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

## Government

### Session I

#### GOV-101 Government/Politics in the US 3 credits

This course explores some questions and theories that interest political scientists and historians, and methods they use to explain governmental operations. Insight into the nature of political ideals, as embodied in the Constitution, is developed. Topics include federalism, organization and functions of the three branches of the national government, civil liberties and civil rights, public opinion and voting behavior, the media, bureaucracies, and public policy. This course meets General Education "Individual and Society" Requirement Area 2. Prerequisite: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095); and Writing Skills II (ENG095) or exemption by placement testing.

C1 LEC T,TH 6:00 p.m.-9:35 p.m. D211 D Deeb  
WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### GOV-103 State/Local Politics 3 credits

This course acquaints students with the history and functions of state and local governance. It includes an analysis of political organization and structure; state and local government taxing powers; economic, educational, and police powers; and public service functions of government. The course meets General Education "Individual and Society" Requirement Area 2. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption by placement testing.

A1 LEC T,TH 9:00 a.m.-12:35 p.m. D211 M McSweeney  
WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. K Pallister  
Class meets 06/04/12-08/23/12  
WB1 WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. TBA  
Class meets 06/04/12-08/23/12

### Session II

#### GOV-101 Government/Politics in the US 3 credits

This course explores some questions and theories that interest political scientists and historians, and methods they use to explain governmental operations. Insight into the nature of political ideals, as embodied in the Constitution, is developed. Topics include federalism, organization and functions of the three branches of the national government, civil liberties and civil rights, public opinion and voting behavior, the media, bureaucracies, and public policy. This course meets General Education "Individual and Society" Requirement Area 2. Prerequisite: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095); and Writing Skills II (ENG095) or exemption by placement testing.

B1 LEC T,TH 8:30 a.m.-12:05 p.m. D211 TBA

## History

### Session I

#### HIS-101 History of Western Civilization I 3 credits

This course is a multi-disciplinary survey of the evolution of Western civilization from its roots, Greece and Rome through the medieval and early modern periods. It examines artistic, ideological, economic, social, and political questions in order to assist students to understand the development of modern Western culture. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095); and Writing Skills II (ENG095), or exemption by placement testing.

A1 LEC T,TH 9:00 a.m.-12:35 p.m. D212 TBA  
C1 LEC M,W 6:00 p.m.-9:35 p.m. B337 M Bonanno  
LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 J Lambert  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. J Lambert  
Class meets 06/04/12-08/23/12

#### HIS-102 History of Western Civilization II 3 credits

This course covers a survey of the major intellectual, social, economic, and political developments in Western civilization since the early modern period. It emphasizes the roots of contemporary institutional and ideological problems. The course meets General Education "World View" Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095), and Writing Skills II (ENG095) or exemption by placement testing.

C1 LEC T,TH 6:00 p.m.-9:35 p.m. D218 K Paulsen  
LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 J Lambert  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. J Lambert  
Class meets 06/04/12-08/23/12

#### HIS-111 World Civilization I 3 credits

This course examines similarities and differences among the major world civilizations before the modern era. Topics include traditions of governance, art, religion and philosophy, technology, family structure, and everyday life. The course meets General Education "World View" Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095), and Writing Skills II (ENG095) or exemption by placement testing.

C1 LEC T,TH 6:00 p.m.-9:35 p.m. D212 C Chow  
WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. M Poole  
Class meets 06/04/12-08/23/12

#### HIS-112 World Civilization II 3 credits

This course examines similarities and differences among the major world civilizations in the modern era. Topics include traditions of governance, art, religion and philosophy, technology, family structure, and everyday life. The course meets General Education "World View" Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095), and Writing Skills II (ENG095) or exemption by placement testing.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. M Poole  
Class meets 06/04/12-08/23/12

#### HIS-151 US History I 3 credits

This course traces the growth and development of America from colonial beginnings to the Civil War. The course devotes major attention to the people, critical issues, and significant forces that determined the course of events that shaped our civilization. The course meets General Education "World View" Requirement Area 3. Prerequisite: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095), and Writing Skills II (ENG095) or exemption by placement testing.

A1 LEC M,W 9:00 a.m.-12:35 p.m. G140 R Klayman  
C1 LEC M,W 6:00 p.m.-9:35 p.m. D211 H Allen Jr.  
WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### HIS-152 US History II 3 credits

This course covers the rise of the United States from the turmoil of the Civil War to superpower status. The course examines the cultural, economic, diplomatic, and political forces that have given the nation its shape. The course meets General Education "World View" Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption by placement testing.

A1 LEC T,TH 9:00 a.m.-12:35 p.m. D218 TBA  
WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. K Meader  
Class meets 06/04/12-08/23/12

## SECTION CODES & ABBREVIATIONS

### SESSION I

A1-A6 .....Charlestown Day  
D1-D3 .....Chelsea Day  
C1-C6 .....Charlestown Evening  
EB .....East Boston Health Center  
LC .....Center for Self-Directed Learning  
F1-F4 .....Chelsea Evening  
WB .....Web Courses

### BRIDGE SESSION

BD1-BD6 .....Charlestown Day  
D5-D6 .....Chelsea  
BE1-BE6 .....Charlestown Evening  
F5-F6 .....Chelsea Evening

### ACADEMIC ESL SESSION

K1-K6 .....Charlestown Day  
L1-L6 .....Charlestown Evening  
N1-N4 .....Chelsea Day  
P1-P6 .....Charlestown Evening

### SESSION II

B1-B6 .....Charlestown Day  
E1-E3 .....Chelsea Day  
G1-G3 .....Chelsea Evening  
J1-J6 .....Charlestown Evening

### DAYS OF THE WEEK:

M .....Monday  
T .....Tuesday  
W .....Wednesday  
TH .....Thursday  
F .....Friday

### TEACHING METHODS:

CLIN .....Clinical  
HYB .....Hybrid  
LAB .....Lab Practicum  
LEC .....Lecture  
L/L .....Lab Practicum and Lecture  
SLF .....Students determine their own schedule  
WEB .....Web Based  
S .....Sustainability within Curriculum



Courses marked with a leaf symbol are part of BHCC's ongoing efforts to integrate sustainability within curriculum throughout the institution. These courses emphasize environmentally responsible awareness and learning and contribute significantly to students' understanding and practice of sustainability.

# COURSE DESCRIPTIONS & Section Listings

## Session II

### HIS-102 History of Western Civilization II 3 credits

This course covers a survey of the major intellectual, social, economic, and political developments in Western civilization since the early modern period. It emphasizes the roots of contemporary institutional and ideological problems. The course meets General Education "World View" Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095), and Writing Skills II (ENG095) or exemption by placement testing.

B1 LEC T,TH 9:00 a.m.-12:35 p.m. B134 J St Pierre

### HIS-151 US History I 3 credits

This course traces the growth and development of America from colonial beginnings to the Civil War. The course devotes major attention to the people, critical issues, and significant forces that determined the course of events that shaped our civilization. The course meets General Education "World View" Requirement Area 3. Prerequisite: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095), and Writing Skills II (ENG095) or exemption by placement testing.

B1 LEC T,TH 8:30 a.m.-12:05 p.m. B104 TBA

J1 LEC T,TH 6:00 p.m.-9:35 p.m. D212 D Rubenstein

### HIS-152 US History II 3 credits

This course covers the rise of the United States from the turmoil of the Civil War to superpower status. The course examines the cultural, economic, diplomatic, and political forces that have given the nation its shape. The course meets General Education "World View" Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption by placement testing.

B1 LEC M,W 9:00 a.m.-12:35 p.m. D211 TBA

## Hospitality

### Session I

### CUL-101 If You Can't Stand the Heat 3 credits

This course introduces students to the challenges and responsibilities encountered by culinary arts students. It provides students with an in depth knowledge of the options available within the culinary arts industry. The course prepares students with skills necessary to prepare a resume, gain interview skills and become familiar with all of the resources that the college has to offer. Topics covered will include: preparing for a career in the food service field, resume preparation, career options and specific skills necessary to create a successful career, and discovering the best use of resources available to students at BHCC. Prerequisites: Writing Skills II (ENG095), Fundamentals of Math (MAT091), and Reading Skills II (RDG095). For culinary arts students only.

C1 LEC T,TH 5:00 p.m.-8:35 p.m. E450 M Barton

### CUL-119 Cake Decorating 3 credits

This course takes the student through the basics of cake decorating. The students will refine their cake decorating skills. The course introduces the students to the techniques used to decorate tiered cakes, calligraphy, writing with chocolate and gels, as well as working with the different mediums used to decorate special occasion cakes. Students will learn the basic techniques used for royal icing, color flow and rolled fondant. Additional expenses may include supplies, equipment, and/or uniforms. This course is for Culinary Arts students only.

A1 LEC M-TH 8:15 a.m.-11:15 a.m. E423 M Barton  
Class meets 05/29/12-06/14/12

### CUL-217 Classical & International Pastries 4 credits

This course takes the student beyond the basic principles of baking. The students will continue to refine their cake decorating skills and learn European pastry production techniques. The course introduces the students to the techniques used to assemble tiered cakes, as well as the proper cutting and service of tiered cakes. The students will learn how to work with fondant, chocolate and pastillage. Students will learn the basic techniques used in candy making.

Additional expenses may include supplies, equipment, and/or uniforms. Additional expenses may include supplies, equipment, and/or uniforms. This course is for Culinary Arts students only. Prerequisite: Advanced Desserts and Pastries (CUL145).

A1 LEC M-F 11:15 a.m.-4:45 p.m. E423 M Barton  
Class meets 05/29/12-06/15/12

### CUL-299 Culinary Arts Internship 3 credits

The internship allows students the opportunity to gain practical experience in the field of culinary arts. The internship begins after completion of the first academic year and consists of 300 hours of work experience in an approved foodservice facility.

A1 LEC Days and times to be arranged TBA M Barton

A2 LEC Days and times to be arranged TBA G Kelley

A3 LEC Days and times to be arranged TBA M Barton

A4 LEC Days and times to be arranged TBA G Kelley

### HRT-133 Culinary Theory in Hospitality 3 credits

Students gain knowledge in the use of tools and equipment while learning basic procedures related to preparation and cooking. Students learn basic menu construction and presentation used in the development of full menus utilized in a quantity food production facility. The course emphasizes cooking techniques, terminology, equipment use, and commercial kitchen operation, as well as proficiencies in knife skills and uses of various culinary tools. Additional expenses may include supplies, equipment, and/or uniforms.

C1 LEC T,TH 5:00 p.m.-8:35 p.m. E421 G Kelley

### HRT-210 Hotel/Rest/Tour Field Exp Internship 3 credits

This course integrates classroom study with practical work experience. Under the guidance of a site supervisor and a faculty member, the experience helps students to shape career goals and to gain valuable work experience. Additional expenses may include supplies, equipment, and/or uniforms. This course is for Hotel/ Restaurant Management students only. Prerequisite: Principles of Management and Service in Hospitality (HRT121).

A1 LEC Days and times to be arranged E421 L Maguire

## Session II

### CUL-111 Food Service/Sanitation and Skills 3 credits

This course provides students with all necessary information to complete the Food Service Certification course required by the National Restaurant Association. Students learn the skills required to correctly handle all food service equipment, including weights and measures. The course provides "hands on" experience for students. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Writing Skills II (ENG095), Prealgebra (MAT092), and Reading Skills II (RDG095).

J1 LEC T,TH 5:00 p.m.-8:35 p.m. E450 G Kelley

## Human Services

### Session I

### HSV-101 Introduction to Human Services w/Field Practice 3 credits

This introductory course covers the historical aspects of human services, the requirements and skills of the human services worker, administration and funding of agencies, and the dynamics of work in the profession with a 15 contact hour (per semester) service learning requirement at a human service organization. Prerequisite: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090), or exemption from reading and writing requirements by placement testing.

A1 LEC T 8:30 a.m.-12:05 p.m. E235A TBA  
LEC W 8:30 a.m.-12:05 p.m. E236 TBA

### HSV-122 Practicum in Human Services III 3 credits

Practicum experiences in a human services setting to be completed the final semesters of study, including the 90-hour training in the national Family Development Credentialing program. Course runs during fall, spring, and early summer

semester and must be started in the fall semester. The department assigns placement settings. Students must make application for placement and enrollment spring semester prior to fall registration. Acceptance into the human services program does not assure permission to enroll in the course or a placement assignment. A Criminal Offense Records Investigation (CORI) is required of all practicum students. For complete course requirements and application procedures, contact the department chair of Early Childhood, Education & Human Services. Course is graded on a pass/fail scale. HSV120, 121, and 122 are to be taken in sequence beginning in the fall semester and concluding in the first term of the summer semester. Prerequisites: Permission of department chairperson and Practicum in Human Service I (HSV120) and Practicum in Human Services II (HSV121).

