

Bunker Hill Community College

College Catalog 2023-2024

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The BHCC Catalog provides information about Bunker Hill Community College to persons who may be interested in applying for admission; to parents, teachers, counselors and people who work and study at the College; and to the general public.



About the Bunker Hill Community College Catalog

This publication serves the purpose of providing information about Bunker Hill Community College to persons who may be interested in applying for admission; to parents, teachers, counselors and people who work and study at the College; and to the general public.

College Catalog Statement

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

For the most up-to-date Catalog information including changes to curricula, course descriptions and tuition and fees, visit the BHCC website at bhcc.edu/catalog. Information on the College website supersedes the published PDF version of the 2021–2023 BHCC Catalog.

Message from the President

Welcome to Bunker Hill Community College (BHCC)! We are happy you've chosen us in your education journey.

As we emerge from the COVID-19 pandemic, we are here to support students on campus and online. It is our number one priority to create a safe learning environment for everyone - one that nurtures a deep sense of place and prepares you for further education and a fulfilling career.

Convenient and affordable, BHCC offers flexible course schedules and start times to help you make the most of your time and schedule. Full time or part-time, choose an option that works for you. In addition to fall and spring semester start dates, BHCC offers many opportunities for you to stay on track with your degree. These include two mini sessions each semester that allow students to complete an accelerated course in seven weeks, six-week summer sessions and an online winter session.

Academic experiences at BHCC are designed to introduce new ideas, concepts, and techniques while maximizing your current skill sets and taking them to the next level. Whether you're pursuing your first career advancement in your current career, or looking for an entirely new career, BHCC has a certificate or degree program that will help you meet your individual goals.

At BHCC, you will be challenged to think critically and to carefully evaluate information presented in various formats. Our talented and dedicated faculty and staff are passionate about your future and will help guide you through the coursework that makes up your program. In and beyond the classroom, your BHCC education will provide you with the knowledge, skillset, and real-world experience to thrive in your chosen field of study.

As a BHCC student, you'll gain free access to tutoring and academic resources through our Tutoring and Academic Support Center (TASC), Language Lab, MathSpace, and The Writing Place, where staff will support you in reaching your educational goals. And, our commitment to you goes well beyond the classroom with access to our on-campus food pantry - the DISH, and the Single Stop office that will connect you with various resources and opportunities to assist with food, housing, technology financial support, and more.

We know you can meet this challenge with hard work, persistence, and support, and we are looking forward to being with you every step of the way. Welcome to Bunker Hill Community College!

Pam Y. Eddinger, Ph.D.

President
Bunker Hill Community College

About BHCC - Goals and Strategies

- Foster Student Success
- Strengthen Career, Transfer and Workforce Readiness
- Advance Diversity, Inclusion and Equity
- Build Partnerships and Pathways
- Develop the College's Infrastructure
- BHCC Board of Trustees

Bunker Hill Community College's **Goals and Strategies** were developed through a collaborative process, engaging more than 200 campus members and more than 150 community, educational and industry partners. To view current College Initiatives associated with the College's goals, visit bhcc.edu/initiatives

Foster Student Success

Promote data-informed, high impact innovations in teaching, learning and student development that lead to increased rates of engagement, persistence, retention, completion and transfer.

Strategies

- Expand co-requisite models and acceleration of developmental education and English language instruction.
- Implement learner-centered curricular and co-curricular practices, including culturally relevant, collaborative, experiential and multi-modal learning.
- Integrate holistic student development into the curriculum and co-curriculum.
- Deepen student learning outcomes and competency-based assessment models.
- Enhance instructional technology to support digital teaching, learning, and student development online and on-ground.
- Support faculty and staff professional development aimed at fostering the success of all students.

Strengthen Career, Transfer and Workforce Readiness

Prepare students for fulfilling 21st century careers that meet Greater Boston's workforce needs through credentialed, non-credit, stackable and transferable programs.

Strategies

- Design programs that promote transfer and workforce readiness, including non-credit to credit pathways.
- Institutionalize demand-driven program development, including the high-growth fields of STEM, health care and the creative economy.
- Expand internship and apprenticeship programs in partnership with businesses, industries and community organizations.
- Create seamless transfer opportunities through alignment and articulation with baccalaureate institutions.
- Support students in developing transferable 21st century skills and capacities.

Advance Diversity, Inclusion and Equity

Advance diversity, inclusion and equity in all areas of the College and integrate the cultural wealth of our students, faculty, staff and communities into the life of the institution.

Strategies

- Promote diversity in all areas of the College workforce.
- Build a campus community rooted in collaboration, inclusivity and engagement.
- Design culturally relevant and community-engaged curricular and co-curricular learning environments.
- Identify and address disparities in academic achievement among student groups.
- Increase access, persistence and completion rates for underserved student populations.

Build Partnerships and Pathways

Foster reciprocal, sustainable relationships with civic, educational and community partners to increase access, promote college readiness and facilitate seamless pathways to post-secondary study.

Strategies

- Increase opportunities for enrollment in early college, dual enrollment and bridge programs.
- Deepen partnerships with civic, educational and community-based organizations.
- Design guided educational pathways through meta-majors programming and curricular mapping.
- Leverage the resources and scholarship of local museums and cultural institutions to enrich the College curriculum and expand student access.
- Broaden partnerships with industry and business leaders

Develop the College's Infrastructure

Develop the College's capacity to support student success through learner-centered facilities, strategic communication, enhanced information technology and fiscal stewardship.

Strategies

- Stabilize technology to support teaching, learning and student success; improve data integrity and analysis; and facilitate evidence-based decision-making throughout the College.
- Maximize college and community-based resources to ensure facilities well-suited to the needs of students, faculty and staff.
- Closely monitor the sources of funding supporting teaching and learning, general operations and capital projects to ensure long-term sustainability and financial health.
- Support the development of new instructional sites.
- Integrate print and web communications to disseminate accurate, consistent, transparent information to internal and external audiences.

Board of Trustees



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Former President and CEO
South End Community Health Center



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Co-Founder and Managing
Partner
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* BHCC Alumnus Board Member

All meetings are open to the public and are accessible to those with physical challenges.

Board of Trustees agenda, minutes and documents are available on [Board Docs](https://go.boarddocs.com/ma/bhcc/Board.nsf/Public) (<https://go.boarddocs.com/ma/bhcc/Board.nsf/Public>) .

Board of Trustees' Meeting Schedule

To view the Board of Trustees meeting schedule, access the [Bunker Hill Community College Meeting Portal](https://go.boarddocs.com/ma/bhcc/Board.nsf/Public) (<https://go.boarddocs.com/ma/bhcc/Board.nsf/Public>) to view Board of Trustees information.

[Bunker Hill Community College Board of Trustees Bylaws](https://www.bhcc.edu/media/03-documents/Board-of-Trustees-Bylaws.pdf) (<https://www.bhcc.edu/media/03-documents/Board-of-Trustees-Bylaws.pdf>) October 18, 2021.

Campuses and Instructional Sites

- Charlestown Campus
- Chelsea Campus
- Satellites and Instructional Sites
- Parking and Security
- Directions to BHCC Locations

Charlestown Campus

Built in 1973, Bunker Hill Community College's Charlestown Campus is situated on approximately 42 acres in the historic Charlestown neighborhood of Boston. The campus is conveniently located at the MBTA Community College stop. As BHCC's main campus, the Charlestown location features state-of-the-art classrooms, labs and other facilities for all of the College's programs, including domestic and international business, hospitality and culinary arts, early childhood development, electronics, and computer applications.

The Charlestown Campus features the 48,000 square-foot LEED Gold Certified Health and Wellness Center constructed in 2009 under version 2.2 of the United States Green Building Council's green building program. The Center includes the College's Fitness Center, Gymnasium and locker rooms, which are open to all students, faculty and staff.

The Charlestown Campus also includes the College Bookstore, Food Services, and The Mary L. Fifield Art Gallery.

Bookstore

BHCC Bookstore

bhcc.edu/bookstore
617-241-5161

The college bookstore is operated by Follett Higher Education Group as a service to the students, faculty, and staff. The bookstore is located on the fourth floor, E-Building, and operates all year round. The bookstore offers a large selection of textbooks in a wide variety of formats: Rental, Digital, Used and New to save students money and give them choice. In addition to the bookstore's multiple textbook options, it has everything from school supplies and reference materials to backpacks, college apparel and snacks to go.

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Thomas A. Kershaw Dining Room

bhcc.edu/hospitality/culinaryartsmenu

617-228-2336

Aladdin Food Services

bhcc.edudine.com

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The Thomas A. Kershaw Culinary Arts Dining room features lunch and dinner options served in a full-service dining room or to-go from the BHCC Culinary Arts program students. In addition, the campus includes a cafeteria and a café operated by Aladdin.

Chelsea Campus

Providing higher education and job training opportunities to residents of Chelsea, Revere, Everett, East Boston, Winthrop and other surrounding communities, the BHCC Chelsea Campus is actively involved in the community through partnerships with community based organizations, social service organizations, Chambers of Commerce, the City of Chelsea and the Chelsea Public Schools. Visit bhcc.edu/chelsea for more information and directions to the campus.

The Chelsea Campus offers laboratory science courses in human biology, anatomy and physiology, environmental science and nutrition, and a full array of foundation and elective courses, including mini session courses, which can be completed in just seven weeks. Accelerated certificate programs are scheduled in seven-week mini sessions allowing for completion in half the length of time. Current certificates available in this accelerated format include Early Childhood Education, Entrepreneurship, Computer Support Specialist and PC Hardware.