A1 LEC W 1:00 p.m.-4:00 p.m. B113 TBA

## Interdisciplinary Studies

### Session I

### INT-110 American Culture 3 credits

This interdisciplinary course focuses on the historical evolution of American beliefs and values and is designed for students from other cultures. Students study the way these values have shaped U.S. contemporary institutions such as education, business, the government, and the family. The course examines extensive cross-cultural comparisons with the students' native cultures. Materials include film, music, and short works of literature. The course meets General Education "Humanities" Requirement Area 6. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption from reading requirement by placement testing.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

### Session II

### INT-110 American Culture 3 credits

This interdisciplinary course focuses on the historical evolution of American beliefs and values and is designed for students from other cultures. Students study the way these values have shaped U.S. contemporary institutions such as education, business, the government, and the family. The course examines extensive cross-cultural comparisons with the students' native cultures. Materials include film, music, and short works of literature. The course meets General Education "Humanities" Requirement Area 6. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption from reading requirement by placement testing.

J1 LEC M,W 6:00 p.m.-9:35 p.m. B337 TBA

## Literature

### Session I

### LIT-201 Introduction to Literature 3 credits

This course develops students' ability to interpret, analyze, evaluate, and respond to ideas about literature. Students explore the nature, structure, and form of poetry, short story, and drama. The course meets General Education Humanities Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

C1 LEC T,TH 6:00 p.m.-9:35 p.m. B109 M Dubson

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

### LIT-203 Literature in America I 3 credits

This course traces the physical, moral, and psychological development of an emerging nation through its literature. The course examines themes of sin, guilt, justice, and equality in the historical movement of the nation from colonial settlement to westward expansion. The course includes works representative of the ethnic and racial diversity of American culture. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

## LIT-204 Literature in America II 3 credits

This course analyzes the crises of the nation from the Civil War through the twentieth century, as shown through its literature. The course examines the themes of progress, materialism, alienation, and corruption against the yardstick of opportunity, heroism, and individualism, which represent the traditional American dream. The course includes works representative of the ethnic and racial diversity of American culture. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

A1 LEC M,W 9:00 a.m.-12:35 p.m. D217 C Mason

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

## LIT-207 Literature and Society I 3 credits

This course explores the role of literature as a mirror of the values and conflicts of a changing society. It also examines stereotypes associated with minorities and illustrates the role of literature in alerting society to social and moral injustice. The course meets General Education Humanities Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.

## LIT-211 Masterpieces of World Literature I 3 credits

This course considers the landmarks of literature, from ancient times to the eighteenth century, which have shaped, reflected or criticized Western thought. The faculty select readings from Homer, Greek Drama, the Bible, Dante, Medieval Romance, and Shakespeare. Faculty may couple these readings with their contemporary versions or transformations by such twentieth century writers as Sartre, O'Neill, MacLeish, Stoppard, and Joyce. The list may vary. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess  
Class meets 06/04/12-08/23/12

## LIT-217 Children's Literature I 3 credits

This course introduces students to children's literature in all its forms, from fables to fairy tales, from realistic fiction to fantasy, from nonsense to narrative poetry. The course covers works both classic and contemporary. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

A1 LEC T,TH 9:00 a.m.-12:35 p.m. D217 T McLaughlin

## LIT-219 African Literature 3 credits

This survey course of contemporary African literature exposes students to the diversity of the themes, styles and modes of expression peculiar to the enormous continent of Africa. Students study the oral tradition as it is reflected in folktales, stories, and poems. In addition to reading essays and articles about social and historical conditions that affect the literature of the continent, students read numerous short stories and at least three novels, each reflecting the culture of a different region of the continent. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.

## Session II

### LIT-201 Introduction to Literature 3 credits

This course develops students' ability to interpret, analyze, evaluate, and respond to ideas about literature. Students explore the nature, structure, and form of poetry, short story, and drama. The course meets General Education Humanities Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

J1 LEC M,W 6:00 p.m.-9:35 p.m. B222 TBA

### LIT-203 Literature in America I 3 credits

This course traces the physical, moral, and psychological development of an emerging nation through its literature. The course examines themes of sin, guilt, justice, and equality in the historical movement of the nation from colonial settlement to westward expansion. The course includes works representative of the ethnic and racial diversity of American culture. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

B1 LEC M,W 9:00 a.m.-12:35 p.m. B104 C Kelley

J1 LEC T,TH 6:00 p.m.-9:35 p.m. D215 TBA

### LIT-204 Literature in America II 3 credits

This course analyzes the crises of the nation from the Civil War through the twentieth century, as shown through its literature. The course examines the themes of progress, materialism, alienation, and corruption against the yardstick of opportunity, heroism, and individualism, which represent the traditional American dream. The course includes works representative of the ethnic and racial diversity of American culture. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

B1 LEC M,W 9:00 a.m.-12:35 p.m. B134 TBA

J1 LEC T,TH 6:00 p.m.-9:35 p.m. D218 C Kelley

### LIT-217 Children's Literature I 3 credits

This course introduces students to children's literature in all its forms, from fables to fairy tales, from realistic fiction to fantasy, from nonsense to narrative poetry. The course covers works both classic and contemporary. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

J1 LEC M,W 6:00 p.m.-9:35 p.m. D212 TBA

# Management

## Session I

### MAN-105 Principles of Marketing 3 credits

This course is a study of the basic principles of marketing and the application of these principles in today's changing competitive environment. The focus of this course is on the behavior of the consumer market and the product, pricing, promotion and distribution decisions employed to create consumer satisfaction. Prerequisites: Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement and Writing Skills I (ENG090) or placement.

A1 LEC T,TH 9:00 a.m.-12:35 p.m. B128 TBA

C1 LEC T,TH 5:30 p.m.-9:05 p.m. D215 TBA

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

### MAN-107 Introduction to Entrepreneurship 3 credits

This is an introductory course for those interested in starting or running their own business. Students will assess how technology and innovation, demographics, economics and social changes create business opportunities. Students will evaluate the feasibility of business ideas based on strengths, weaknesses, financial goals and competitive threats. Students will also identify desirable characteristics of leading entrepreneurs to identify skills and behaviors which lead to

success. Prerequisites: Writing Skills II (ENG095), Academic Reading III (ESL098) or Reading Skills II (RDG095) or placements.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

### MAN-111 Principles of Management 3 credits

The skills and functions, theories and principles of management are studied in respect to the socio-cultural environment within which a firm operates. An emphasis on decision-making, organizational strategy, planning and system design provides a framework for examining the application of management concepts in the modern business world and the evaluation of organization problems and issues. Prerequisites: Introduction to Business (BUS101) for Business Concentration, Management and Finance options only. A grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading or writing requirements by placement testing.

A1 LEC T,TH 9:00 a.m.-12:35 p.m. B134 TBA

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

### MAN-112 Organizational Behavior/Design 3 credits

Organizational behavior and design, social systems and contemporary management issues are explored, experienced with an emphasis on interrelationship of culture, organizational structure and policies upon individual, group and organizational performance. Topic coverage includes: leadership styles; learning; motivation; group structure; decision-making; group dynamics and problem solving. Concepts and issues of power, conflict, change and organizational processes that impact interpersonal or social settings, group interactions or the workplace environment are examined. This course meets General Education "Individual/Society" Requirement Area 2 for A.A. and A.S. Business Administration students except for the A.S. International Business option.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

### MAN-213 Mutual Fund Industry 3 credits

This course introduces the myriad aspects of the mutual fund business including the way mutual funds are structured, regulated, marketed, and distributed. In addition, the course explores shareholder serving systems and technology. Prerequisites: Principles of Accounting II (ACC102) and Investments (ACC111).

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

## Session II

### MAN-111 Principles of Management 3 credits

The skills and functions, theories and principles of management are studied in respect to the socio-cultural environment within which a firm operates. An emphasis on decision-making, organizational strategy, planning and system design provides a framework for examining the application of management concepts in the modern business world and the evaluation of organization problems and issues. Prerequisites: Introduction to Business (BUS101) for Business Concentration, Management and Finance options only. A grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading or writing requirements by placement testing.

E1 LEC T,TH 9:00 a.m.-12:35 p.m. 204 TBA  
Class meets at the Chelsea Campus



# COURSE DESCRIPTIONS & Section Listings

## Mathematics

*Math classes combine the traditional classroom environment with computer-assisted work using various online learning and assessment tools. Some sections may have regularly scheduled meetings in the Math Computer Lab while others expect students to do online work outside of class.*

### Session I

#### MAT-092 Prealgebra 3 credits

This course further develops arithmetic operations and applications and introduces basic algebraic concepts. It includes ratio, proportion, percent, measurement, metric geometry, signed numbers, variables, expressions and solutions to basic equations. Math student skills and successful student strategies are integrated throughout the course. The course does not satisfy the college math requirement for graduation. Prerequisite: Grade of C or better in Fundamentals of Mathematics (MAT091) or placement.

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

#### MAT-094 Fundamentals of Algebra 3 credits

This course introduces further applications of algebraic expressions and equations. It includes solutions of linear equations and inequalities, the Cartesian coordinate system, linear equations in two variables and their graphs, systems of linear equations, integer exponents, polynomials, factoring, and an introduction to quadratic equations. Math study skills and successful student strategies are integrated throughout the course. The course does not satisfy the college math requirement for graduation. Prerequisite: Grade of C or better in Prealgebra (MAT092) or placement.

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### MAT-100 Topics in Career Math 3 credits

This course applies basic arithmetic techniques to the following business topics: percentage, trade and cash discounts, merchandising, depreciation, simple and compound interest, and present value. The course covers additional topics that faculty choose from taxes, payroll, statistics, insurance, notes and drafts, installment buying, checking accounts, inventories, costing out, and the metric system. Prerequisite: Grade of C or better in Prealgebra (MAT092) or placement.

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

#### MAT-133 Introduction to the Metric System 1 credit

This course enables students to recognize and use metric terms, roughly measure using body parts, and use estimation within the metric system.

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

#### MAT-181 Statistics I 3 credits

This course covers statistical concepts and methods. Topics include data organization, averages and variation; elementary probability; binomial, normal, and t-distributions; estimation and hypothesis testing; and linear correlation and regression. The course meets General Education "Quantitative Thought" Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT094) or placement.

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### MAT-183 Statistics I/Lab 4 credits

This computer-based course covers statistical concepts and methods. Topics include data organization, averages and variation; elementary probability; binomial, normal, and t-distributions; estimation and hypothesis testing; and linear correlation and regression. The course meets General Education "Quantitative Thought" Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT094).

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

#### MAT-184 Statistics II/Lab 4 credits

This course covers a continuation of Statistics I and includes chi-square and F distributions; analysis of variance, multiple correlation and regression; and non-parametric methods. Prerequisite: Statistics I/Lab (MAT183).

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

#### MAT-192 College Algebra 3 credits

This course is designed primarily as a college-level mathematics course for students whose intended course of study falls outside the areas of science, technology, engineering, computer science and mathematics. The course extends the fundamental concepts of algebra, including linear equations and inequalities, algebraic functions, absolute value equations and inequalities, distance and midpoint formulas and circles, systems of equations, integral and rational exponents, radicals, addition, subtraction, multiplication and division of rational expressions, and an introduction to exponential and logarithmic functions. The course meets General Education "Quantitative Thought" Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT094) or placement.

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

#### MAT-194 College Algebra for STEM 4 credits

This course is designed for science, technology, engineering, computer science, and mathematics students and provides a solid preparation for precalculus. The course covers systems of linear equations, matrices, partial fractions, linear programming, algebra of functions, quadratic equations, polynomials, rational and radical functions, complex numbers, exponential and logarithmic functions, maximum and minimum problems, symmetry, lines, conic sections, graphs of relations and functions, and applications. A graphing calculator is required for this course. This course meets General Education "Quantitative Thought" Requirement Area 4. Prerequisite: Fundamentals of Algebra (MAT094) with a grade with a grade of C or better (a grade of B or better is recommended).

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

#### MAT-196 College Trigonometry 3 credits

This course covers basic principles of trigonometry, including solution of triangles, radian measure, graphs of trigonometric functions, identities, and equations. It includes an introduction to polar forms and polar coordinates. Prerequisite: Grade of C or better in College Algebra-STEM (MAT194) or placement.

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

#### MAT-197 Precalculus 4 credits

This course covers the following topics: functions and their graphs, polynomial functions, rational and radical functions, exponential and logarithmic functions, elements of trigonometry and trigonometric functions, analytic geometry, and sequence and series notation. Graphing calculator is required. Prerequisite: Grade of C or better in College Algebra-STEM (MAT194) or placement.

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### MAT-231 Calculus for Management Science 4 credits

This one-semester course covers topics designed for students in business, economics, and the social sciences. Topics include limits, differentiation and integration of algebraic, exponential and logarithmic functions, optimization, and other applications. Graphing calculator is required. Prerequisite: Grade of C or better in College Algebra (MAT192) or placement.