The Chelsea Campus Health Sciences certificate programs include Medical Assistant, Patient Care Technician, Central Processing and Pharmacy Technician. Courses are also offered in Certified Nurse Assistant (CNA) and Emergency Medical Technician and Emergency Medical Technician (EMT). The Paramedic Studies and Surgical Technology programs offer students an Associate in Science degree.

Several MBTA bus lines as well as the MBTA commuter rail stop within a few blocks of the campus, making it easily accessible by public transportation. The College also provides free shuttle service between the Charlestown and Chelsea Campuses. Approximately 30 designated student parking spaces are also available. The campus also includes a student lounge and easy access to a café.

Chelsea is also home to the College's Adult Education (AE) program which offers Spanish GED and English GED (through our partner, LARE) as well as Basic English for English Language Learners (ELL) classes during the weekday, evening and on weekends. The program is funded by the Massachusetts Department of Elementary and Secondary Education.

Students are also urged to check the website for the new seven-week mini sessions that allow for the completion of accelerated certificate programs.

Visit bhcc.edu/chelsea for more information and directions to the campus.

Student Services and Support

The Chelsea Campus Student Services Office is the hub where students may register for courses, complete course placement assessments and access advising. The advising staff also offers students a diverse set of workshops that support student success. The Office can be reached at 617-228-2101.

Student Access and Success Center (SASC)

The Tutoring Center offers tutoring primarily in mathematics, English, biology and more. The Center may also offer open lab time and facilitated study groups for laboratory based science classes. Assistive technology, including the Kurzweil Reading System that assists students who are visually impaired or who have reading and related learning disabilities, is available at the Center. Visit bhcc.edu/Chelsea/SASC TC for hours.

Laboratories

The Health Skills Laboratory and the Surgical Technology and Central Processing Laboratory offer simulated settings in which students enrolled in Allied Health and Surgical Technology programs learn and practice specific required skills. A state-of-the-art Paramedic Studies Laboratory with an ambulance simulator offers a simulated setting in which students enrolled in the EMT and Paramedic Studies programs practice specific required skills.

Three science laboratories provide equipment and materials for students enrolled in lab courses delivered at the Chelsea Campus, including human biology, anatomy and physiology, environmental science and nutrition.

A large open computer lab is also available on an extended schedule, including Saturdays, for any student enrolled in a BHCC course.

Satellites and Instructional Sites

BHCC Locations

bhcc.edu/locations

Malden Satellite

The Malden satellite is located at Malden High School, 77 Salem Street, Malden. Established in the fall of 2009, the Malden Satellite offers introductory and college level courses in the day and evening during the fall and spring semesters. Placement testing, advising and registration for these courses are conducted on the BHCC Charlestown Campus. Malden High School is accessible from the Orange Line, Malden Center transit station.

South End Satellite

The South End Satellite, operating in partnership with IBA - Inquilinos Boricuas en Acción, is located at 630 Tremont Street and is a nationally replicable model of a local community college (BHCC) working hand-in-hand with a community based organization (IBA) to establish a college campus directly in the heart of an affordable-housing community (Villa Victoria). The South End Satellite provides Boston residents with the opportunity to complete the HiSET (formerly the GED), take ESL and Basic English courses and to enroll in college-level classes. Free child care services and financial coaching are also available at this location. Prior to the beginning of each semester and throughout the year, the satellite offers a range of student services including academic support, success coaching, financial aid assistance, academic advising, placement testing and admissions and enrollment assistance.

Boston Chinatown Neighborhood Center Instructional Site in North Quincy

Students can also enroll in a limited number of classes at the Boston Chinatown Neighborhood Center's Quincy site in North Quincy.

East Boston Instructional Site

The East Boston Instructional Site is located at 250 Sumner Street, East Boston. This instructional site offers a limited number of introductory and allied health courses.

Everett High School Instructional Site

BHCC students can enroll in courses in allied health at Everett High School. While a number of seats in at the Everett instructional site are reserved for Everett High School students as part of the College's Dual Enrollment/Early College program, additional seats are open to all BHCC students.

Freedom House Instructional Site in Dorchester

BHCC partners with Freedom House, located at 5 Crawford Street in Dorchester, to offer a limited number of courses for dual enrollment students, as well as those that are open to all BHCC students.

Pao Arts Center in Chinatown Instructional Site

BHCC partners with Boston Chinatown Neighborhood Center (BCNC) on the Pao Arts Center, an arts, culture and education space for the community to convene to preserve and celebrate the cultural and creative assets of Boston's Chinatown. The center, housed within the distinctive One Greenway building, is Chinatown's first community-based arts center and Boston's newly dedicated Asian American and Asian immigrant cultural space. A range of BHCC classes are offered at the Pao Arts Center, including theater, visual and media arts and business. Students and community partners also have access to the BHCC mobile language lab at this location. bhcc.edu/pao

Parking and Security

Office of Public Safety and Campus Police

bhcc.edu/publicsafety
Charlestown: 617-228-2053
Chelsea: 617-228-3359
Emergencies: 617-228-2222
BHCCPublicSafety@bhcc.edu

Parking. Student parking is available in Lots 1 and 2 on the Charlestown Campus, 7 days per week, from 6 a.m.-11 p.m. These lots are owned by City of Boston and managed by ABM Parking Services. A limited number of spaces are available at the Chelsea Campus for BHCC Students, marked by brown signs with white lettering that read "RESERVED BHCC Student/Sticker PARKING ONLY." A valid parking permit is required for all student parking lots.

Students have the option to purchase a semester-long parking permit valid for Lots 1-2 on the Charlestown Campus and for designated student parking spaces on the Chelsea Campus from ABM online through ParkWhiz. Daily parking in Lots 1-2 is also

available to students, faculty/staff and visitors for a daily fee, to be paid via the ParkMobile mobile app. More information and the link to purchase a parking pass is available at bhcc.edu/parking.

Security. The Office of Public Safety and Campus Police is dedicated to protecting students, faculty, staff, visitors and property of Bunker Hill Community College. Campus Police officers are armed, sworn-in Special State Police of the Commonwealth of Massachusetts. As such, the department conducts itself as any other Municipal Police Department and has full arresting powers on College grounds (state laws Chapter 22C, section 63). An additional contracted security staff ensures the security of the building 24 hours a day.

Directions to BHCC Locations

For directions to BHCC's campuses, satellite campuses and instructional sites, please refer to the information below, or visit bhcc.edu/locations. For a map of the Charlestown Campus, visit bhcc.edu/campusmap

Charlestown Campus

250 New Rutherford Avenue
Boston, Massachusetts 02129-2995
617-228-2000; TTY: 617-242-2365
bhcc.edu/charlestowndirections

H-Building - Charlestown Campus

570 New Rutherford Avenue
Boston, Massachusetts 02129-2994
617-228-2000; TTY: 617-242-2365
bhcc.edu/hbuilding

Chelsea Campus

70 Everett Avenue
Chelsea, Massachusetts 02150-2917
617-228-2101; TTY: 617-884-3293
bhcc.edu/chelseadirections

Malden Satellite

Malden High School
77 Salem Street
Malden, Massachusetts 02148
617-228-3319; TTY: 617-242-2365

South End Satellite

Inquilinos Boricuas en Accion (IBA)
Villa Victoria

405 Shawmut Avenue
Boston, Massachusetts 02118
617-927-1707; TTY: 617-242-2365

Boston Chinatown Neighborhood Center Instructional Site in North Quincy

275 Hancock Street, 2nd Floor
Quincy, Massachusetts 02171

East Boston Instructional Site

250 Sumner Street and
20 Maverick Square
East Boston, Massachusetts 02128
617-568-6492; TTY: 617-242-2365

Everett High School Instructional Site

100 Elm Street
Everett, Massachusetts 02149

Freedom House Instructional Site

in Dorchester
5 Crawford Street
Dorchester, Massachusetts
617-445-3700

Pao Arts Center in Chinatown

99 Albany Street
Boston, Massachusetts 02111
bhcc.edu/pao

Mission, Vision, and Values

Three separate but cohesive mission statements guide Bunker Hill Community College. The first is a comprehensive, system-wide mission statement for Public Higher Education in the Commonwealth of Massachusetts. The second is a mission statement of general characteristics common to all Massachusetts community colleges. The third mission statement contains the specialized and focused component that identifies Bunker Hill Community College's distinctive characteristics and priorities.

Mission of the Massachusetts of Public Higher Education

Massachusetts Public Higher Education is a system with a distinguished past, increasing and measurable accomplishments, and dedicated to being recognized as having one of the nation's most outstanding array of institutions. It comprises 15 community colleges, nine state colleges, and five campuses of the University of Massachusetts. The system exists to provide accessible, affordable, relevant, and rigorous programs that adapt to meet changing individual and societal needs for education and employment. The public system is committed to continuous improvement and accountability in all aspects of teaching and learning. The Board of Higher Education, together with each respective Board of Trustees, expects all students, faculty, and staff to be held to exacting standards in the performance of their roles and responsibilities.

Mission of the Massachusetts Community Colleges

The fifteen Massachusetts Community Colleges offer open access to high quality, affordable academic programs, including associate degree and certificate programs. They are committed to excellence in teaching and learning and provide academic preparation for transfer to four-year institutions, career preparation for entry into high-demand occupational fields, developmental coursework, and lifelong learning opportunities.

Community colleges have a special responsibility for workforce development and through partnerships with business and industry, provide job training, retraining, certification, and skills improvement. In addition, they assume primary responsibility, in the public system, for offering developmental courses, programs, and other educational services for individuals who seek to develop the skills needed to pursue college-level study or enter the workforce.

Rooted in their communities, the colleges serve as community leaders, identifying opportunities and solutions to community problems and contributing to the region's intellectual, cultural, and economic development. They collaborate with elementary and secondary education and work to ensure a smooth transition from secondary to postsecondary education.