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### MAT-281 Calculus I 4 credits

This course reviews concepts of functions, graphs and trigonometry to support the exploration of limits, derivatives, and basic integration. Topics will include limits, continuity, algebraic and trigonometric differentiation, applications of the derivative, the definite and indefinite integral, methods of integration, application of integration to determination of area, the Fundamental Theorem of Calculus and integration by substitution. Graphing calculator required. Prerequisite: Placement or grade of C or better in Trigonometry (MAT196) or Precalculus (MAT197).

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### MAT-282 Calculus II 4 credits

This course is a continuation of Calculus I (MAT281) and begins with a study of numerical integration. Techniques of integration are applied to the following topics: transcendental functions (including their derivatives), area of region between two curves, volume, integration by parts, trigonometric substitution, partial fractions, and improper integrals. Sequences and series are examined with an emphasis on determining convergence or divergence. Taylor and Maclaurin series will also be studied. Graphing Calculator is required. Prerequisite: Grade of C or better in Calculus I (MAT281) or placement.

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

### Bridge Session

*Math classes combine the traditional classroom environment with computer-assisted work using various online learning and assessment tools. Some sections may have regularly scheduled meetings in the Math Computer Lab while others expect students to do online work outside of class.*

#### MAT-092 Prealgebra 3 credits

This course further develops arithmetic operations and applications and introduces basic algebraic concepts. It includes ratio, proportion, percent, measurement, metric geometry, signed numbers, variables, expressions and solutions to basic equations. Math student skills and successful student strategies are integrated throughout the course. The course does not satisfy the college math requirement for graduation. Prerequisite: Grade of C or better in Fundamentals of Mathematics (MAT091) or placement.

BD1	LEC	M,W 9:00 a.m.-11:45 a.m.	D208	TBA
BD2	LEC	T,TH 9:00 a.m.-11:45 a.m.	D210	TBA
BD3	LEC	T,TH 12:00 p.m.-2:45 p.m.	D214	TBA
BD4	LEC	T,TH 9:00 a.m.-11:45 a.m.	D214	TBA
BD5	LEC	W 9:00 a.m.-11:45 a.m.	M105B	TBA
	LEC	F 9:00 a.m.-11:45 a.m.	D216	TBA

BD6	LEC	M,W 9:00 a.m.-11:45 a.m.	D214	TBA
BD7	LEC	M,W 3:00 p.m.-5:45 p.m.	B112	TBA
BD8	LEC	T,TH 3:00 p.m.-5:45 p.m.	B112	TBA
BE1	LEC	M,W 6:00 p.m.-8:45 p.m.	B104	TBA
BE2	LEC	T,TH 6:00 p.m.-8:45 p.m.	D214	TBA
BE3	LEC	M,W 6:00 p.m.-8:45 p.m.	D208	TBA

## **MAT-094 Fundamentals of Algebra 3 credits**

This course introduces further applications of algebraic expressions and equations. It includes solutions of linear equations and inequalities, the Cartesian coordinate system, linear equations in two variables and their graphs, systems of linear equations, integer exponents, polynomials, factoring, and an introduction to quadratic equations. Math study skills and successful student strategies are integrated throughout the course. The course does not satisfy the college math requirement for graduation. Prerequisite: Grade of C or better in Prealgebra (MAT092) or placement.

BD1	LEC	T 9:00 a.m.-11:45 a.m.	D215	TBA
	LEC	TH 9:00 a.m.-11:45 a.m.	D216	TBA
BD2	LEC	M,W 9:00 a.m.-11:45 a.m.	D210	TBA
BD3	LEC	M,W 12:00 p.m.-2:45 p.m.	D214	TBA
BD4	LEC	M,W 1:00 p.m.-3:45 p.m.	D209	TBA
BD5	LEC	T,TH 12:00 p.m.-2:45 p.m.	D210	TBA
BD6	LEC	T,TH 9:00 a.m.-11:45 a.m.	D208	TBA
BD7	LEC	W,F 12:00 p.m.-2:45 p.m.	D208	TBA
BD8	LEC	M,W 3:00 p.m.-5:45 p.m.	D210	TBA
BD9	LEC	T,TH 3:00 p.m.-5:45 p.m.	D210	TBA
BE1	LEC	T,TH 6:00 p.m.-8:45 p.m.	D210	TBA
BE2	LEC	M,W 6:00 p.m.-8:45 p.m.	E235A	TBA
BE3	LEC	M,W 6:00 p.m.-8:45 p.m.	D216	TBA
BE4	LEC	M,W 6:00 p.m.-8:45 p.m.	B135A	TBA
BE5	LEC	T,TH 6:00 p.m.-8:45 p.m.	B108	TBA
F5	LEC	M,W 6:00 p.m.-8:45 p.m.	204	TBA

Class meets at the Chelsea Campus

## **MAT-172 Contemporary Math I 3 credits**

This course covers varied mathematical topics that have application in contemporary society. Topics include number theory (divisibility, Fermat's Theorem, characterization of primes, Diophantine equations), mathematical systems (base  $n$  and modular arithmetic, groups, rings, fields), logic (simple and compound statements, conditionals, symbolic logic, truth tables), and patterns and symmetries (Fibonacci sequence, Golden Ratio, natural and artistic illustrations, fractals). The course encourages students to interpret, analyze, and evaluate from a mathematical perspective. The course meets General Education "Quantitative Thought" Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT 094) or placement.

BD1	LEC	M,W 12:00 p.m.-2:45 p.m.	D210	TBA
BE1	LEC	T,TH 6:00 p.m.-8:45 p.m.	D208	TBA

## **MAT-181 Statistics I 3 credits**

This course covers statistical concepts and methods. Topics include data organization, averages and variation; elementary probability; binomial, normal, and  $t$ -distributions; estimation and hypothesis testing; and linear correlation and regression. The course meets General Education "Quantitative Thought" Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT094) or placement.

BD1	LEC	M,TH 9:00 a.m.-11:45 a.m.	E235A	TBA
BD2	LEC	M 9:00 a.m.-11:45 a.m.	D209	TBA
		TH 9:00 a.m.-11:45 a.m.	D215	TBA
BD3	LEC	M,TH 1:00 p.m.-3:45 p.m.	D215	TBA
BD4	LEC	T,TH 12:00 p.m.-2:45 p.m.	B106	TBA
BD5	LEC	M,W 1:00 p.m.-3:45 p.m.	B109	TBA
BD6	LEC	T,TH 12:00 p.m.-2:45 p.m.	D208	TBA
BE1	LEC	M 6:00 p.m.-8:45 p.m.	B110	TBA
		TH 6:00 p.m.-8:45 p.m.	D217	TBA
BE2	LEC	T,TH 6:00 p.m.-8:45 p.m.	E235A	TBA
BE3	LEC	T,TH 6:00 p.m.-8:45 p.m.	B131	TBA

## **MAT-183 Statistics I/Lab 4 credits**

This computer-based course covers statistical concepts and methods. Topics include data organization, averages and variation; elementary probability; binomial, normal, and  $t$ -distributions; estimation and hypothesis testing; and linear correlation and regression. The course meets General

Education "Quantitative Thought" Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT094).

BD1	LEC	M,TH 9:00 a.m.-11:45 a.m.	E235A	TBA
	LEC	M,TH 12:00 p.m.-12:50 p.m.	D117	TBA
BE1	LEC	M 6:00 p.m.-8:45 p.m.	B110	TBA
	LAB	M 9:00 p.m.-9:50 p.m.	B110	TBA
	LEC	TH 6:00 p.m.-8:45 p.m.	D217	TBA
	LAB	TH 9:00 p.m.-9:50 p.m.	D217	TBA

## **MAT-192 College Algebra 3 credits**

This course is designed primarily as a college-level mathematics course for students whose intended course of study falls outside the areas of science, technology, engineering, computer science and mathematics. The course extends the fundamental concepts of algebra, including linear equations and inequalities, algebraic functions, absolute value equations and inequalities, distance and midpoint formulas and circles, systems of equations, integral and rational exponents, radicals, addition, subtraction, multiplication and division of rational expressions, and an introduction to exponential and logarithmic functions. The course meets General Education "Quantitative Thought" Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT094) or placement.

BD1	LEC	M,W 9:00 a.m.-11:45 a.m.	D216	TBA
BD2	LEC	T,TH 9:00 a.m.-11:45 a.m.	B106	TBA
BE1	LEC	M,W 6:00 p.m.-8:45 p.m.	D215	TBA
BE2	LEC	T,TH 6:00 p.m.-8:45 p.m.	D209	TBA

## **MAT-194 College Algebra for STEM 4 credits**

This course is designed for science, technology, engineering, computer science, and mathematics students and provides a solid preparation for precalculus. The course covers systems of linear equations, matrices, partial fractions, linear programming, algebra of functions, quadratic equations, polynomials, rational and radical functions, complex numbers, exponential and logarithmic functions, maximum and minimum problems, symmetry, lines, conic sections, graphs of relations and functions, and applications. A graphing calculator is required for this course. This course meets General Education "Quantitative Thought" Requirement Area 4. Prerequisite: Fundamentals of Algebra (MAT094) with a grade with a grade of C or better (a grade of B or better is recommended).

BD1	LEC	T,TH 9:00 a.m.-12:35 p.m.	B110	TBA
BD2	LEC	M,W 9:00 a.m.-12:35 p.m.	B105	TBA
BD3	LEC	T,TH 1:00 p.m.-4:35 p.m.	D209	TBA
BE1	LEC	M,W 6:00 p.m.-9:35 p.m.	B128	TBA
BE2	LEC	M,W 6:00 p.m.-9:35 p.m.	D210	TBA

## **MAT-197 Precalculus 4 credits**

This course covers the following topics: functions and their graphs, polynomial functions, rational and radical functions, exponential and logarithmic functions, elements of trigonometry and trigonometric functions, analytic geometry, and sequence and series notation. Graphing calculator is required. Prerequisite: Grade of C or better in College Algebra-STEM (MAT194) or placement.

BD1	LEC	T,TH 9:00 a.m.-12:35 p.m.	G140	TBA
BE1	LEC	M,W 6:00 p.m.-9:35 p.m.	B106	TBA

## **MAT-231 Calculus for Management Science 4 credits**

This one-semester course covers topics designed for students in business, economics, and the social sciences. Topics include limits, differentiation and integration of algebraic, exponential and logarithmic functions, optimization, and other applications. Graphing calculator is required. Prerequisite: Grade of C or better in College Algebra (MAT192) or placement.

BD1	LEC	T,W,TH 1:00 p.m.3:35 p.m.	G138	TBA
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## **MAT-281 Calculus I 4 credits**

This course reviews concepts of functions, graphs and trigonometry to support the exploration of limits, derivatives, and basic integration. Topics will include limits, continuity, algebraic and trigonometric differentiation, applications of the derivative, the definite and indefinite integral, methods of integration, application of integration to determination of area, the Fundamental Theorem of Calculus and integration by substitution. Graphing calculator required. Prerequisite:

Placement or grade of C or better in Trigonometry (MAT196) or Precalculus (MAT197).

BD1	LEC	T,W,TH 10:00 a.m.-12:35 p.m.	D209	TBA
BE1	LEC	M,W 6:00 p.m.-9:35 p.m.	D214	TBA

## **MAT-282 Calculus II 4 credits**

This course is a continuation of Calculus I (MAT281) and begins with a study of numerical integration. Techniques of integration are applied to the following topics: transcendental functions (including their derivatives), area of region between two curves, volume, integration by parts, trigonometric substitution, partial fractions, and improper integrals. Sequences and series are examined with an emphasis on determining convergence or divergence. Taylor and Maclaurin series will also be studied. Graphing Calculator is required. Prerequisite: Grade of C or better in Calculus I (MAT281) or placement.

BD1	LEC	M,W 1:00 p.m.-5:00 p.m.	B105	TBA
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## **MAT-283 Calculus III 4 credits**

This course is a continuation of Calculus II (MAT282) and includes plane curves, parametric equations, vectors, vector-valued functions, tangent and normal vectors, arc-length and curvature, functions of several variables, directional derivatives, gradients, extrema of functions of several variables, Lagrange multipliers, line integrals, Green's Theorem, surface integrals, the Divergence Theorem, Stokes' Theorem, and applications to physical sciences and engineering. Graphic Calculator is required. Prerequisite: Grade of C or better in Calculus II (MAT282) or placement.

BE1	LEC	T,TH 6:00 p.m.-9:35 p.m.	B221	TBA
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# Medical Coding

## **Bridge Session**

## **NHP-102 Medical Coding II 3 credits**

This course is designed to develop advanced skills in ICD-9 coding. The emphasis is on disease processes by body system. Resource utilization to increase coding accuracy is discussed. Prerequisite: Medical Coding I (NHP101).

F5	LEC	M,W 6:00 p.m.-8:45 p.m.	B07	J Camara
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Class meets at the Chelsea Campus

# Medical Imaging

## **Session I**

## **MIG-111 Imaging Technology I 3 credits**

This course covers topics in physics of special significance in radiography. Specific areas include Newton's Laws, and the concepts of mass, force, energy, work, and power. It includes heat and its production and transfer. It emphasizes the physics of wave motion. The course covers some general concepts of modern physics including Einstein's energy equation, the Heisenberg Principle, and quantum concepts. A computer component introduces students to the principles and background of computers. Prerequisite: Fundamentals of Algebra (MAT 094) or placement. NOTE: This online section is mandatory for those students accepted into the General Sonography or Cardiac Sonography Program who have not yet taken a college physics course.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

## **MIG-119 Echo II 3 credits**

This continuation course of the material presented in Echo I deals specifically with left ventricular function, cardiomyopathy, CAD, color Doppler, and imaging technique used to aid in the demonstration of these diseased states. This course also includes the technique of transesophageal, stress, and contrast echo technique. Prerequisite: Echo I (MIG112).

A1	LEC	TH 11:30 a.m.-4:30 p.m.	G218	TBA
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## **MIG-126 Positioning II 3 credits**

Using lecture and lab sessions, this course helps students achieve competency in the performance of radiographic examinations of the vertebral column and pelvic girdle. In addition, students study the principle of contrast agent administration in conjunction with radiographic examination of the urinary system, upper and lower gastrointestinal tract and gall bladder. Prerequisite: Positioning I (MIG122). Co-requisite: Medical Radiography Clinical II (MIG128).

C1	LEC	T,TH 6:30 p.m.-9:30 p.m.	G225	TBA
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# COURSE DESCRIPTIONS & Section Listings

## MIG-205 Vascular Ultrasound

3 credits

This course covers an introduction to the fundamentals of vascular ultrasound. It includes hemodynamic, Doppler spectral analysis, and duplex visualization of the cerebrovascular system. It also covers carotid, venous, and transcranial Doppler techniques. Prerequisite: Echo II (MIG119) for Cardiac Sonography Option. Co-requisite: General Sonography Clinical II (SON123) for General Sonography Option.

A1 LEC T,TH 8:30 a.m.-11:15 a.m. G218 TBA

## MIG-227 Pharmacology of Radiology

1 credit

This course is designed to provide basic concepts of pharmacology to the medical radiography student. Content includes chemical, generic, and trade names for select drugs; pharmacokinetic and pharmacodynamic principles of select drugs; classification of drugs; action, effects, uses and side effects of select drugs on imaging procedures; categories of contrast agents; pharmacology of barium and iodine compounds; dose calculations for adult and pediatric patients; legal and ethical status of the radiographer's role in drug administration; and the radiographer's professional liability concerning drug administration. This course has a web-based component. Prerequisites: Patient Care for Medical Imaging (MIG109) and Anatomy and Physiology II/Lab (BIO204).

C1 LEC T,TH 5:30 p.m.-6:30 p.m. G225 TBA

## MIG-236P Part-Time Medical Radiography Clinical V

5 credits

This final phase of medical radiography instruction allows students an opportunity to review and assess clinical skills acquired during their training. At the end of this rotation students are clinically proficient in general radiography. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: Part-time Option - five (5) days/week with 40 clinical hours of practice weekly. Prerequisite: Part-Time Medical Radiography Clinical IV (MIG228P).

A1 CLIN M-TH 8:00 a.m.-4:00 p.m. TBA TBA

## Bridge Session

## MIG-128P Medical Radiography Clinical II

1 credit

This course covers a continuation of the clinical experience. Students assist in and observe an increasing number of different radiographic examinations as studied in Positioning I (MIG122). Additional expenses may include supplies, equipment and/or uniforms. Course meets: Full-time Option - two (2) days/week; Part-time Option: two (2) evenings/week. Prerequisite: Medical Radiography Clinical I (MIG124).

BD1 CLIN M,W 6:00 p.m.-10:00 p.m. TBA TBA

## MIG-217 Cardiac Sonography Clinical III

4 credits

This course covers a continuation of clinical practical experience in echocardiography. Under supervision of the clinical instructor and the BHCC clinical coordinator, students enhance their skills in performing echocardiograms. Faculty evaluates students' performances through clinical competencies in each related echo area. Students gain competency in the performance of echocardiograms. Students also obtain related experience in examinations such as stress echo and transesophageal. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: five (5) days/week. Prerequisite: Cardiac Sonography Clinical II (MIG213).

BD1 CLIN M-TH 8:00 a.m.-4:00 p.m. TBA TBA

## MIG-222F Full-Time Medical Radiography Clinical III

3 credits

This course allows students to expand upon skills developed during earlier clinical experience. Students assume more direct responsibility for specific radiographic examination. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: Full-time Option - four (4) days/week, with 32 hours of clinical practice weekly. Prerequisite: Full-time Medical Radiography Clinical II (MIG128F).

BD1 CLIN M-TH 8:00 a.m.-4:00 p.m. TBA TBA

## SON-123 General Sonography Clinical II

3 credits

This course is the hands on application of ultrasound in the hospital setting. Scanning skills are developed during this clinical. Students will be performing supervised ultrasounds

and present daily cases to sonographers and or physicians. Students will become acquainted with the responsibilities needed to work in the ultrasound setting. Clinical will take place 3 days a week. Prerequisite: General Sonography Clinical I (SON121). Co-requisite: Vascular Ultrasound (MIG205).

BD1 CLIN M,W,F 8:00 a.m.-4:00 p.m. TBA TBA

## SON-227 General Sonography Clinical V

3 credits

This course is the hands on application of ultrasound in the hospital setting. Scanning skills are developed during this clinical. Students will be performing supervised ultrasounds and present daily cases to sonographers and or physicians. Students will become acquainted with the responsibilities needed to work in the ultrasound setting. Clinical will take place 3 days a week. Prerequisite: General Sonography Clinical IV (SON225).

BD1 CLIN TH,F 8:00 a.m.-4:00 p.m. TBA TBA

## Session II

## MIG-121 Related Procedures in Pharmacology

2 credits

This course provides students with knowledge of diagnostic cardiac procedures, emphasizing indications, utility, and limitation of these procedures. The course also provides students with a basic knowledge and understanding of clinical pharmacology as it relates to cardiovascular disease and echocardiography. Prerequisite: Interpretation I (MIG115).

B1 LEC TH 8:30 a.m.-12:30 p.m. G218 TBA

## MIG-203 Interpretation II

3 credits

This continuation course of Interpretation I covers an integrated approach to the echocardiography technique. Students review the Mayo Clinic tapes and discuss the development of skills necessary to exercise independent judgment and discretion in the performance of echocardiographic examinations. Students review and critique weekly case studies. The class uses group demonstrations to highlight the patient/sonographer/physician interactions. Students learn pathologic processes in order to build on their knowledge base in the interpretation of normal and abnormal echo features. Prerequisite: Interpretation I (MIG115).

B1 LEC M 2:00 p.m.-6:00 p.m. G218 TBA

## MIG-224 Radiologic Technology II

3 credits

Using lecture and lab sessions, this course presents the x-ray circuit in form and function. Topics include, but are not limited to, characteristics of x-rays, wave-particle duality, x-ray production, target interactions, photon interactions with matter, digital and conventional fluoroscopy, and electronic imaging units. Prerequisite: Imaging Technology I (MIG111).

J1 LEC T,TH 6:00 p.m.-9:20 p.m. G225 TBA

## Music

### Session I

## MUS-118 Music Appreciation I

3 credits

An introduction to the history and development of music, this course covers basic questions dealing with the roles of the listener, performer, and composer, as well as representative samples from the first music of the medieval era to the end of the classical era. The course explores music's relationship to historical events and other art forms of the periods. This course meets General Education "Humanities" Requirement Area 6.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

## MUS-119 Music Appreciation II

3 credits

A continuation of the history and development of music, this course presents representative samples of music from the romantic era to the present. It explores music's relationship to historical events and other art forms of the periods. This course meets General Education "Humanities" Requirement Area 6. Prerequisite: Music Appreciation I (MUS118) or permission of the department chair.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

## MUS-129 Rock/Roll History

3 credits

Beginning with the roots of rock in the rockabilly and blues traditions, continuing through the classical rock of the 50's and 60's, this course covers all styles of rock, current and past. The course covers listening to and identifying specific idiosyncrasies of various performers that are central to the study. This course meets General Education "Humanities" Requirement Area 6.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

## Session II

## MUS-157 Vocal Performance Workshop

3 credits

This is a workshop class that offers instruction in basic vocal skills. Instruction in these techniques will lead students to develop their ability to sing accurately and with confidence in any style. This class is open to anyone with a sincere interest in becoming a better singer, regardless of past vocal experience. Each class begins with a group warm-up session that leads to individual performances before the instructor and the rest of the class.

B1 LEC M,W 1:00 p.m.-4:35 p.m. A300 E Moussally

## MUS-159 Vocal Performance Workshop II

3 credits

A continuation of Vocal Performance I, this class offers additional instruction in vocal skills. Instructions in these techniques will further develop the student's ability to sing accurately and confidently in any style. Prerequisite: Vocal Performance Workshop I (MUS157).

B1 LEC M,W 1:00 p.m.-4:35 p.m. A300 E Moussally

## Nursing

### Session I

## NUR-100 Drug Calculation

1 credit

This course covers the apothecary, metric, and household systems of weights and measures and is designed for students desiring admission to the Nursing Program. The course focuses on the computation of drug dosages for oral and parenteral medications. It emphasizes the applications of skills necessary to compute dosages for infants, children, and adults and the calculations of intravenous infusions and medications. Class meets: 1 hr. lecture. Prerequisite: Fundamentals of Algebra (MAT094) or placement.

A1 LEC T 1:00 p.m.-4:00 p.m. B110 J Carroll

C1 LEC W 5:00 p.m.-8:00 p.m. B110 J Carroll

D1 LEC T 9:00 a.m.-12:00 p.m. B07 TBA

F1 LEC T 5:00 p.m.-8:00 p.m. B07 M Cifuni

Class meets at the Chelsea Campus

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

WB2 WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

## Session II

## NUR-100 Drug Calculation

1 credit

This course covers the apothecary, metric, and household systems of weights and measures and is designed for students desiring admission to the Nursing Program. The course focuses on the computation of drug dosages for oral and parenteral medications. It emphasizes the applications of skills necessary to compute dosages for infants, children, and adults and the calculations of intravenous infusions and medications. Class meets: 1 hr. lecture. Prerequisite: Fundamentals of Algebra (MAT094) or placement.

B1 LEC T 8:00 a.m.-11:00 a.m. G138 J Carroll

J1 LEC W 6:00 p.m.-9:00 p.m. B110 J Carroll

J2 LEC T 6:00 p.m.-9:00 p.m. D217 M Cifuni



## Office & Information Management

### Session I

#### OIM-100 Keyboarding Techniques 1 credit

This is an introductory course in college keyboarding designed for students with little or no keyboarding proficiency as well as those looking to upgrade or refresh their skills. Learning to type properly has never been more important. Using state-of-the-art, hands-on, self-paced software, students proceed from basic lessons through accuracy and speed-building exercises designed to prepare them for careers requiring keyboarding proficiency. Taught through BHCC's on-line eCollege, students submit hands-on progress reports to the course instructor as they proceed through each lesson. Upon completion of this course, students will gain the skill and knowledge necessary to type accurately based on one (1) minute timings at a minimum of 20 words per minute with one (1) error or less. For additional information and/or a course syllabus, contact CITDepartment@bhcc.mass.edu.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### OIM-101 Document Generation I 3 credits

This course focuses on learning the keyboard and developing keyboarding technique, speed, and accuracy. It introduces the Windows environment and basic word processing skills, such as editing, saving, changing appearance, using spell check, and printing using Microsoft Office 2010. It covers formatting for basic business documents, such as resumes, letters and memorandums, and discusses health issues, and computer concepts as related to keyboarding. Note: The department schedules an exemption test each semester for students with previous keyboarding experience. Students should contact the Prior Learning Coordinator in the Center for Self-Directed Learning (CSDL) or department chair for more information.

A1HB HYB T 8:00 a.m.-11:35 a.m. D121A TBA  
Web component required

#### OIM-170 Procedures for the Medical Office 3 credits

This course includes Windows, word processing, medical office procedures, and computerized medical management software. Students create documents commonly used in a medical office as well as job application materials, using templates, macros, and/or merged documents. Concepts covered include interpersonal communications, telecommunications, billing and collections, reimbursement procedures, records management, and mail classification and procedures. Hands-on experience using computerized medical management software provides practice in entering patient information, diagnostic cases, and financial transactions; processing insurance claims; scheduling patient appointments; and generating commonly used reports. Note: For Allied Health students or by permission of department chair. Prerequisite: Keyboarding: Document Generation I (OIM101) or Medical Computer Application (OIM102; formerly OIM142) or any computer applications course or by permission of the department chair.