Through partnerships with baccalaureate institutions, they help to promote an efficient system of public higher education.

The community colleges offer an environment where the ideas and contributions of all students are respected. Academic and personal support services are provided to ensure that all students have an opportunity to achieve academic and career success. No eligible student shall be deprived of the opportunity for a community college education in Massachusetts because of an inability to pay tuition and fees.

Mission of Bunker Hill Community College

Bunker Hill Community College serves as an educational and economic asset for the Commonwealth of Massachusetts by offering associate degrees and certificate programs that prepare students for further education and fulfilling careers. Our students reflect our diverse local and global community, and the College integrates the strengths of many cultures, age groups, lifestyles and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education,

supports the success of all students and forges vibrant partnerships and pathways with educational institutions, community organizations and local businesses and industries.

Vision of Bunker Hill Community College

Bunker Hill Community College empowers and inspires students, faculty and staff diverse in identities, experiences and ideas to make meaningful contributions to our local and global communities. The College embodies a spirit of inquiry, critical thought, inclusive excellence and lifelong learning.

Institutional Values

Bunker Hill Community College Trustees, Faculty, Staff and Students embody the highest academic and institutional integrity through their commitment to:

- Access and Success
- Excellence and Innovation
- Economic and Social Justice
- Inclusiveness and Equity
- Civic Engagement and Service
- Kindness and Respect
- Accountability and Transparency

The Vision, Mission and Values statements were approved by Board of Trustees, Massachusetts Department of Higher Education and Massachusetts Secretary of Education, October 2014.

Institutional Learning Outcomes (ILOs)

BHCC is a learning institution, and we enact our mission, vision and values individually and collectively through a set of Institutional Learning Outcomes.

INQUIRE with intention

- Reflect and think critically
- Explore and define compelling questions
- Locate and integrate information from diverse contexts
- Think creatively
- Synthesize findings

COMMUNICATE with purpose

- Listen actively
- Express ideas and arguments with intention
- Consider audience, situation and intercultural context
- Engage diverse forms of media
- Facilitate inclusive dialogue

ACT to integrate knowledge and practice

- Advance justice and equity
- Collaborate in diverse teams

- Facilitate reciprocal and sustainable partnerships
- Enact innovative solutions to significant problems
- Contribute to community and civic wellness

GROW through continuous learning

- Identify and leverage individual and collective strengths
- Cultivate resilience and agency
- Develop intercultural competence and critical consciousness
- Form personal and global identities
- Empower oneself and others

College Assessment

Implementation, assessment and continuous program improvement are an integral part of the College's Strategic Plan. Assessment in academics and student development occurs within the learning environment, and is framed by our Student Learning Outcomes (SLOs). Faculty and staff anchor the assessment of student learning with the Student Learning Outcomes Assessment Program (SLOAP). The College's Institutional Learning Outcomes, adopted in 2016, and General Education Outcomes, adopted in 2018, inform the design of academic Program Learning Outcomes, academic course SLOs, and the SLOs for co-curricular and student development activities. Assessment activities do not affect a student's grade, academic standing, ability to transfer or ability to graduate. The College considers student privacy to be of the utmost importance and takes all necessary steps to ensure the confidentiality of student records and student work reviewed through this process in accordance with FERPA regulation.

Student Learning Outcomes Assessment Program (SLOAP)

In order to coordinate assessment activities at BHCC, the Student Learning Outcomes Assessment Program (SLOAP) was designed and implemented by full-time faculty during the 2003-2004 academic year. The SLOAP Taskforce, currently composed of faculty and professional staff representatives from each academic and cocurricular department, oversees ongoing assessment of student learning outcomes on the course, program and institutional levels. Faculty and professional staff submit outcome development and assessment proposals to the Taskforce for approval and, once the proposed project is complete, submit a report of their findings to the Taskforce. Participants use data from SLOAP projects to improve learning where assessment projects indicate improvement is needed. All SLOAP data is maintained by individual departments and on the SLOAP ePortfolio page. <https://bhcc.digication.com/sloap/home>

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The East Boston Instructional Site is located at 250 Sumner Street, East Boston. This instructional site offers a limited number of introductory and allied health courses.

Everett High School Instructional Site

BHCC students can enroll in courses in allied health at Everett High School. While a number of seats in at the Everett instructional site are reserved for Everett High School students as part of the College's Dual Enrollment/Early College program, additional seats are open to all BHCC students.

Freedom House Instructional Site in Dorchester

BHCC partners with Freedom House, located at 5 Crawford Street in Dorchester, to offer a limited number of courses for dual enrollment students, as well as those that are open to all BHCC students.

Pao Arts Center in Chinatown Instructional Site

BHCC partners with Boston Chinatown Neighborhood Center (BCNC) on the Pao Arts Center, an arts, culture and education space for the community to convene to preserve and celebrate the cultural and creative assets of Boston's Chinatown. The center, housed within the distinctive One Greenway building, is Chinatown's first community-based arts center and Boston's newly dedicated Asian American and Asian immigrant cultural space. A range of BHCC classes are offered at the Pao Arts Center, including theater, visual and media arts and business. Students and community partners also have access to the BHCC mobile language lab at this location. bhcc.edu/pao

Parking and Security

Office of Public Safety and Campus Police

bhcc.edu/publicsafety

Charlestown: 617-228-2053

Chelsea: 617-228-3359

Emergencies: 617-228-2222

BHCCPublicSafety@bhcc.edu

Parking. Student parking is available in Lots 1 and 2 on the Charlestown Campus, 7 days per week, from 6 a.m.-11 p.m. These lots are owned by City of Boston and managed by ABM Parking Services. A limited number of spaces are available at the Chelsea Campus for BHCC Students, marked by brown signs with white lettering that read "RESERVED BHCC Student/Sticker PARKING ONLY." A valid parking permit is required for all student parking lots.

Students have the option to purchase a semester-long parking permit valid for Lots 1-2 on the Charlestown Campus and for designated student parking spaces on the Chelsea Campus from ABM online through ParkWhiz. Daily parking in Lots 1-2 is also available to students, faculty/staff and visitors for a daily fee, to be paid via the ParkMobile mobile app. More information and the link to purchase a parking pass is available at bhcc.edu/parking.

Security. The Office of Public Safety and Campus Police is dedicated to protecting students, faculty, staff, visitors and property of Bunker Hill Community College. Campus Police officers are armed, sworn-in Special State Police of the Commonwealth of Massachusetts. As such, the department conducts itself as any other Municipal Police Department and has full arresting powers on College grounds (state laws Chapter 22C, section 63). An additional contracted security staff ensures the security of the building 24 hours a day.

Directions to BHCC Locations

For directions to BHCC's campuses, satellite campuses and instructional sites, please refer to the information below, or visit bhcc.edu/locations. For a map of the Charlestown Campus, visit bhcc.edu/campusmap

Charlestown Campus

250 New Rutherford Avenue

Boston, Massachusetts 02129-2995

617-228-2000; TTY: 617-242-2365

bhcc.edu/charlestowndirections

H-Building - Charlestown Campus

570 New Rutherford Avenue
Boston, Massachusetts 02129-2994
617-228-2000; TTY: 617-242-2365
bhcc.edu/hbuilding

Chelsea Campus

70 Everett Avenue
Chelsea, Massachusetts 02150-2917
617-228-2101; TTY: 617-884-3293
bhcc.edu/chelseadirections

Malden Satellite

Malden High School
77 Salem Street
Malden, Massachusetts 02148
617-228-3319; TTY: 617-242-2365

South End Satellite

Inquilinos Boricuas en Accion (IBA)
Villa Victoria
405 Shawmut Avenue
Boston, Massachusetts 02118
617-927-1707; TTY: 617-242-2365

Boston Chinatown Neighborhood Center Instructional Site in North Quincy

275 Hancock Street, 2nd Floor
Quincy, Massachusetts 02171

East Boston Instructional Site

250 Sumner Street and
20 Maverick Square
East Boston, Massachusetts 02128
617-568-6492; TTY: 617-242-2365

Everett High School Instructional Site

100 Elm Street
Everett, Massachusetts 02149

Freedom House Instructional Site

in Dorchester
5 Crawford Street
Dorchester, Massachusetts
617-445-3700

Pao Arts Center in Chinatown

99 Albany Street
Boston, Massachusetts 02111
bhcc.edu/pao

Equity and Inclusion

- Center for Equity and Cultural Wealth (CECW)
- Halting Oppressive Pathways through Education (HOPE)
- Undocumented Students
- The Mary L. Fifield Art Gallery
- Statement on Inclusion
- BHCC Statement on Civility

Center for Equity and Cultural Wealth (CECW)

BHCC's Center for Equity and Cultural Wealth draws on the College's nationally recognized work to design culturally inclusive learning environments that value the strengths of our diverse students, faculty, staff and local communities. The Center engages the campus in culturally relevant scholarship, practice and advocacy focused on achieving equitable outcomes for all students. Through a multifaceted and intersectional campus-wide conversation, the Center explores the ways in which meaningful community partnerships, equity-minded practices and culturally grounded pedagogies can be enacted to foster the success of all students and members of the College community. Learn more at bhcc.edu/cecw

Halting Oppressive Pathways through Education (HOPE)

The HOPE initiative is designed to examine and eliminate the social, institutional and academic barriers that often prevent males of color from achieving their full potential at BHCC and beyond. This Asset-Based, Student-Centered initiative is run by a group of faculty, staff, and students who are focused on three main areas: qualitative and quantitative data collection, analysis and dissemination; assessing and addressing gaps in College programs and services; and affinity-based mentoring. Learn more at bhcc.edu/hope

Undocumented Students

Bunker Hill Community College welcomes applications from Deferred Action for Childhood Arrivals (DACA) and undocumented students. While Undocumented and DACA students are not eligible for state or federal financial aid, they are eligible to apply for institutional scholarships. DACA students are eligible for in-state tuition and fees. Learn more at bhcc.edu/admissions/undocumenteddacadestudents

The Mary L. Fifield Art Gallery

bhcc.edu/artgallery
artgallery@bhcc.edu

The Bunker Hill Community College Art Gallery provides the College and the local community opportunities to view high caliber art exhibitions, exposure to diverse ideas and artistic media and access to forums with emerging and established Boston-based artists. Through its scheduled programming, the Gallery offers an innovative backdrop to teaching and learning.