D1 LEC M-TH 9:00 a.m.-11:00 a.m. 206 TBA  
Class meets 05/21/12-06/24/12  
Class meets at the Chelsea Campus

D2 LEC M-TH 11:30 a.m.-1:30 p.m. 206 TBA  
Class meets 05/21/12-06/24/12  
Class meets at the Chelsea Campus

## Paralegal

#### PLG-101 Introduction to Law 3 credits

This course provides students with an understanding of the paralegal field. The course assists students to become familiar with all aspects of the legal system. The course emphasizes the role of the paralegal and the way that role complements that of the lawyer. The course explores the role of law in our society, the judicial system, contract law, tort law, equity, and criminal law. Prerequisites: Writing Skills II (ENG095), Reading Skills II (RDG095) or Academic Reading III (ESL098) or placement.

A1 LEC T,TH 9:00 a.m.-12:35 p.m. B337 TBA

#### PLG-104 Legal Ethics 3 credits

This course presents the major areas of legal ethics placing special and comprehensive emphasis on how the rules affect paralegals. It aids students in understanding how the legal profession is regulated generally and the impact that paralegals conduct has on the lawyers who employ them. Through case studies, geared specifically toward paralegals, demonstrations of the rules are introduced and applied. Prerequisite: Introduction to Law (PLG101).

A1 LEC M,W 9:00 a.m.-12:35 p.m. G139 TBA

#### PLG-299 Paralegal Internship 3 credits

An internship in Paralegal Studies is a hands-on learning experience at law firms, public agency, corporation, or other law related organizations, under the direct supervision of a legal professional. It is intended to provide students the opportunity to gain practical experience in their field of study. Students perform 150 hours of internship service over the course of 10-15 weeks, during the spring, fall, or summer semesters. Prerequisite: Approval of the paralegal faculty internship coordinator.

A1 LEC F 11:00 a.m.-2:15 p.m. B113 TBA  
Class meets June 6-August 22

## Philosophy

### Session I

#### PHL-101 Introduction to Philosophy 3 credits

This introductory course acquaints students with the philosophic method, the problems and living issues of philosophy, and the great philosophers. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption by placement testing.

C1 LEC M,W 6:00 p.m.-9:35 p.m. D212 D Koepke  
WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### PHL-103 Ethics 3 credits

This course covers the major philosophical issues in normative ethics and moral philosophy. It covers discussions regarding philosophical views about what is morally right or wrong and the applications to the individual and society. This course emphasizes contemporary problems, issues, and value conflicts. Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills I (RDG090) and Writing Skills I (ENG090), or exemption by placement testing.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### PHL-111 World Religions 3 credits

This course analyzes the beliefs and practices of major world religions, including Hinduism, Buddhism, Judaism, Christianity, and Islam. Through study of these religions, students compare the beliefs of various traditions and understand their values in an historical context. The course meets General Education "World View" Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption by placement testing.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

## Psychology

### Session I

#### PSY-101 Principles of Psychology 3 credits

This introductory psychology course covers a survey of information and theory. Topics include the brain and behavior, research methods, learning, consciousness, motivation, emotion, human growth and development, personality, abnormal behavior, and psychotherapy, social cognition and understanding. The course meets General Education "Individual and Society" Requirement Area 2. Prerequisite: Academic Reading III (ESL098) or Reading

Skills II (RDG095) or co-enrollment in integrated courses, or exemption by placement testing.

A1 LEC M,W 9:00 a.m.-12:35 p.m. B109 TBA  
A2 LEC M,W 9:00 a.m.-12:35 p.m. B221 TBA  
C1 LEC M,W 5:30 p.m.-9:05 p.m. D218 TBA  
C2 LEC T,TH 6:00 p.m.-9:35 p.m. B133 TBA  
D1 LEC M,W 9:00 a.m.-12:35 p.m. 204 TBA  
Class meets at the Chelsea Campus

F1 LEC M,W 6:00 p.m.-9:35 p.m. 209 TBA  
Class meets at the Chelsea Campus

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

WB2 WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### PSY-203 Psychology of Adjustment 3 credits

This course explores the development and expression of the personality through an examination of processes by which the self-concept is formed. The course surveys the theories of behavioral scientists that have contributed to the study of adjustment. Scientific study of the effects of stress and stress management techniques are included in this curriculum. The course prepares students for advanced study in psychology and places emphasis on critical thinking skills, especially as applied to scientific research. Prerequisite: Principles of Psychology (PSY101) or permission of instructor.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### PSY-209 Child Psychology 3 credits

This course studies the normal development of children through the age of twelve with emphasis on the physical, cognitive, social, and emotional components of development of the infant, toddler, preschool, and school age child. This course is for non-ECE, non-HSV and non-EDU majors only.

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### PSY-213 Human Growth/Development 3 credits

This course examines the theories of the biological, social, and psychological development of human beings throughout the life span. Prerequisite: Principles of Psychology (PSY101).

C1 LEC M,W 5:30 p.m.-9:05 p.m. G140 TBA  
D1 LEC T,TH 9:00 a.m.-12:35 p.m. 209 TBA  
Class meets at the Chelsea Campus

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

WB2 WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

#### PSY-219 Social Psychology 3 credits

This course covers the complex interrelationship between the individual, small groups, and the greater society. Topics include attitude formation and change, social conflict, prejudice, frustration, and cooperation versus competition and aggression. Prerequisite: Principles of Psychology (PSY101).

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess).  
Class meets 06/04/12-08/23/12

# COURSE DESCRIPTIONS & Section Listings

## PSY-223 Personality 3 credits

This course covers distinctive patterns of behavior, including the thoughts and emotions that characterize individuals' adaptation to life. It examines four major approaches to the study of personality: psychoanalytic, behavioral, trait dispositional, and humanistic. Students study varying degrees of emphasis on processes or forces impinging on individuals' interaction with their environment. Prerequisite: Principles of Psychology (PSY101).

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12  
WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. M Puente  
Class meets 06/04/12-08/23/12

## PSY-224 Adolescent/Adult Development 3 credits

In this course, students study adolescents and adults in the areas of physical, intellectual and social changes, and their emotional growth and development during life stages of adolescence and adulthood. Prerequisite: Principles of Psychology (PSY101).

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. M Arai  
Class meets 06/04/12-08/23/12

## PSY-227 Abnormal Psychology 3 credits

This advanced course for the serious student of psychology covers the history of mental illness and its treatment, modern classification, diagnosis, the theoretical causes of disorders, and treatments. The range of psychopathology extends from the disorder-free person to adjustment reactions, anxiety disorders, personality disorders, and borderline disorders, to psychosis and major disorders. Prerequisite: Principles of Psychology (PSY101) or permission of instructor.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. M Arai  
Class meets 06/04/12-08/23/12

## PSY-235 Intro to Behavioral Research 3 credits

This course is an introduction to the ways of discovering, describing, and making warranted assertions about aspects of people and social life. The chief objectives are 1) to help students develop the skills and knowledge necessary to become intelligent critics of research in the behavioral and social sciences, and 2) to give them a rudimentary understanding of the design and evaluation of scientific research. Statistical material is treated in a conceptual manner. Prerequisite: Principles of Psychology (PSY101).

A1 LEC T,TH 9:00 a.m.-12:35 p.m. B221 M Arai

## Session II

### PSY-101 Principle of Psychology 3 credits

This introductory psychology course covers a survey of information and theory. Topics include the brain and behavior, research methods, learning, consciousness, motivation, emotion, human growth and development, personality, abnormal behavior, and psychotherapy, social cognition and understanding. The course meets General Education "Individual and Society" Requirement Area 2. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses, or exemption by placement testing.

B1 LEC T,TH 9:00 a.m.-12:35 p.m. D217 TBA  
B2 LEC T,TH 12:00 p.m.-3:35 p.m. B127 TBA  
J1 LEC M,W 6:00 p.m.-9:35 p.m. D218 TBA

### PSY-107 Group Dynamics 3 credits

Through class exercises and observation, this course explores the relationship between the theory and experience of effective groups. It examines comparisons of individual and group performance, group goals, problem solving, decision-making, conformity, norms, cohesiveness, and leadership. The course meets General Education "Individual and Society" Requirement Area 2. Co-requisite: For Office and Information Management majors, Office and Information Management: Technology on the Move (OIM199).

B1 LEC M,W 9:00 a.m.-12:35 p.m. B221 TBA

### PSY-209 Child Psychology 3 credits

This course studies the normal development of children through the age of twelve with emphasis on the physical, cognitive, social, and emotional components of development

of the infant, toddler, preschool, and school age child. This course is for non-ECE, non-HSV and non-EDU majors only.

B1 LEC M,W 9:00 a.m.-12:35 p.m. B132 TBA

### PSY-215 Counseling 3 credits

This course explores theories and practices in counseling individuals and groups. It explores various theoretical approaches to counseling, and provides practical exercises in counseling. This course is restricted to those students enrolled in the Human Services, Education, Early Childhood, Psychology, or Sociology programs or by permission of the department chair of Education, Early Childhood, and Human Services or the department chair of Behavioral Sciences. Prerequisite: Principles of Psychology (PSY101).

B1 LEC T,TH 9:00 a.m.-12:35 p.m. B109 TBA

## Reading

### Session I

#### RDG-090 Reading Skills I 3 credits

This course develops basic reading skills necessary for success with college level material. The course will focus on improving comprehension and vocabulary. In particular, students will improve ability to recognize and articulate main ideas, supporting details, and patterns of organization. Students will also improve vocabulary skills using context clues and the dictionary. Note: Students must meet exit-level requirements or pass a departmental reading final in order to earn a passing grade of C in this course.

L5 LEC M,W 6:00 p.m.-8:15 p.m. B109 L Pidel  
Class meets 06/04/12-08/02/12

#### RDG-095 Reading Skills II 3 credits

This course develops advanced reading skills necessary for success with college level material. The course will focus on achieving college level comprehension skills and vocabulary. In particular, students will recognize and articulate main ideas, supporting details, and patterns of organization. Students will develop critical reading and thinking skills and improve vocabulary. In addition, students will improve note-taking and test-taking skills. Note: Students must meet exit-level requirements or pass a departmental reading final in order to earn a passing grade of C in this course. Prerequisite: Grade of C or better in Reading Skills I (RDG090) or placement by examination.

A1 LEC M,W 9:00 a.m.-12:35 p.m. B129A TBA  
C1 LEC T,TH 6:00 p.m.-9:35 p.m. B134 A Nicoloro  
LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. L McQuish  
Class meets 06/04/12-08/23/12

### Session II

#### RDG-095 Reading Skills II 3 credits

This course develops advanced reading skills necessary for success with college level material. The course will focus on achieving college level comprehension skills and vocabulary. In particular, students will recognize and articulate main ideas, supporting details, and patterns of organization. Students will develop critical reading and thinking skills and improve vocabulary. In addition, students will improve note-taking and test-taking skills. Note: Students must meet exit-level requirements or pass a departmental reading final in order to earn a passing grade of C in this course. Prerequisite: Grade of C or better in Reading Skills I (RDG090) or placement by examination.

B1 LEC M,W 10:00 a.m.-1:35 p.m. B133 TBA

## Science

### Session I

#### BIO-111 Food/Nutrition 3 credit

This course covers a study of plant and animal sources of human food, their nutritional values, and the way they are utilized by the body in health and disease. Topics include the selection of an adequate diet, evaluation of nutrition status, nutrition in pregnancy and lactation, nutrition in infancy and in aging, weight control, alternate food patterns, ethnic foods, and nutrition-related health problems. The

department recommends this course for students in Allied Health programs. The course is offered in the Center for Self-Directed Learning only.

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235  
Class meets 06/04/12-08/09/12

#### BIO-115 Nutrition Science/Lab 4 credits

This course covers a study of plant and animal sources of human food, their nutritional values, and the way they are utilized by the body in health and disease. Topics include chemistry and biology of food, personal nutrition evaluation, nutrition-related health problems, and global food and nutrition issues. Laboratory exercises introduce students to the diagnostic procedures used by nutritionists and to reinforce learning of nutritional theory. A background in biology or chemistry is not required. The course meets General Education "Science and Technology" Requirement Area 5. Course meets: 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095), a grade of C or better in Prealgebra (MAT092), Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement equivalency.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. W Hoover  
Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. C Gonnella  
Class meets 06/04/12-08/23/12

#### CHM-151 Basic Chemistry/Non Lab 3 credits

This course is an introduction to basic concepts of inorganic chemistry. The course is designed primarily for students who have not previously studied chemistry. Topics, which are presented in a multi-media, modular format, include measurement, chemical symbols and equations, physical and chemical properties, atomic structure, chemical compounds, solutions, and an overview of chemical reactions. The course is offered in the Center for Self-Directed Learning only. Prerequisite: A grade of C or better in Fundamentals of Algebra (MAT094).

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

#### ENV-105 Environmental Science I/Lab 4 credits

This course covers an introduction to the physical and biological structure of the natural environment within a global perspective. The course emphasizes both a local and global perspective on the study of natural systems and the impacts of human society on these systems. Topics include: ecosystem dynamics, international conservation biology, biodiversity, evolution and adaptation, population dynamics, climate, and the role of science and technology in business and society, and sustaining ecosystems and wildlife. Laboratory investigations develop critical thinking and formal report writing skills. The department recommends this course for A.S. degree students as the General Education "Science and Technology" Requirement Area 5. Course meets 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095), a grade of C or better in Prealgebra (MAT092), and Reading Skills II (RDG095) or placement.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. N Lux  
Class meets 06/04/12-08/23/12

#### ENV-106 Environmental Science II/Lab 4 credits

This course examines the global and local impact of human culture upon the natural systems. Students investigate both destructive and constructive elements of human action within the natural environment. Also, students learn the role of science and technology in the environment and society. Topics include: air and water pollution; toxicity; ozone depletion; global warming; hazardous waste; the role of science and technology in business and society; and renewable and nonrenewable energy resources. Laboratory investigations develop students' critical thinking skills and formal report writing skills. Course meets 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095), a grade of C or better in Fundamentals of Math (MAT091) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095), or placements.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess. N Lux  
Class meets 06/04/12-08/23/12



## Bridge Session

### BIO-101 Principles of Biology I/Lab 4 credits

This integrated course focuses on a unified conceptual approach to the study of living organisms, with emphasis on the application of units of measurement, molecular and cellular basis of life processes, morphology, physiology, human health and nutrition, and issues in biotechnology. The course meets General Education "Science and Technology" Requirement Area 5. The course does not satisfy the biology requirement of the A.S. Biological Science Program. Course meets: 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095), a grade of C or better in Prealgebra (MAT092), and Reading Skills II (RDG095) or placement equivalency.

BD1	L/L	M,W 9:00 a.m.-1:00 p.m.	D316	R Spencer
BE1	L/L	T,TH 6:00 p.m.-10:00 p.m.	D316	C Cefalu

### BIO-108 Human Biology 4 credits

This course is designed to introduce students pursuing careers in the health fields to the structure and function of the human body. It is intended to help students with a limited scientific background grasp the fundamental concepts of biology as well as human anatomy and physiology. Pathophysiology, genetics and relevant clinical aspects are discussed with each system so that students can apply their clinical learning. This course does not substitute for programs that require BIO203 and BIO204. Open to all students and satisfies General Education "Science and Technology" Requirement Area 5. Note: May be used as a prerequisite for Anatomy & Physiology I/Lab (BIO203). Prerequisites: Writing Skills II (ENG095), a grade of C or better in Prealgebra (MAT092), and Reading Skills II (RDG095) or placement equivalent.

BD1	L/L	T,TH 1:00 p.m.-5:00 p.m.	D302	TBA
BD2	HYB	TH 9:00 a.m.-12:00 p.m. Web Component Required	D317	C Gonnella
BD3	HYB	TH 12:30 p.m.-3:30 p.m. Web Component Required	D317	C Gonnella
D5	L/L	T,TH 9:00 a.m.-1:00 p.m. Class meets at the Chelsea Campus	B02	TBA
F5	L/L	T,TH 5:00 p.m.-9:00 p.m. Class meets at the Chelsea Campus	B02	W Soper

### BIO-115 Nutrition Science/Lab 4 credits

This course covers a study of plant and animal sources of human food, their nutritional values, and the way they are utilized by the body in health and disease. Topics include chemistry and biology of food, personal nutrition evaluation, nutrition-related health problems, and global food and nutrition issues. Laboratory exercises introduce students to the diagnostic procedures used by nutritionists and to reinforce learning of nutritional theory. A background in biology or chemistry is not required. The course meets General Education "Science and Technology" Requirement Area 5. Course meets: 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095), a grade of C or better in Prealgebra (MAT092), Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement equivalency.

BD1	HYB	T 9:00 a.m.-12:00 p.m. Web component required	D316	A Manion
BD2	HYB	TH 9:00 a.m.-12:00 p.m. Web Component required	D302	A Manion

### BIO-195 General Biology I & Lab 4 credits

The course will examine the cell as the basic unit of life. Topics will include cell chemistry, cell structure and function, metabolism, cellular respiration, photosynthesis, and cell division. The course will conclude with an examination of the genetic and chromosomal basis of inheritance. Laboratory work will provide students with the basic skills necessary to work in advanced biology laboratory courses. This is the first required biology course in the AS Biological Science program. Students planning to enroll in a health science program should enroll in Principles of Biology I & Lab (BIO101) or Human Biology & Lab (BIO108). This course meets General Education "Science and Technology" Requirement Area 5. Prerequisites: Writing Skills II (ENG095) and Reading Skills II (RDG095) or placement and a grade of C or better in College Algebra-STEM (MAT194).

BD1	LEC	T,W 9:00 a.m.-12:00 p.m.	D301	R Steeper
	LAB	TH 9:00 a.m.-1:00 p.m.	D301	R Steeper

### BIO-196 General Biology II & Lab 4 credits

As a continuation of General Biology I & Lab (BIO195), the course begins with a study of chemical basis of inheritance and protein synthesis. The course then investigates the mechanisms of adaptive evolution, speciation, phylogeny, and the history of life on earth. The course concludes with a survey of the three domains of life and an introduction to the structure of populations and ecosystems. Laboratory work will continue to develop the student's critical thinking and problem solving skills. Prerequisite: Grade of C or better in General Biology I & Lab (BIO195).

BE1	LEC	T,W 6:00 p.m.-9:00 p.m.	D301	R Steeper
	LAB	TH 5:00 p.m.-9:00 p.m.	D301	R Steeper

### BIO-203 Anatomy/Physiology I/Lab 4 credits

This is the first course in a two-semester sequence that will examine the systems of the human body using an integrated approach. Areas of study will include the structure and function of cells, histology, the physiological and anatomical aspects of support and movement systems and the nervous system. Laboratory activities will enhance the students' comprehension of the structure and function of the human body. Course meets: 3 hrs. lecture; 3 hours. Lab. Prerequisite: Grade of C or better in Principles of Biology I & Lab (BIO101), Human Biology & Lab (BIO108) or General Biology I & Lab (BIO195).

BD1	LEC	M 9:00 a.m.-2:15 p.m.	D301	F Morelli
	LAB	W 9:00 a.m.-2:15 p.m.	D310	F Morelli
BD2	HYB	TH 9:00 a.m.-1:00 p.m. Web component required	D310	W Hoover
BD3	LEC	M,W 1:30 p.m.-4:30 p.m.	D302	TBA
	LAB	T 12:30 p.m.-4:30 p.m.	D316	TBA
BE1	L/L	T,TH 5:00 p.m.-10:15 p.m.	D310	J King
D5	L/L	M,W 9:00 a.m.-2:15 p.m. Class meets at the Chelsea Campus	B02	U Sharma
D6	HYB	W 9:00 a.m.-1:00 p.m. Web Component Required	B04	D. Burke
F5	L/L	M,W 5:00 p.m.-10:15 p.m. Class meets at the Chelsea Campus	B02	U Sharma

### BIO-204 Anatomy/Physiology II/Lab 4 credits

As a continuation of Anatomy/Physiology I (BIO203) this course will again use an integrated approach to examine the human systems not covered in Anatomy/Physiology I. Areas of study will include the endocrine system, the cardiovascular system, lymphatic and immune systems, respiratory system, digestive system, urinary system and reproductive system. Laboratory activities will enhance the students' comprehension of the structure and function of the human body. Course meets: 3 hrs. Lecture; 3 hrs. lab. Prerequisite: Grade of C or better in Anatomy/Physiology I & Lab (BIO203).

BD1	HYB	T 9:00 a.m.-1:00 p.m. Web Component Required	D310	W Hoover
BE1	L/L	M,W 5:00 p.m.-10:15 p.m.	D310	J King
D5	HYB	M 9:00 a.m.-1:00 p.m. Web Component Required Class meets at the Chelsea Campus	B04	D Burke
D6	L/L	T,TH 9:00 a.m.-2:15 p.m. Class meets at the Chelsea Campus	B04	M Greenwald
F5	L/L	M,W 5:00 p.m.-10:15 p.m. Class meets at the Chelsea Campus	B04	D Burke
F6	L/L	T,TH 5:00 p.m.-10:15 p.m. Class meets at the Chelsea Campus	B04	M Greenwald

### BIO-205 Microbiology/Lab 4 credits

This course covers the morphology, growth, metabolism, and genetics of microorganisms, including bacteria, viruses, protozoa, and fungi. The course also covers the following topics: pathogenicity, disease transmission, control of microbial growth, the biological basis of resistance, immune response to infection, survey of important human pathogens, and the role of microorganisms in genetic engineering. Experimental work develops students' critical thinking skills and provides training in the culturing and identification of microorganisms. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: Grade of C or better in General Biology I & Lab (BIO195) or a grade of C or better in Anatomy/Physiology I & Lab (BIO203).

BD1	LEC	TH 9:00 a.m.-2:15 p.m.	D316	D Vandepol
	LAB	T 9:00 a.m.-2:15 p.m.	D317	D Vandepol
BD2	LEC	TH 9:00 a.m.-2:15 p.m.	D316	D Vandepol
	LAB	M 9:00 a.m.-2:15 p.m.	D317	D Vandepol

BD3	LEC	TH 9:00 a.m.-2:15 p.m.	D316	D Vandepol
	LAB	W 9:00 a.m.-2:15 p.m.	D317	D Vandepol
BE1	LEC	M 5:00 p.m.-10:15 p.m.	D316	R Greco
	LAB	W 5:00 p.m.-10:15 p.m.	D317	R Greco
BE2	LEC	M 5:00 p.m.-10:15 p.m.	D316	R Greco
	LAB	TH 5:00 p.m.-10:15 p.m.	D317	R Greco
BE3	LEC	W 5:00 p.m.-10:15 p.m.	D316	S Olken
	LAB	M 5:00 p.m.-10:15 p.m.	D317	S Olken
BE4	LEC	W 5:00 p.m.-10:15 p.m.	D316	S Olken
	LAB	T 5:00 p.m.-10:15 p.m.	D317	S Olken

### CHM-120 Principles of Inorganic Chemistry/Lab 4 credits

This course is an introduction to the basic concepts of inorganic chemistry. Topics include measurement theory, methods of scientific investigation, atomic theory, nuclear radiation, compound formation, chemical nomenclature, chemical reactions, the mole concept, solution chemistry, acid-base chemistry, and the relevance of chemistry in health professions. Laboratory work will introduce students to basic laboratory techniques, safety regulations, and chemical hygiene. This course does not satisfy the chemistry requirement of the AS Biological Sciences or AS Engineering programs or the AA Chemistry/Physics concentrations. Course meets 3 hrs. lecture; 3 hrs. lab. Prerequisites: Writing Skills II (ENG095), Reading Skills II (RDG095), and Prealgebra (MAT094) or placement equivalencies.

BD1	LEC	M 9:00 a.m.-1:00 p.m.	D310	TBA
	LAB	T 9:00 a.m.-1:00 p.m.	D314	TBA
BD2	LEC	M 9:00 a.m.-1:00 p.m.	D310	TBA
	LAB	W 9:00 a.m.-1:00 p.m.	D314	TBA
BD3	LEC	T,TH 1:30 p.m.-3:30 p.m.	B329	K Kurtev
	LAB	W 1:00 p.m.-4:00 p.m.	D314	K Kurtev
BE1	LEC	M 5:00 p.m.-9:00 p.m.	D301	J Tarello
	LAB	W 5:00 p.m.-9:00 p.m.	D302	J Tarello

### CHM-121 Principles of Organic & Biochemistry/Lab 4 credits

This course serves as an introduction to organic and biochemistry. The naming and reactivity patterns of common organic functional groups will be presented. A study of biochemistry will introduce students to the chemical structures and reactions of lipids, carbohydrates, proteins and nucleic acids and their role in metabolism. The standard length three hour laboratory session will serve to reinforce the concepts discussed during lectures and will provide students with practical experience in organic synthesis reactions and organic compound identification methods. This course does not satisfy the Organic Chemistry requirement of the AA Chemistry Concentration. Prerequisites: Grade of C or better in Chemical Science I & Lab (CHM110) or Principles of Inorganic & Biochemistry & Lab (CHM120).

BE1	LEC	M,TH 6:00 p.m.-9:00 p.m.	D318	H Quach
	LAB	T 5:00 p.m.-9:00 p.m.	D318	H Quach

### CHM-201 General Chemistry I/Lab 4 credits

This course covers a consideration of chemical principles including atomic structure and bonding, stoichiometry, gas laws, and solution chemistry. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: A grade of C or better in College Algebra-STEM (MAT194). Note: This course is intended for students planning to transfer as science majors. Pre-allied health students should enroll in Chemical Science I & Lab (CHM110).