Statement on Inclusion

The Bunker Hill Community College Board of Trustees endorsed and approved for adoption on June 9, 1997, the American Association of Community Colleges Statement on Inclusion as follows:

Bunker Hill Community College strongly endorses the continued use of admissions policies and employment practices that promote broad diversity in the community college system. The College will be free to pursue standards and policies that allow it to fulfill its diversity mission and vision. The students who are educated will help provide tomorrow's leaders, and their college experience will demonstrate the richness and substance of our diverse, multicultural, and global environment. The College environment will promote understanding and appreciation of others, while encouraging students to grow as individuals.

Bunker Hill Community College reaffirms its commitment to diversity. In accord with this philosophy, the College will evaluate its hiring, admissions, and financial aid policies to ensure diversity and equal access within the institution. The College will ensure that the results of these evaluations conform to the concept of open access - the cornerstone of the College's mission.

Bunker Hill Community College believes that diversity in education is crucial to a democratic society. Community colleges are, in effect, microcosms of our greater society.

As such, Bunker Hill Community College will encourage and enhance the fullest understanding of human rights and responsibilities and will teach the skills that allow its students to effectively participate in a democratic society. The College will be responsible for shaping an environment that mirrors the general culture and creates opportunities for all within the college community to interact with understanding, tolerance, and respect for others. In this way, diversity in education not only serves as a model for the world at large, but it also perpetuates social harmony for the future.

BHCC Statement on Civility

Bunker Hill Community College believes that civility in the workplace and classroom is everyone's right and responsibility. This statement is consistent with the Student Handbook, all collective bargaining agreements and the College's personnel policies. We understand "civility" to mean respectful language and behavior toward everyone at all times, regardless of the circumstances. These qualities are intrinsic to excellence in teaching and learning, and contribute to the maintenance of a productive workplace and an overall positive campus climate.

Further, we affirm our commitment to behavior that is courteous and respectful in all interactions with members of the BHCC community as well as with members of the larger communities we serve.

Institutional Policy Statements

- Affirmative Action and Equal Opportunity Guidelines
- Sexual Harassment Guidelines
- Guidelines Concerning Sexual Violence

Affirmative Action and Equal Opportunity Guidelines

Office of Equity, Diversity and Inclusion

bhcc.edu/diversityinclusion

Nahomi Carlisle, Esq., Associate Vice President, Chief Equity and Compliance Officer, Affirmative Action Officer, and Section 504/ADA Coordinator
617-228-3311
nahomi.carlisle@bhcc.edu

Carl Marcelin, Deputy, Title IX Coordinator
617-228-2127
carl.marcelin@bhcc.edu

Bunker Hill Community College is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). All inquiries concerning application of the above should be directed to Nahomi Carlisle, Esq., Associate Vice President, Chief Equity and Compliance Officer, Affirmative Action Officer, and Section 504/ADA Coordinator.

When a student or employee believes s/he has been discriminated against based on race, creed, religion, color, national origin, age, sex, gender identity, genetic information, maternity leave, sexual orientation or disability status, the College's Policy on Affirmative Action, Equal Opportunity & Diversity provides an informal complaint process and a formal complaint process which may be accessed by any member of the College community. Whether a complaint/grievance is formal or informal, the College will conduct a prompt, thorough, fair and objective investigation, and will take such corrective action as is appropriate under the circumstances. No student or employee shall be retaliated against for filing a discrimination complaint/grievance or for cooperating with the College's investigation thereof.

For more information, to file a complaint/grievance, or for a copy of the plan and/or complaint/grievance procedure, contact the Office of Equity, Diversity and Inclusion.

Sexual Harassment Guidelines

Sexual harassment of a student, an employee or any other person in the College is unlawful, unacceptable, impermissible and intolerable.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning environment. Often, sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits. However, sexual harassment may also involve relationships

among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person's ability to study or work in the academic setting.

For general purposes, sexual harassment may be described as unwelcome advances, requests for sexual favors and other physical or verbal conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.

A student, an employee, or any other person in the College who is found to have engaged in sexual harassment is subject to discipline up to and including termination of employment or expulsion from the College.

When a student, an employee or any other person in the College believes s/he has been the subject of sexual harassment, the complaint/grievance process is a mechanism for redress. Whether a complaint/grievance is formal or informal, the College will conduct a prompt, thorough, fair and objective investigation, and will take such corrective action as is appropriate under the circumstances. Reasonable efforts are made to maintain confidentiality during the grievance process. No student or employee shall be retaliated against for filing a discrimination complaint/grievance or for cooperating with the College's investigation thereof. For more information, for a copy of the Affirmative Action Complaint/Grievance Procedure, or to file a complaint/grievance, contact the Office of Equity, Diversity and Inclusion.

Sexual harassment is forbidden by both federal and state regulations. In keeping with these regulations, a concerted effort will be made to protect employees, students and others from sexual harassment as defined.

For the full text of the College's policy concerning sexual harassment, refer to the Bunker Hill Community College Policy on Affirmative Action, Equal Opportunity & Diversity.

Guidelines Concerning Sexual Violence

Committing an act of sexual violence upon a student, an employee or any other person in the College constitutes a violation of state and federal laws, and a major violation of the College's Affirmative Action Policy. Sexual violence is absolutely intolerable and totally unacceptable.

Sexual violence is generally defined as any sexual activity where consent is not obtained or able to be freely given, and includes rape (vaginal, oral or anal penetration without consent), acquaintance rape (rape committed by someone who is known by the victim), or any unwanted sexual activity that is forced or coerced by one person on another. It is a criminal offense to have sex with someone who is incapable of giving consent due to being intoxicated, unconscious, mentally incompetent or under 16 years of age.

An employee or student who commits an act of sexual violence may be subject to criminal prosecution and will be subject to disciplinary action by the College, up to and including expulsion and/or termination of employment.

Victims of sexual violence are encouraged to contact the College's Department of Public Safety at 617-228-2222 or 228-2053, as soon as is practicable under the circumstances. If a victim is more comfortable reporting the alleged sexual violence to a College employee with whom s/he is better acquainted, such as a dean, administrator or faculty member, s/he may do so. Any employee to whom an incident of sexual violence is reported, however, is required to notify the College's Department of Public Safety and the Affirmative Action Officer and Title IX Coordinator forthwith.

If any student or employee believes that he or she has been the victim of sexual violence, the student or employee also has the right to file an Affirmative Action Discrimination Grievance with the College. For a copy of the Affirmative Action Grievance Procedure or assistance with filing a complaint, please contact Cheryl Cephas, the College's Interim Affirmative Action Officer and Title IX Coordinator.

Reporting the incident to the College's Department of Public Safety, the Affirmative Action Officer and Title IX Coordinator, or another College employee does not commit the victim to filing charges. Federal and state laws, however, require the College to investigate such reports. The matter will be investigated both by BHCC Police and separately by the Affirmative Action Officer and Title IX Coordinator. Although every reasonable effort will be made to protect a victim's privacy, individuals with a need to know may be contacted and information may be shared as necessary to investigate and adjudicate the matter or as public safety requires. A report of the incident will be filed with local police in the event public safety is at risk even if the victim does not intend to report the incident to police or cooperate in an investigation.

The College prohibits retaliation against any person who presents a formal or informal complaint of sexual violence or who testifies or offers evidence connected with a complaint. Retaliation is a violation of the College's Affirmative Action and Diversity Policy whether or not the underlying claim of sexual violence is confirmed. For the full text of the College's policy concerning sexual violence, refer to Bunker Hill Community College's Policy on Affirmative Action, Equal Opportunity & Diversity.

System-Wide Student Policies

- Bathroom and Locker Room Use
- Changing Biographical Data
- Hazing
- Annual Security Report Notice of Availability

Bathroom and Locker Room Use

All students may use bathroom or locker room facilities on campus that are designated as gender-neutral or that are consistent with a student's sincerely held gender identity. Use of a bathroom or locker room by any student for an improper purpose will result in disciplinary action, up to and including expulsion.

Changing Biographical Data

The following process is followed when any student seeks to change his or her biographical data as provided and maintained in College records.

Legal Name. A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required.

Examples include, but are not limited to:

- Financial Aid records;
- Student Accounts records;
- Student Personally Identifiable Information;
- Student Directory information;
- Payroll records;
- Health records;
- Official transcripts;
- Federal immigration documents; and
- Interactions with government agencies.

In order for any student to change their legal name on College records, a student must present a certified copy of a court order or other legal document indicating a legal name change has been granted.

Preferred First Name. The College recognizes that some students may prefer to use a first name other than their legal name to identify themselves. As long as the use of a preferred first name is not for an improper purpose, the College acknowledges that a preferred first name can and should be used where possible in the course of College business and education. Students may use a preferred first name wherever a legal name is not required on internal documents, communications, systems and web portals.