BD1	LEC	M 9:00 a.m.-12:00 p.m.	B329	B Lapiere
	LEC	T 9:00 a.m.-12:00 p.m.	D302	B Lapiere
	LAB	TH 9:00 a.m.-1:00 p.m.	D314	B Lapiere
BE1	LEC	M 5:00 p.m.-10:15 p.m.	D302	B Lapiere
	LAB	W 5:00 p.m.-10:15 p.m.	D314	B Lapiere

### CHM-202 General Chemistry II/Lab 4 credits

Topics for this course include solution chemistry, acids and bases, oxidation and reduction, reaction, rates and equilibrium, and an introduction to methods of qualitative analysis. Students required to purchase approved safety goggles. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: A grade of C or better in General Chemistry I/Lab (CHM201).

BD1	LEC	T,TH 9:00 a.m.-12:00 p.m.	B329	K Stieglitz
	LAB	M 9:00 a.m.-1:00 p.m.	D314	K Stieglitz
BE1	LEC	M,W 6:00 p.m.-9:00 p.m.	B329	K Stieglitz
	LAB	TH 5:00 p.m.-9:00 p.m.	B329	K Stieglitz



# COURSE DESCRIPTIONS & Section Listings

## ENV-105 Environmental Science I/Lab 4 credits

This course covers an introduction to the physical and biological structure of the natural environment within a global perspective. The course emphasizes both a local and global perspective on the study of natural systems and the impacts of human society on these systems. Topics include: ecosystem dynamics, international conservation biology, biodiversity, evolution and adaptation, population dynamics, climate, and the role of science and technology in business and society, and sustaining ecosystems and wildlife. Laboratory investigations develop critical thinking and formal report writing skills. The department recommends this course for A.S. degree students as the General Education "Science and Technology" Requirement Area 5. Course meets 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095), a grade of C or better in Prealgebra (MAT092), and Reading Skills II (RDG095) or placement.

BD1 L/L M,W 9:00 a.m.-1:00 p.m. D302 K Frashure  
BE1 L/L T,TH 6:00 p.m.-10:00 p.m. D302 S Wachman

## PHY-201 General Physics I/Lab 4 credits

This introductory course covers the principles of physics, using a problem-solving approach. Laws of motion, forces, work and energy, momentum and harmonic motion will be covered. For the biology student this course will provide him or her with an enhanced understanding of the physical aspects of living systems. Laboratory work will reinforce the understanding of physical concepts and promote the development of problem solving skills. This course satisfies the physics requirement of the AS Biological Science program. This course does not satisfy the physics requirement of the AA Chemical Science or Physics/Engineering concentrations or the AS Engineering program. Prerequisite: Grade of C or better in Precalculus (MAT197).

BD1 L/L T,TH 9:00 a.m.-2:15 p.m. B335 J Schlesinger  
BE1 HYB M 5:00 p.m.-9:00 p.m. B335 J Shahbazian  
Web Component Required  
BE2 HYB W 5:00 p.m.-9:00 p.m. B335 J Shahbazian  
Web Component Required

## PHY-202 General Physics II/Lab 4 credits

This continuation course of General Physics I/Lab covers the following topics: electricity and magnetism, electromagnetic radiation, nature of light, optics, modern physics, and nuclear physics. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: General Physics I/Lab (PHY201).

BD1 HYB W 9:00 a.m.-1:00 p.m. B335 J Shahbazian  
Web Component Required

## PHY-251 College Physics I/Lab 4 credits

This course is an introduction to some of the fundamental principles and concepts of physics, using a problem-solving approach. The topics considered include the basic equations of motion, Newton's laws and their applications, work, energy, momentum, rotational kinematics and dynamics, conservation laws, laws of universal gravitation, and simple harmonic and oscillatory motion. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: Grade of C or better in Calculus I (MAT281).

BD1 LEC W 9:00 a.m.-2:15 p.m. B329 J LaVine  
LAB M 9:00 a.m.-2:15 p.m. B335 J LaVine  
BE1 L/L T,TH 5:00 p.m.-10:15 p.m. B335 J Zak

## Sociology

### Session I

#### SOC-101 Principles of Sociology 3 credits

This course covers an introduction to the concepts and theories of society and social institutions. The course meets General Education "Individual and Society" Requirement Area 2. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses or exemption from reading requirement by placement testing.

A1 LEC M,W 9:00 a.m.-12:35 p.m. D218 TBA  
A2 LEC T,TH 9:00 a.m.-12:35 p.m. B131 TBA  
C1 LEC M,W 6:00 p.m.-9:35 p.m. D217 TBA  
D1 LEC M,W 9:00 a.m.-12:35 p.m. 203 TBA  
Class meets at the Chelsea Campus

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### SOC-109 Cultural Anthropology 3 credits

This course demonstrates the way that the basic concepts and techniques developed by cultural anthropologists help us understand various cultures and intercultural relations. Through ethnographic readings and films, students learn about kinship, gender, ethnicity, religion, and social change in a variety of cultures. The course increases awareness of cultural dimensions of human experience and the diversity and flexibility of human cultures. The course meets General Education "Individual and Society" Requirement Area 2. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses or exemption from reading requirement by placement testing.

A1 LEC M,W 9:00 a.m.-12:35 p.m. B106

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### SOC-110 Physical Anthropology 3 credits

Presented in four basic sections, this course covers an introduction to the field of physical anthropology, genetics, human evolution, and evolution of behavior. Module topics include the background of physical anthropology; man in the natural world; practical genetics; classification within the human species; homo sapiens; homo erectus; the Australopithecines; evolution review; what was before man; evolution of behavior; where do we go from here? This course is offered through the Center for Self-Directed Learning only.

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

#### SOC-111 The Family 3 credits

This course examines psychological and sociological factors related to the dynamics of family life. The course covers the process of the growth and adjustment of each family member as the family structure changes. Students discuss the historical, contemporary, and future family. Prerequisite: one introductory Behavioral Science course.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### SOC-205 Urban Sociology 3 credits

This course covers the problems of social issues of contemporary urban life. It covers individuals' responses to cultural, racial, political, institutional, educational, economic, and other challenges of city life. Prerequisite: Principles of Sociology (SOC101).

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### SOC-206 Juvenile Delinquency 3 credits

The course analyzes the nature and types of juvenile behavior that violate the law. Students study issues such as socialization, deviant roles, social processes, the special attributes of youth, and historical attitudes toward childhood and adolescence. Topics include family juvenile court, correctional institutions, causes of delinquency, the female delinquent, and prevention and treatment of delinquency.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### SOC-207 Criminology 3 credits

This course examines various aspects of crime from the perspective of the sociologist. The course emphasizes social structure/social process theories of social disorganization and crime causation. Other topics include the history of criminology, the nature and extent of crime, the measurement of crime, criminal typologies, public order crime, victims, and victimization. Prerequisite: Principles of Psychology (PSY101) or Principles of Sociology (SOC101).

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

#### SOC-229 Sociology of Film 3 credits

This course deciphers the explicit and implicit message contained in films that has to do with the organization and

structure of culture and society from the past to the present. The course covers the idea that, like all art forms, films are created in a social context and express a particular point of view through the characters, themes, motifs, and visual styles they embody.

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

### Session II

#### SOC-101 Principles of Sociology 3 credits

This course covers an introduction to the concepts and theories of society and social institutions. The course meets General Education "Individual and Society" Requirement Area 2. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses or exemption from reading requirement by placement testing.

B1 LEC M,W 9:00 a.m.-12:35 p.m. D218 TBA

B2 LEC T,TH 9:00 a.m.-12:35 p.m. D218 TBA

J1 LEC M,W 6:00 p.m.-9:35 p.m. D217 TBA

#### SOC-109 Cultural Anthropology 3 credits

This course demonstrates the way that the basic concepts and techniques developed by cultural anthropologists help us understand various cultures and intercultural relations. Through ethnographic readings and films, students learn about kinship, gender, ethnicity, religion, and social change in a variety of cultures. The course increases awareness of cultural dimensions of human experience and the diversity and flexibility of human cultures. The course meets General Education "Individual and Society" Requirement Area 2. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses or exemption from reading requirement by placement testing.

B1 LEC M,W 9:00 a.m.-12:35 p.m. B106 TBA

#### SOC-111 The Family 3 credits

This course examines psychological and sociological factors related to the dynamics of family life. The course covers the process of the growth and adjustment of each family member as the family structure changes. Students discuss the historical, contemporary, and future family. Prerequisite: one introductory Behavioral Science course.

B1 LEC M,W 9:00 a.m.-12:35 p.m. B109 TBA

## Surgical Technology

### Session I

#### NHP-180 Medical Terminology 3 credits

This course provides instruction in the development of basic medical terminology. Competency in medical terminology promotes effective communication among members of the healthcare team.

LC SLF 1 hour per credit attendance is required  
Arrange hours in the CSDL E235 CSDL Staff  
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to  
www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/04/12-08/23/12

### Bridge Session

#### SGT-107 Surgical Technology III 3 credits

This course provides a direct focus on performance in the clinical setting. Students participate as independent members of the surgical team, demonstrating beginning level competence of advanced skills and anticipation of surgical needs. Prerequisite: Surgical Technology II (SGT106).

D5 LEC M 8:00 a.m.-12:00 p.m. B07 J Roman/J MacPherson  
CLIN T-F 7:00 a.m.-3:30 p.m. HOSP J Roman/J MacPherson  
Class meets at the Chelsea Campus

## Visual & Media Arts

#### VMA-104 Drawing I 3 credits

An introductory studio course designed to examine basic vocabulary and drawing skills and concepts. Using a wide range of drawing media, students work primarily from observation mastering the concepts of objective drawing. While concentrating on the formal visual elements line, shape, value, texture and (limited) color, students explore such concepts as figure/ground, scale, positive and negative space, proportion, perspective, volume, light, compositional

issues and pictorial unity. There is an emphasis on writing and communication skills for mastery of basic vocabulary, and process of evaluation and critique. This course meets General Education "Humanities" Requirement Area 6. Prerequisite: Writing Skills II (ENG095).

A1 LEC M,W 9:00 a.m.-12:35 p.m. D213 TBA

## VMA-105 Digital Imaging with Photoshop 3 credits

The Adobe Photoshop workspace reflects the technical basis of the digital image. Understanding the structure of this important application enables the student to systematically build confidence and skill in its use, and also apply its principles in related applications. This course surveys the breadth and depth of the Photoshop workspace and toolset through lecture presentations and lab exercises. An overview of the digital imaging workflow will be presented, with emphasis on image processing. Students must have basic computer literacy. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

A1 LEC M,W 10:00 a.m.-1:35 p.m. E165 TBA

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

## VMA-111 Intro to Mass Media 3 credits

This course covers an overview of the history and theory of mass media, including print, radio, television, the Internet, movies, advertising and public relations. The course covers general concepts of mass media, the media industries, and practical methods to analyze and understand the influence of the mass media on social, cultural, and political life, not only in the United States, but also around the globe. In addition, the course looks at ways individuals themselves can influence the media. The course meets General Education "World View" Requirement Area 3. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

A1 LEC M,W 9:00 a.m.-12:35 p.m. E171 TBA

A2 LEC T,TH 9:00 a.m.-12:35 p.m. E171 TBA

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

## VMA-112 Art History: Prehistoric-Medieval 3 credits

The course is a broad multicultural survey of the art and architecture of Egypt, Rome, Greece, the Near, Mid, and Far East, and Europe, from the Paleolithic Era through the Moven Age. The course stresses the understanding of art through examining visual concepts such as composition, space, rhythm, symmetry, perspective, and subject matter, as well as its social, political, and cultural contexts. Students will experience and analyze works of art through lectures, written assignments, journal entries, identification and essay exams, presentations, group projects, and visits to museums. The course meets General Education "Humanities" Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

## VMA-113 Art History: Renaissance-Contemporary 3 credits

This course is a broad multicultural survey of art and architecture from the Early Renaissance through contemporary times. Major movements in both Western and non-Western traditions are covered. The course stresses the understanding of art through examining visual concepts such as composition, space, rhythm, symmetry, perspective, and subject matter, as well as its social, political, and cultural contexts. Students will experience and analyze works of art through lectures, written assignments, journal entries, identification and essay exams, presentations, group projects, and visits to museums. The course meets General Education "Humanities" Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

## VMA-122 Painting I 3 credits

This course instructs students in the painting medium of acrylic and/or oil paint. The course places emphasis on drawing, composition, color, value, and paint quality. Students acquire basic skills in painting from observation. Class time includes one-on-one instruction and group critiques. The course meets General Education "Humanities" Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

A1 LEC T,TH 1:00 p.m.-4:35 p.m. D219 TBA

## VMA-123 Water Color I 3 credits

An introduction to the medium of watercolor paint, this course demonstrates and explores basic techniques such as wet-on-dry, wet-on-wet, and washes. Students draw from observation and learn to manipulate value, tone, and color. Class time includes one-on-one instruction and group critiques. The course meets General Education "Humanities" Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

A1 LEC T,TH 9:00 a.m.-12:35 p.m. D219 TBA

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

## VMA-161 Introduction to Digital Photography 3 credits

Digital photography has made it technically possible to generate countless photographs at virtually no cost, yet the formal problems of picture-making remain. How is it possible to create photographs with power and significance?