Examples include, but are not limited to:

- Student identification cards;
- Email and calendar entries;
- Class rosters and advisor lists;
- Learning Management Systems; and
- Diplomas, awards and recognitions.

To request a preferred first name, a student should complete the Preferred First Name Change Form available in BHCCselfservice or on the Dean of Students page at bhcc.edu/dos.

Sex Designation. In order for any student to change their sex designation in official College records, a student must provide a certified copy of a court order, or other legal identification, such as a Massachusetts driver's license, reflecting the change in sex.

Hazing

The Massachusetts Legislature enacted a law in 1985 that prohibits hazing on all college campuses. Students may obtain copies of the law (MGLc269s17-19) from the Student Activities Office.

Annual Security Report Notice of Availability

Bunker Hill Community College's Office of Public Safety is responsible for issuing crime alerts in compliance with the Clery Act. In the event a situation arises on or about the campus, an alert is issued to keep the campus community informed.

The Annual Security Report Notice of Availability report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Bunker Hill Community College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also contains information regarding campus security and personal safety, including topics such as: crime prevention, law enforcements practices and authority, crime reporting policies, and other matters of importance related to security on campus.

As required by law, Bunker Hill Community College's Office of Public Safety and Campus Police publishes and distributes this report annually by October 1. To obtain a copy, visit bhcc.edu/PublicSafety/ASR.

Accreditation Statements

Bunker Hill Community College is accredited by the New England Commission of Higher Education (NECHE).

Inquiries regarding accreditation status by the New England Commission should be directed to the administrative staff of the institution. Individuals may also contact: New England Commission of Higher Education, 3 Burlington Woods Road, Suite 100, Burlington, MA 01803; telephone: 781-425-7700; fax: 781-425-1001; email: info@neche.org; URL: neche.org

The Certified Nurse Assistant Program is accredited by the Commonwealth of Massachusetts Executive Office of Health and Human Services, Department of Public Health, Division of Health Care Facility Licensure and Certification, 99 Chauncy Street, Boston, MA, 02111; telephone: 617-753-8000; URL: mass.gov/dph

The Diagnostic Medical Sonography Program accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of The Joint Review Committee on Education in Diagnostic Medical Sonography. Commission on Accreditation of Allied Health Education Programs, 9355 - 113th St. N #7709, Seminole, FL 33775 - 7709, Phone: 727-210-2350, Fax: 727-210-2354; URL: caahep.org.

The Medical Laboratory Technician Program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Rd. Suite 720, Rosemont, IL 60018; telephone 773-714-8880. URL: naacls.org.

The Medical Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; telephone: 312-704-5300; fax: 312-704-5304; email: mail@jrcert.org; URL: jrcert.org.

The Paramedic Studies Certificate and Associate Degree Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), which can be contacted at: Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763; telephone: 727-210-2350; URL: caahep.org. The Emergency Medical Services/Paramedic program was last granted continuing accreditation upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), which can be contacted at: Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; telephone: 214-703-8445.

The Pharmacy Technician Certificate Program is approved by the Massachusetts Board of Registration in Pharmacy. The Board of Registration in Pharmacy is located at 239 Causeway Street, Suite 500, 5th Floor, Boston, MA 02114; telephone: 800-414-0168; URL: mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/pharmacy/about.

The Associate Degree Registered Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; telephone: 404-975-5000; fax: 404-975-5020; email: info@acenursing.org; URL: acenursing.org, and approved by the Massachusetts Board of Registration in Nursing, 239 Causeway Street, Suite 500, 5th Floor, Boston, MA 02114; telephone: 617-973-0900; or 1-800-414-0168; fax: 617-973-0984 URL: mass.gov/dph/boards/rn.

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs 25400 U.S. Highway 19 North, Suite 158; Clearwater, FL 33763; Phone: 727-210-2350; Fax: 727-210-2354. Please contact Mail@caahep.org if you have any general questions about CAAHEP.

Admissions

- Admissions
- Deferment Policy
- International Admissions
- Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) Checks
- Deferred Action for Childhood Arrivals (DACA) Process
- High School Equivalency Policy
- Homeschooling Policy
- Immunization
- Guest Students (Non-Matriculating or Non-Degree Students)
- Valor Act Credit Evaluation Policy

Admissions

Office of Admissions

bhcc.edu/admissions
617-228-3398
admissions@bhcc.edu

Bunker Hill Community College is committed to an open admission policy. This policy enables any person who has earned a high school diploma or HiSET (formerly the GED) and expresses a desire to pursue a college education to be admitted to BHCC. To enroll in a degree or certificate program, students must apply for admission and be accepted to the College. Students choosing this option are referred to as "degree-seeking students."

To support an optimal environment for learning, BHCC admits students who demonstrate the academic skills needed to fulfill the requirements of their courses and programs, and the ability to adhere to the Student Code of Conduct. Students under the age of 18 may be required to sign a release form supplied by the College detailing the responsibilities of a minor taking courses at BHCC. All documents submitted to the College become the property of Bunker Hill Community College and will not be returned to students.

Prospective students may obtain information about information sessions, tours and applying to a degree program or general college information by contacting Admissions or via the College website at bhcc.edu/admissions.

Deferment Policy

Applicants who have completed the Bunker Hill Community College application process, and are accepted into a program of study, may choose to defer their acceptance. In order to defer acceptance, applicants must not have enrolled in any courses, or attended the college as a matriculated student.

Deferment is allowed for a maximum of one year from the semester, or summer session in which acceptance was granted. Applicants who choose to defer their acceptance for one year, will not be considered eligible for the catalog year in which they applied and were accepted.

The deferment form must be completed when the student makes the decision to defer. Applicants who apply and are accepted into any of the college's Selective Programs should contact the Admissions and Recruitment Office for more information. Deferment is not guaranteed for selective program applicants. Decisions will be based on the availability of seats in each

selective program and other eligibility criteria. Selective program applicants should send an email to admissions@bhcc.edu for more information. Students previously enrolled in Dual Enrollment or Early College programs are eligible to request a deferment.

International Admissions

International Center

bhcc.edu/internationalcenter/guidetoadmissions
617-228-2460
international@bhcc.edu

Bunker Hill Community College is certified by the Student and Exchange Visitor Program (SEVP) certified school eligible to enroll F-1 students. The college offers three start dates per academic year: January, June and September. International applicants who wish to attend Bunker Hill Community College must complete the free online application for admission. Applicants must submit proof that they have completed at least high school, have a required language proficiency in English and sufficient funding to support themselves during the first year of study at the College.

To review the list of admission requirements and ways to meet each requirement, applicants are encouraged to contact the International Center.

Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) Checks

For a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a criminal background check, which could include a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Department of Criminal Justice Information Services, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. In addition, for clinical placement in some programs, a National County Background Check may be required in addition to the CORI check.

Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193. In accordance with federal law, the College is required to advise the campus community where information concerning registered sex offenders may be obtained. To access public information pertaining to registered sex offenders enrolled or employed at the College, please contact the Commonwealth of Massachusetts Sex Offender Registry Board, located at P.O. Box 4547, Salem, MA 01970-4647, 978-740-6400, or the BHCC Office of Public Safety and Campus Police.

Deferred Action for Childhood Arrivals (DACA) Process

On June 15, 2012, the Secretary of Homeland Security announced that certain people who came to the United States as children and meet several key guidelines, may request consideration of deferred action for a period of two years, subject to renewal, and would then be eligible for work authorization. Deferred action is a discretionary determination to defer removal action of an individual as an act of prosecutorial discretion. Deferred action does not provide an individual with lawful status. The

College requires proof of the C33 card as part of the application process to qualify for in-state tuition rates. For further information please go to U.S. Citizenship and Immigration Services at uscis.gov/childhoodarrivals.

High School Equivalency Policy

To support an optimal environment for learning, BHCC admits students who demonstrate the academic skills needed to fulfill the requirements of their courses and programs, and the ability to adhere to the Student Code of Conduct. Students under the age of 18 may be required to sign a release form supplied by the College detailing the responsibilities of a minor taking courses at BHCC. All documents submitted to the College become the property of Bunker Hill Community College and will not be returned to students.

The Office of Admissions and Recruitment will accept one of the following documents as proof of High School completion or equivalency:

1. **Copy of a final High School Transcript**
2. **Copy of a High School Diploma**
3. **Official GED or HiSet Certificate**
4. **Official transcript from a College or University indicating completion of an Associate's Degree or Bachelor's Degree. Transcripts should be**
5. **Copy of a High School Diploma**
6. **Home-schooled students should consult the Home School Policy**

In some cases, additional documentation for high school graduation or equivalency may need to be provided if students are applying for financial aid. The Financial Aid Office will contact students directly if more information needs to be provided.

Self-certification of High School graduation or equivalency can be submitted when completing an application to the College. If self-certification is submitted, proof of graduation or equivalency documents need to be submitted to Admissions prior to the start date of the semester in which the student is applying.

Submitting Transcripts

Final High school transcripts should be sent to the Admissions and Recruitment Office electronically at admissions@bhcc.edu. Transcripts can also be dropped off in person to the Admissions Office, Charlestown Campus, Room, B203 in the B-Lobby or at the Chelsea campus in the Student Support Center.

Official college transcripts must be sent directly to BHCC from a Registrar's office, Electronic Exchange, or third-party transcript service company such as Parchment or Credly. Paper official transcripts must be submitted in their original, unopened envelope. Paper transcripts can be submitted in person to Student Central, Charlestown Campus, B Lobby. Official transcripts are required for receiving transfer credit.

Homeschooling Policy

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

The College determines whether students have participated in an approved home-school program. To determine whether a student has participated in an approved program, the student shall submit, with the application for admission, evidence that the home-school program was approved by the student's school district's superintendent or school committee. Additionally, if the home-schooled student is under the age of compulsory attendance, which is sixteen (16) years old in Massachusetts, a letter from the student's school district's superintendent or school committee is required stating that the student is not considered truant and would not be required to attend further schooling or continue to be home-schooled if the student has completed his/her home

school program before the age of sixteen (16). Home-schooled students who have not completed an approved home-school program will not be eligible to enroll in a BHCC degree or certificate program until they have obtained a HiSET or GED.

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

Immunization

The Commonwealth of Massachusetts, General Law 105CMR 200.600 requires proof of immunizations from the following students:

- a. **All full-time students in a Degree or Certificate program (12 or more credits), and**
- b. **All health science students** - both **full-time and part-time** (note that health profession programs will require additional health records and requirements*) and
- c. **All students on a student or other visa** - both **full-time and part-time** (including foreign exchange students and those students visiting or attending classes while on academic visitation or exchange program).

All of the student groups noted must submit proof of immunizations for the following: MRR - measles, mumps, rubella, Hepatitis B, Varicella (chickenpox), Tetanus, diphtheria and pertussis: (TdaP) and Meningococcal.

*Students in the health profession programs must also present evidence of immunity to Meningitis, Influenza Vaccination, screening for Tuberculosis, Physical Exam, and American Heart Associate CPR certification. Health students must submit immunizations and health documents before attending clinical.

Students who fail to present the required information within 30 days of the date of registration may not be allowed to register for subsequent semesters until the immunization form is received by Student Central. Immunization forms become part of the student's permanent file and cannot be copied, transferred or returned.

Guest Students (Non-Matriculating or Non-Degree Students)

Bunker Hill Community College welcomes Guest Students to enroll in courses at the College. You are a Guest Student (also known as a non-matriculated or non-degree student) if you fall into one or more of the following categories:

- You want to take a course or courses to transfer back to your institution;
- You want to take a course or courses in order to fulfill prerequisites for another college or university's undergraduate or graduate program; or
- You want to take a course or courses for your own personal enrichment.

Guest students matriculating at other colleges should have their course selections approved by their home institution prior to registration to insure credit transfer. Transferability of courses to a degree program either at Bunker Hill Community College or elsewhere is determined solely by the degree program from the home academic institution.

For additional information visit bhcc.edu/admissions/gueststudents.

Valor Act Credit Evaluation Policy

In accordance with the Valor Act, Bunker Hill Community College uses the American Council on Education (ACE) military program guidelines to the evaluation of educational experience in the Armed Services as the primary method for evaluating and awarding academic credit for military occupation, training, experience, and coursework.

Section 702 of the Choice Act. Section 702 of the Veterans Access, Choice and Accountability Act of 2014 ("Choice Act"), requires VA to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty at public institutions of higher learning if the schools charge qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015.

These new requirements will ensure that our Nation's recently discharged Veterans, and their eligible family members, will not have to bear the cost of out-of-state charges while using their well-deserved education benefits.

Student Central: Financial Aid, Student Payment and Academic Records

- BHCC Student Central
- Financial Aid and Scholarships
- Financial Aid Policies
- Scholarships and Awards
- Grants
- Work Study Program
- Cost of Attendance
- Academic Records

BHCC Student Central

BHCC Student Central

bhcc.edu/studentcentral
617-228-2370
studentcentral@bhcc.edu

BHCC Student Central offers centralized student services related to Financial Aid, Student Payment, Registration and Academic Records. In addition to a physical Student Central location in the Charlestown Campus second floor B-Lobby, students may also visit the Chelsea Campus Student Services Office, or access the Virtual Student Central, providing access to services from home or after business hours. For more information, please visit bhcc.edu/studentcentral.

Financial Aid and Scholarships

Financial Aid Office

bhcc.edu/fa
617-228-2275
finaid@bhcc.edu

The Financial Aid Office at Bunker Hill Community College assists students and their families with meeting the costs of a college education. BHCC participates in a wide variety of federal, state and private financial aid programs.

Students must be aware that all institutions, including Bunker Hill Community College, are subject to changes in funding allocations from both the Commonwealth of Massachusetts and the United States Department of Education. For more detailed information, visit the financial aid section of the College's website at bhcc.edu/fa.

Through the online services system, students can see and print their Financial Aid award letters, view their current and previous years' Financial Aid records and check the status of their current Financial Aid application.

Financial Aid General Eligibility Requirements

To be eligible for financial aid, applicants must be United States citizens or eligible non-citizens, possess valid social security numbers, be enrolled in or accepted for enrollment in an eligible academic program and working toward a degree or certificate. Additionally, applicants must maintain satisfactory academic progress (see Satisfactory Academic Progress, listed under Academic Policies and Procedures), comply with Federal Selective Service Law and not be in default on any educational loans or owe a refund on any federal grants or loans to any institution.

Students who have previously obtained a bachelor's degree or equivalent at any U.S. or foreign institution are not eligible for financial aid grants, but may be eligible for loans. It is important to know that students may lose their financial aid eligibility if they have attempted 150 percent of the credits needed for a certificate or a degree. The College strongly advises students to consult with the Financial Aid Office if they are contemplating a change in enrollment status. For information, go to the Financial Aid Office, or call 617-228-2275.

Financial Aid Application Process: FAFSA

Financial Aid applications must be completed for each new academic year. To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and supply all requested documentation in accordance with the priority deadlines. This form can be completed online at fafsa.ed.gov. When completing the application, please note that the BHCC Title IV code is 011210. Students should retain and keep in an accessible place a copy of their FAFSA as well as all other documents used to complete their FAFSA.

Applicants are notified in writing if additional documentation such as tax returns is needed. Returning students and applicants for admission should contact the Financial Aid Office if they have any questions about this process.

Priority Deadlines for Financial Aid

Priority 1, 2 and 3 deadlines are posted online at bhcc.edu/fa. These dates outline financial aid application deadlines to ensure that you are notified of your award in time for registration.

Summer financial aid funds are available on a first-come, first served basis. Summer financial aid applications are available at the Financial Aid Office, at the time of summer course registration.

Financial Aid Policies

Satisfactory Academic Progress for Financial Aid

Students are considered to be achieving academic progress if they complete at least 66 percent or more of the total number of credits that they have attempted at BHCC and are meeting the following minimum cumulative grade point average:

<u>Cumulative Credits Attempted</u>	<u>Grade Point Average</u>
Fewer than 12	no minimum
12-30	1.79
More than 30	2.00

Finally, you must successfully complete the credits required for your degree within 150 percent of the standard length of your academic major. For example, if you are majoring in an associate degree that requires 60 credits for completion, you must complete your degree requirements by the time you have attempted 90 credits or you would lose your financial aid eligibility.

Unofficial Withdrawals

Per federal regulations, students who stop attending all of their classes without formally withdrawing from the College will be identified and may lose a percentage of or their entire financial aid award for that semester. If a student fails all of his or her attempted credits for a semester, the federal regulations require that the College assume the student stopped attending the College. If the Financial Aid Office cannot obtain proof that the student completed at least 60 percent of the semester, the Financial Aid Office will then prorate and recalculate the student's financial aid award, which may result in the student owing a balance to the College. For more details, see the Financial Aid Refund Policy.

Withdrawal/Graduation

Students who receive loan funds while enrolled at Bunker Hill Community College must complete an exit loan interview session before leaving the College. The Financial Aid Office notifies graduating students prior to their anticipated graduation date. This notice provides information regarding loan repayment. Students can make individual arrangements for a personal exit interview by contacting the Financial Aid Office.

Appeals Process for Academic Progress

Students have the right to request a one-time, unsatisfactory academic progress appeal if they fail to attain a satisfactory GPA and/or course completion rate and are denied financial aid consideration. If financial aid recipients experience extenuating circumstances that affect their schoolwork, they have the right to appeal the decision. Reasons to appeal may involve, for example, a documented illness of a student or of a spouse. Because it is difficult to define all the possible reasons that could lead to unsatisfactory academic progress, students should contact the Financial Aid Office, for instructions on how to submit a written appeal.

Appeals Process for Financial Reasons

A student's family's financial situation may change from that reported on the FAFSA application. At the request of the student, the Financial Aid Office, will review a change in the financial situation of the student to determine if adjustments should be made to the calculation of the student's financial aid eligibility. Examples of typical appeals include a loss of employment, a reduction of income of a parent and/or spouse or uninsured medical expenses.

Federal Financial Aid Refund Policy

The calculation of the return of Title IV Funds is determined by the date that the student withdraws. Title IV aid and all other aid is earned during the time a student is attending Bunker Hill Community College. The percentage of aid earned, up to a maximum of 60 percent, is determined by dividing the number of days a student was enrolled by the number of days in the semester. If the student withdraws from all courses after 60 percent of the semester is completed, Title IV aid is viewed as 100 percent earned.

Return of Title IV funds is no longer required beyond that point. If a student withdraws before 60 percent of the semester is completed, however, the student may owe a portion of his or her financial aid, if the Financial Aid Office determines that the student has received an amount larger than the earned amount.

The term "Title IV Funds" includes the following programs:

- Federal Pell Grant.
- Federal Supplemental Educational Opportunity Grant (SEOG).
- Subsidized Federal Stafford Loan.

- Unsubsidized Federal Stafford Loan.
- Federal PLUS Parent Loan.
- Federal Perkins Loan.

In accordance with federal regulations, financial aid funds are returned and allocated in the following order:

1. Unsubsidized Stafford Loan.
2. Subsidized Stafford Loan.
3. FFEL PLUS.
4. Federal Pell Grant.
5. Federal SEOG Program.
6. Other Title IV programs.
7. Other state, private, and institutional aid.
8. The student.