This course explores basic technical issues of the digital photography workflow joined with a formal exploration of seeing photographically, using both shooting assignments and lab exercises. Examples from the photographic tradition will be examined. Adobe Photoshop is used to adjust and manipulate images for printing. Inkjet printers are used to create photographic quality output. Students must have a digital camera and basic computer literacy. This course fulfills General Education "Humanities" Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

A1 LEC M,W 10:00 a.m.-1:35 p.m. E160 TBA

A2 LEC M,W 2:00 p.m.-5:35 p.m. E160 TBA

A3 LEC T,TH 9:00 a.m.-12:35 p.m. E160 TBA

A4 LEC T,TH 2:30 p.m.-6:05 p.m. E160 TBA

WB WEB For username and password, go to [www.bhcc.mass.edu/mycourseaccess](http://www.bhcc.mass.edu/mycourseaccess). Class meets 06/04/12-08/23/12

## Session II

### VMA-104 Drawing I 3 credits

An introductory studio course designed to examine basic vocabulary and drawing skills and concepts. Using a wide range of drawing media, students work primarily from observation mastering the concepts of objective drawing. While concentrating on the formal visual elements line, shape, value, texture and (limited) color, students explore such concepts as figure/ground, scale, positive and negative space, proportion, perspective, volume, light, compositional issues and pictorial unity. There is an emphasis on writing and communication skills for mastery of basic vocabulary, and process of evaluation and critique. This course meets General Education "Humanities" Requirement Area 6. Prerequisite: Writing Skills II (ENG095).

B1 LEC M,W 9:00 a.m.-12:35 p.m. D213 TBA

### VMA-161 Introduction to Digital Photography 3 credits

Digital photography has made it technically possible to generate countless photographs at virtually no cost, yet the formal problems of picture-making remain. How is it possible to create photographs with power and significance? This course explores basic technical issues of the digital photography workflow joined with a formal exploration of seeing photographically, using both shooting assignments and lab exercises. Examples from the photographic tradition will be examined. Adobe Photoshop is used to adjust and manipulate images for printing. Inkjet printers are used to create photographic quality output. Students must have a digital camera and basic computer literacy. This course fulfills General Education "Humanities" Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

B1 LEC M,W 9:00 a.m.-12:35 p.m. E160 TBA

B2 LEC T,TH 9:00 a.m.-12:35 p.m. E160 TBA

## SECTION CODES & ABBREVIATIONS

### SESSION I

A1-A6 .....Charlestown Day  
D1-D3 .....Chelsea Day  
C1-C6 .....Charlestown Evening  
EB .....East Boston Health Center  
LC .....Center for Self-Directed Learning  
F1-F4 .....Chelsea Evening  
WB .....Web Courses

### BRIDGE SESSION

BD1-BD6 .....Charlestown Day  
D5-D6 .....Chelsea  
BE1-BE6 .....Charlestown Evening  
F5-F6 .....Chelsea Evening

### ACADEMIC ESL SESSION

K1-K6 .....Charlestown Day  
L1-L6 .....Charlestown Evening  
N1-N4 .....Chelsea Day  
P1-P6 .....Charlestown Evening

### SESSION II

B1-B6 .....Charlestown Day  
E1-E3 .....Chelsea Day  
G1-G3 .....Chelsea Evening  
J1-J6 .....Charlestown Evening

### DAYS OF THE WEEK:

M .....Monday  
T .....Tuesday  
W .....Wednesday  
TH .....Thursday  
F .....Friday

### TEACHING METHODS:

CLIN .....Clinical  
HYB .....Hybrid  
LAB .....Lab Practicum  
LEC .....Lecture  
L/L .....Lab Practicum and Lecture  
SLF .....Students determine their own schedule  
WEB .....Web Based  
S .....Sustainability within Curriculum



Courses marked with a leaf symbol are part of BHCC's ongoing efforts to integrate sustainability within curriculum throughout the institution. These courses emphasize environmentally responsible awareness and learning and contribute significantly to students' understanding and practice of sustainability.





# In-State Tuition Eligibility Form

## Massachusetts Community College In-State Tuition Eligibility Form

Bunker Hill Community College requires all students claiming in-state tuition eligibility to submit documentation. An eligible person shall mean **(A)** a U.S. Citizen, lawful immigrant, permanent resident, or holder of another legal immigration status, **(B)** who has satisfied the durational residency requirement and can demonstrate his/her intent to remain in Massachusetts.

### PROVIDE ONE DOCUMENT FROM LIST (A)

- ☐ U.S. Citizen (student must submit birth certificate or U.S. passport)
- ☐ Resident Alien (student must submit copy of resident alien card)
- ☐ U.S. permanent resident with I-151, I-551, and I-551C forms (students must submit INS documentation)
- ☐ I-94 from the U.S. Immigration and Naturalization Service with one of the following designations stamped on the card: refugee; Cuban-Haitian entrant status pending; asylum granted; indefinite parole; or humanitarian parole (student must submit passport or INS documentation).
- ☐ Non-citizen who is in (or who is eligible to apply and who has applied for) refugee/asylum status

### PROVIDE TWO DOCUMENTS FROM LIST (B)

Please present the two documents you selected from the other side of this form.

The documents must be dated at least 6 months prior to the first day of classes for the semester/session you are enrolling, but not more than one year prior to that date.

**Documentation must be provided to the Admissions & Registration Desk at the time of registration or upon submission of your admission application, whichever comes first. For questions concerning residency requirements, please contact the Office of Admissions at 617-228-3398.**

# In-State Tuition Eligibility Form

## MASSACHUSETTS COMMUNITY COLLEGES – IN-STATE TUITION ELIGIBILITY FORM

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

SSN# or Student I.D. Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_

Are you a U.S. Citizen? ☐ Yes ☐ No If not, please complete the following:

Are you a Permanent Resident? ☐ Yes ☐ No (If yes, list alien registration number: \_\_\_\_\_)

If you are not a U.S. Citizen or Permanent Resident, please state your Visa or immigration status in detail:

### PLEASE CHECK THE IN-STATE OR REDUCED TUITION ELIGIBILITY CATEGORY THAT APPLIES TO YOU:

☐ I have been a Massachusetts resident for six (6) continuous months and intend to remain here.

☐ I have been a Massachusetts resident for LESS THAN six (6) continuous months.

As proof of my intent to remain in Massachusetts, I possess at least 2 of the following documents, which I shall present to the institution upon request. These documents\* must be dated between six (6) months and one (1) year of the start date of the academic semester for which I seek to enroll (except for my high school diploma, which may only be used if I graduated within one (1) year of the start date of the academic semester for which I am enrolling †). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary.

Please check the documents you possess as proof of your intent to remain in Massachusetts and bring them with you to BHCC.

☐ Valid Drivers License

☐ Utility bills\*

☐ Employment pay stub\*

☐ Valid Car registration

☐ Voter registration\*

☐ State/Federal tax returns\*

☐ Mass. High School Diploma †

☐ Signed lease or rent receipt\*

☐ Military home of record\*

☐ Record of parents' residency for unemancipated person\*

☐ Other \_\_\_\_\_

☐ I am an eligible participant in the New England Board of Higher Education's Regional Student Program.

☐ I am a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

### CERTIFICATION OF INFORMATION

*I certify that this information is true and accurate. I understand that any misrepresentation, omission or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.*

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

(Applicant is Under 18 Years Old)

### FOR OFFICIAL USE ONLY - DO NOT WRITE IN THIS BOX

I have reviewed the above information in order to determine this individual's eligibility to receive the in-state tuition rate. Based on my review I have determined that this individual:

☐ **IS** eligible for the in-state tuition rate.

☐ **IS NOT** eligible for the in-state tuition rate.

☐ I am **unable** to make a determination at this time.

The following additional information has been requested from the applicant:

\_\_\_\_\_

Authorized College Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

# BHCC fax-in Registration Form for Credit and Non-Credit courses

**Students taking credit courses may use this form to register if:**

- they are registering for one or two classes (8 credit maximum);
- they are willing to accept responsibility for their own course selection on the basis of published program requirements for credit courses under their curriculum year;
- they either have taken the College Placement Test (CPTs) or have completed an English or mathematics course at an accredited institution (if they are signing up for a course in these subjects);
- they fax a copy of their transcript from another institution if they are taking a course which requires a prerequisite;
- they are paying in full at the time of registration;
- they are providing or have provided a completed Application for Massachusetts In-State Tuition form and all supporting documentation to receive the in-state tuition rate;

## Register by Fax:

Fax the form and related documents with your credit card information to: 617-228-2082

**The deadline to register for Summer 2012: Session I, Bridge, ESL Credit & Web courses by fax is May 31, 2012.**

**The deadline to register for Summer 2012: Session II courses is July 12, 2012.**

**Students may register for non-credit courses throughout the semester.**

## Register by Phone: (for Non-Credit courses only)

Phone in your registration by calling: **617-228-2462, Monday-Thursday, 9 a.m.-4 p.m.** Have your credit card information handy when you call.

Confirmation of your registration will be sent to you before classes begin. Please suggest an alternate course on your registration form in the event your first choice is not available.

COURSE SELECTION (SAMPLE BELOW IN COLOR)				
SUBJECT	COURSE NUMBER	SECTION	COURSE TITLE	CREDIT HOURS
SAMPLE ENG	111	M1	College Writing	3

*Note to Student:* When you sign this registration form, you are academically and financially responsible for the courses for which you register including required prerequisites and the requirements for the program in which you are enrolled.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# REGISTRATION FORM Summer 2012

SOCIAL SECURITY NUMBER

--

DATE OF BIRTH

--

GENDER

☐ M ☐ F

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

MAILING ADDRESS


CITY

STATE

ZIP

AREA CODE & HOME PHONE

-

AREA CODE & WORK PHONE

-

RESIDENCY

☐ Massachusetts Resident

☐ Out-of-State Resident

CITIZENSHIP

☐ U.S. Citizen

☐ Resident Alien # \_\_\_\_\_

☐ Non-Resident Alien (needs I20)

ETHNICITY (CHOOSE ONE): ☐ Hispanic/Latino ☐ Non-Hispanic/Latino

Race (PLEASE SELECT ONE OR MORE OF THE FOLLOWING):

☐ AI - American Indian/Alaskan Native

☐ AD - Black/African American

☐ AS - Asian

☐ NP - Native Hawaiian/Pacific Islander

☐ WH - White

☐ CV - Cape Verdean

## COST OF ATTENDANCE

For the cost of credit courses, refer to the Tuition and Fee Schedule listed in this publication

To calculate the cost of credit courses: multiply the tuition and fees by the total number of credits you are taking.

NON-CREDIT COURSES:

Fill in the TOTAL COST line.

Tuition & Fees\* \_\_\_\_\_

x Credits \_\_\_\_\_

= TOTAL COST \_\_\_\_\_

*NOTE: You may register for a maximum of 8 credits when registering by mail, phone or fax.*

*\* For Health Courses, add an additional \$35 per credit.*

## METHOD OF PAYMENT

☐ Check

☐ Money Order

☐ VISA

☐ MASTERCARD

☐ DISCOVER

☐ AMERICAN EXPRESS

NOTE: For credit courses, if you are claiming entitlement to in-state tuition privileges, you **must** complete an application for Massachusetts In-State Tuition Rates form and meet the requirements.

NAME \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

CVS SECURITY CODE \* \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## \*CVS Security Code:

Visa, MasterCard, Discover: Security code is a 3-digit code on the back of your card (last 3 digits of the number to the right of the signature stripe). American Express: Security code is the 4-digit code appearing above your credit card number on the front of your card.





250 New Rutherford Avenue  
Boston, MA 02129-2929  
[www.bhcc.mass.edu](http://www.bhcc.mass.edu)

**CHARLESTOWN CAMPUS**

250 New Rutherford Avenue  
Boston, MA 02129  
617-228-2000  
TTY: 617-228-2051

**CHELSEA CAMPUS**

175 Hawthorne Street  
Chelsea, MA 02150  
617-228-2101  
TTY: 617-228-3377

**EAST BOSTON SATELLITE**

East Boston Neighborhood  
Health Center  
155 Addison Street  
East Boston, MA 02128  
617-568-6444  
TTY: 617-228-2051

**MALDEN SATELLITE**

Malden High School  
77 Salem Street  
Malden, MA 02148  
617-228-2403  
TTY: 617-228-2051

**SOMERVILLE SATELLITE**

Mystic Activity Center  
530 Mystic Avenue  
Somerville, MA 02145  
617-228-2101  
TTY: 617-228-2051

**SOUTH END SATELLITE**

I.B.A./Villa Victoria  
405 Shawmut Avenue  
Boston, MA 02118  
617-228-2390  
TTY: 617-228-2051