Bunker Hill Community College will return any funds necessary to Title IV based upon the calculation. Based upon the return of Title IV Funds calculation, students are responsible to repay to the Title IV or state programs any funds that were disbursed directly to them and for which the student was determined to be ineligible. The procedures and policies listed above supersede those published previously and are subject to change. Please contact the Student Central, Room B202 if you have any questions about the policy.

Scholarships and Awards

Students applying for scholarships must be:

- Matriculated and enrolled full time (12 credits or more) at BHCC at the time of application, unless otherwise noted in the scholarship eligibility criteria;
- Attending BHCC during the semester they are receiving the scholarship;
- Have no In-Progress (IP) grades at the time of the scholarship application deadline; and,
- Have earned the minimum number of credits and/or cumulative GPA as specified for each scholarship.

When scholarship eligibility criteria require a minimum number of credits or grade point average earned, only college level courses (numbered 100 and above) taken at Bunker Hill Community College and applicable toward a degree or certificate program will be considered.

All students are welcome to apply regardless of status. For a full list of scholarships, deadlines and application forms, please visit the scholarship website at bhcc.edu/scholarships.

Grants

Grants are sponsored by the federal and/or state government and need not be paid back. For a complete list of the grant programs in which BHCC participates, visit bhcc.edu/financialaid/typesoffinancialaid.

Work Study Program

Bunker Hill Community College participates in the Federal College Work Study Program. Eligible students may receive funds from this program as a result of the financial aid application process. Federal program regulations require that a percentage of these funds be earmarked to community service- related work. Check with Student Central for a listing of available Work Study positions.

Cost of Attendance

Student Payment Office

bhcc.edu/studentpayment
617-228-2150
bursar@bhcc.edu

Tuition & Fees

The Board of Higher Education sets tuition and the College sets fees. Both are subject to change. For current tuition and fees, visit bhcc.edu/costofattendance.

Health Insurance. Massachusetts state law requires that all students taking nine or more credits in the fall semester or nine or more credits in the spring semester have medical insurance. There are no exceptions. For current rates, visit bhcc.edu/costofattendance.

Other fees associated with attendance may include: Special Cost Course Fee; Liability Insurance Fee; Photo ID Replacement Fee; Returned Check Fee; Transcript Fee (paper request); Transcript Fee (electronic request); Refund Check Replacement Fee. These rates can be found at bhcc.edu/costofattendance.

The Veterans Benefits and Transition Act of 2018. Sec. 103 of the Veterans Benefits and Transition Act of 2018 prohibits schools from imposing a late fee, denying access to facilities, or other penalties against a veteran or eligible dependent due to a late payment of tuition and/or fees from VA.

Open Educational Resources (OER)

Bunker Hill Community College offers a number of courses that do not require the purchase of textbooks or course materials. Instead, these courses use Open Educational Resources (OER)-educational materials that reside in the public domain or have been released under a copyright license that permits anyone to freely use and repurpose them. OER courses are available in a variety of subjects.

MA Residency Tuition

Students registering for classes at Bunker Hill Community College who are eligible for in-state tuition must complete the Massachusetts Community College In-state Tuition Eligibility Form. An eligible person is defined by law as a U.S. Citizen, lawful immigrant, permanent resident, or holder of another legal immigration status who has satisfied the duration residency requirement of six months prior to the start of the semester of enrollment, but not more than one year prior to that date and can demonstrate his/her intent to remain in Massachusetts. A member of the armed forces (or spouse or child) on active duty in Massachusetts or any individual using educational assistance under either Chapter 30 (Montgomery GI Bill®-Active Duty Program), Chapter 31 (Vocational Rehabilitation), or Chapter 33 (Post-9/11 GI Bill®), of Title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b)(9)) with the intent to live in Massachusetts while attending Bunker Hill Community College will be charged in-State tuition rate.

The college reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary. Questions concerning residency requirements should be directed to Student Central.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Tuition Waivers

Several kinds of tuition waivers are available to Bunker Hill Community College students. These waivers include, but are not limited to, National Guard, veterans, senior citizens, Native Americans, state employees and wards of the state. To receive a tuition discount, students must present the waiver at the time of registration.

The Commonwealth of Massachusetts does not fund all courses; therefore, the use of certain waivers for those unfunded courses will be restricted. Students eligible for waivers should obtain clarification from Student Central before making course selections..

Outstanding Financial Obligations

Bunker Hill Community College is responsible for making "diligent efforts" to collect amounts due to the state. Diligent efforts shall include e-bills or written bills at your request, dunning notices and subsequent assignments to a collection agency. The student is responsible for all collection costs and any fees incurred in the collection of debt and for informing the College of any dispute regarding the debt.

The College advises students that their debts may be discharged through the intercept of any Commonwealth and Federal payments that are due to them or scheduled to be paid to them including tax refund. Please be advised that your student account debt constitutes an "educational benefit overpayment or loan" as defined pursuant to 11 U.S.C section 523(a)(8), and therefore is not dischargeable in bankruptcy.

Payments

Students can register for classes before the semester's payment due date. At the time of registration, students receive online registration information including their bill, class schedule and information about payment and insurance waiver deadlines. BHCC will send all follow-up communications and statements to your BHCC e-mail address and subsequently to the address on file. Students are required to make payments on time; failure to receive these notices does not excuse late payments. After the payment due date has passed, students must pay for courses at the time of registration.

The College accepts payments online at <https://selfservice.bhcc.edu/Student/Finance>. You may pay by credit/debit card, or from a checking or savings account. Money orders, company, or scholarship checks must be mailed to Student Central. International students also have the benefit of making payments in the currency of their choice through the PayMyTuition and Western Union links at selfservice.bhcc.edu/Student/Finance.

The College processes electronic checks through ACI Payments, Inc. When you provide a check you are authorizing conversion the check to an electronic form to be submitted as an ACH debit entry to your account.

The College offers a tuition payment plan to students and families who have needs that cannot be met with federal or state financial aid. You can learn more about the payment plan options and how to sign up at bhcc.edu/autopay. For specific information about the payment plan, contact ACI Payments at 1-866-964-4020 or bhcc.edu/autopay.

Students can access their financial account summaries online at selfservice.bhcc.edu. The account shows both current semester payments received and balances due.

Refund Policy

Students dropping or withdrawing from classes should log into Self-Service and navigate to Academics from the menu in the top left corner. The Withdrawal Form and upload page are located there. Please follow the instructions exactly to submit a valid form.

Failure to officially withdraw results in a grade of F or NA in the course and an obligation to pay in full. The schedule of refunds for tuition and general college fees applies only when proper withdrawal or class drop procedures, as established by the Academic Records Office, are followed. Lack of attendance or course abandonment does not constitute a drop or withdrawal. For specific refund deadlines please refer to the course schedule for the semester or session.

Student Comprehensive Health Insurance Plan

Chapter 23 of the Massachusetts Acts of 1988 requires that all students registered for nine or more credit hours must participate in a comprehensive health insurance plan unless they certify that they are participating in a health insurance plan with comparable coverage. If a student has comparable coverage and wishes to waive participation in the Massachusetts Community Colleges insurance plan, the student must submit waiver information via the Internet by the published due date or at the time of registration. For more information, visit bhcc.edu/healthinsurance. All questions regarding the Student Health Insurance Program (SHIP) should be directed to MAhealthconnector@state.ma.us or call 1-877-623-6765. Students already on MassHealth should call 855-273-5903.

Health Insurance Refund Policy Except for medical withdrawal due to covered injury or sickness, students withdrawing from the College during the first 30 days of the period for which coverage is purchased shall not be covered under the policy and a full refund of the premium will be made. Students withdrawing after 30 days will remain covered under the policy for which the premium was paid and no refund will be allowed. Students who do not withdraw completely, but who drop below nine credit hours within the first 30 days, may apply to Gallagher Student Health and Special Risks for a refund of health insurance premiums. Registering for mini- sessions, web courses, and Center for Self-Directed Learning courses later in the fall or spring semester may restore the student's obligation to carry health insurance

Academic Records

Academic Records

bhcc.edu/studentcentral/academicrecords
617-228-2403
academicservices@bhcc.edu

The Academic Records Office maintains student academic records, ensures that student rights are protected under the Family Education Rights and Privacy Act (FERPA), and provides many services including registration, schedule adjustment, withdrawals, processing grades, transcript requests, program changes, graduation, personal information changes and verification requests.

Final Examination Schedule

Final examinations take place during a student's last class for each course enrolled during the semester. The final examination Assessment Period is usually scheduled the next two days after the last day of classes. Students who have more than two exams scheduled in one day may request to reschedule the exam. Students who miss final examinations must notify the appropriate Academic Dean of their program area immediately, stating the reason. The individual faculty member makes the decision regarding makeup of final exams.

Academic and Student Affairs Policies

Absence Due to Religious Beliefs

1985 Regular Session

STUDENTS ABSENCE DUE TO RELIGIOUS BELIEFS

Chapter 375

AN ACT EXCUSING THE ABSENCE OF STUDENTS FOR THEIR RELIGIOUS BELIEFS.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 151C of the General Laws is hereby amended by inserting after section 2A the following section:

Section 2B. Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the list of available courses.

Approved October 8, 1985.

Attendance

Because poor attendance generally results in poor grades, students must attend all regularly-scheduled classes and laboratory sessions. Students having attendance difficulties should discuss this matter with their course instructors and advisors.

Students who know they will be absent for three or more consecutive class sessions because of a family emergency or personal illness should report the extended absence to the Office of the Dean of Students. The Associate Vice President will notify the course instructors of the absence. Upon returning to class, students are responsible for discussing completion of all course requirements with their course instructors. If the course instructor and student find it impossible to complete all assigned work, the student may need to withdraw from the course.

Students who do not attend classes during the first two weeks of the semester will be withdrawn from the course and may receive an NA (non-attendance) grade. The grade appears on the transcript and is counted toward credits attempted but is not computed in the grade point average. The NA grade designation is not used during the summer semester.

Auditing a Course

Students who want to audit a course must obtain permission from the Registrar or designee. Audit students must pay full tuition and fees. The audit request must be made at the time of registration, and once approved may not be changed to a graded course. An audit course may not be transferred or used toward graduation requirements.

Catalog Year

The term "catalog year" refers to the academic year in which students are admitted and attended the College. Students must fulfill the program requirements listed in the College Catalog in effect for their catalog year. When students reapply to the College after an absence of five or more years, they must fulfill the catalog year/program requirements in effect at the beginning of the semester of re-application. Students may change their program in a given semester, but should do so prior to the end of the schedule adjustment period. If an exception is made to allow students to change their program after the schedule adjustment period, students must fulfill the catalog year program requirements in effect at the beginning of the semester following the date of the change.

Readmission Policy

The readmission policy applies to students who applied and declared a program of study, attended classes, but stopped out five years or more. Access to the college email system, and myBHCC will be inactivated after two semesters of being inactive. Upon returning to the college, students who declare a new program of study or retain their original program of study with the current catalog year have to be readmitted. Students must complete the Readmit Form. Student whose last enrollment was in any of the college's Selective Programs are not eligible to use this Readmit Policy. Selective Program students should contact selectiveadmissions@bhcc.edu for more information.

Reactivation Policy

Reactivation applies to students who were in a program of study, attended classes, but stopped out for less than five years from their original start date and have returned to the college under the same program of study and Catalog Year that they were accepted into. Access to the college email system, and myBHCC will be inactivated after two semesters of being inactive. Students will need to complete the Reactivation Form. Students whose last enrollment was in any of the college's Selective Programs are not eligible to use this Reactivation Policy. Selective Program students should contact selectiveadmissions@bhcc.edu for more information.

Change of Grades

Students should direct all questions regarding grades to the course instructor. The instructor will change final grades only if a clerical error exists. Students must submit a written request to the instructor for re-evaluation if they feel that an error exists. The final decision regarding grades rests with the instructor. Students may initiate grade appeals no later than 30 calendar days following the last day of the instructional period for which the grade was granted. Please refer to the Bunker Hill Community College Student Handbook at bhcc.edu/handbook for more information.

Clinical Experience Responsibilities

Students enrolled in programs that require clinical experience must adhere to all stated objectives and course competencies including those required for the clinical experience. Students are responsible for their own transportation to and from the clinical sites. Students are accountable for their behavior and demeanor during all clinical experiences and must conduct themselves in a manner that is in keeping with the College Code of Conduct, all professional conduct and regulations outlined by the regulating body, all conduct and behavioral expectations set forth by the clinical site, and additional specific requirements as are outlined in the program-specific student handbook.

Due to the competitive nature of placing students in clinical sites, students may have to travel long distances. It is important to note that some of the clinical sites are located in suburban or rural areas and are not accessible by public transportation.

Therefore, students should consider this increase in time and cost in planning their transportation and finances for programs requiring clinical experiences.

The College reserves the right to suspend and/or remove students from the clinical experience whose behavior is considered inappropriate. Removal may adversely affect prospects for completing the requirements of these programs. Students so removed may appeal in writing to the Office of Nurse Education and Medical Imaging. Students participating in clinical experiences should refer to the Criminal Offender Record Information (CORI) and the Sex Offender Registry Information (SORI) requirements listed in the Admissions section of this catalog.

Behavior Policies, Discipline and Grievance Procedures

Bunker Hill Community College expects students to behave in a manner that is appropriate to a collegiate environment. Students are expected to assume responsibility for their own behavior and learning and to respect the learning environment of others. Bunker Hill Community College advocates a learning environment that enhances the academic, intellectual, cultural and social enrichment of its students, faculty, staff and the community at large. To guarantee that no member of the College community is deprived of this collegiate environment, student rights and responsibilities are clearly stated and behavior and discipline codes have been established. Please refer to the Bunker Hill Community College Student Handbook at bhcc.edu/handbook for more information.

Course Load

Students who carry 12 or more credit hours in a fall or spring semester or 6 credit hours in a summer session are considered full-time students. Students must enroll in a minimum of 15 credit hours per semester of college level course work in order to complete an associate degree program in two years. Students who wish to carry more than 18 credits during a fall or spring semester or 9 credits during a summer or mini session must obtain written permission from the Dean of their program of study or designee.

Course Prerequisites

Some courses require that students meet certain conditions prior to registering. These conditions are known as prerequisites. Prerequisites include completion of lower-level courses with a passing grade, completion of computerized placement tests (CPTs) or formal admission to a specific program of study. To count a course from another college or university as a prerequisite at BHCC, students must bring evidence of completion of that course at the time of registration.

Dean's and Merit Lists

Students with a grade point average of at least 3.00 are named to the Dean's List, provided that no grade lower than C was earned in any course that semester. Grades lower than C include D, F, NA, W, WA, and IP. For Dean's List computation, P is not considered a letter grade. Only courses numbered 100 or higher are considered in determining eligibility for the Dean's List.

Students who are enrolled in at least 6 but less than 12 credits in a given semester, but otherwise have met the same performance level as those on the Dean's List, are named to the Merit List. The Merit List has the same performance requirements as the Dean's List. Students must have a GPA of at least 3.00 and no grade lower than a C, and only courses numbered 100 or above are considered.

Degree and Certificate-seeking Students

All students admitted to degree or certificate programs may be required to take Computerized Placement Tests (CPTs) in English, reading and mathematics, or may be required to take the ESL placement tests if English is their second language. The tests determine the levels at which students will begin their study. Based upon test results, the College may require developmental or ESL courses, or limit a student's enrollment in an effort to enhance that student's ability to succeed. Applicants to health careers and technical programs must comply with specific program entrance requirements and application deadlines.

Dropping or Adding a Course

Students may adjust their schedules either during the registration period or during the schedule adjustment period if a seat is opened in the course, all the course prerequisites are completed, and payment is made at the time of registration. After the schedule adjustment period, students may add only those courses offered through the Center for Self- Directed Learning. Refer to the College's academic calendar for published deadlines at bhcc.edu/academic-calendar. Students registering for courses that have already started must check with the faculty regarding the course attendance policy.

Credit Hour Policy

In accordance with the United States Department of Education, Bunker Hill Community College follows the Carnegie Unit for credit. Students are expected to spend a minimum of 45 hours of work for each credit. The most common breakdown for one credit is one hour of class instruction and two hours of homework for 15 weeks each semester. A three credit course demands nine hours each week.

Appeals Process for Grades

The Grade Appeal Process is for a student who believes that a recorded final grade does not accurately reflect his/her academic performance in a course. Grades can be appealed in instances where a student believes that an inaccurate final grade has been issued such as arbitrary grade issuance, inconsistent grading practice, or calculation error. For more information visit the Dean of Students at bhcc.edu/dos/gradeappealprocess.

Fresh Start Policy

Under the Fresh Start Policy, students may enroll without having to carry a very poor GPA record or low completion rate from years back that could prevent them from ever earning a GPA or completion rate sufficient to lead to graduation or completion of a program.

The following conditions apply to the Fresh Start Policy:

1. The student must be a former Bunker Hill Community College student who has credits from BHCC. The students are eligible for Fresh Start if they are returning to BHCC after being away for 5 years or more. Students currently enrolled at BHCC or whose last term of enrollment is within 1-4 years are not eligible for Fresh Start.
2. The credits held by the student must be at least 5 years old. No credits shall have been earned with an assigned grade at BHCC within the past five years. Grades include, W, WA, NA, and A-F, IP, and P.
3. All these credits will be treated as the College treats credits transferred from other colleges. Credit will be granted for a course where a grade of C or better was earned. The courses from the earlier registration that received a grade of C or better will be counted as free electives or as courses fulfilling requirements depending upon the program requirements of the student who is re-entering, just as transfer credits from other colleges are counted. Only grades earned at BHCC after Fresh Start is granted are counted in the GPA. Likewise, only the completion rate of grades earned after Fresh Start is granted will be used to determine progress.
4. This process can be used only once. If the student drops out again and then returns, the student cannot start again with a new GPA or a new completion rate.

5. This process does not affect the need to repeat courses in certain programs where the earlier completion maybe considered out of date (this is frequently the case in science, computer technology, or health programs such as nursing).
6. In all cases where these policies are at variance with federal financial aid policies, the federal policies will determine eligibility for such aid.

Withdrawal from a Course

Students may withdraw from a course or the semester only during the semester in which they are registered for coursework and only by the deadline specified for each semester, according to the academic calendar.

The College does not process course or semester withdrawals after the withdrawal deadline date. The College issues no refunds for students who withdraw from a course or the semester.

To withdraw from a course or a semester, students must complete and submit a withdrawal form, which is available at Student Central or online. After students officially withdraw from a course or semester, their transcript will show a grade of W for coursework. The College designates course withdrawals as "uncompleted courses," which may adversely affect academic standing and financial aid eligibility. Failure to attend or ceasing to attend a class or classes does not constitute official withdrawal and results in grades of F or NA for the course or courses. Failure to withdraw formally may affect students' academic standing and eligibility to receive financial aid (see Satisfactory Academic Progress).

Withdrawal from the Semester or the College

Students may withdraw from the College at any time; however, if currently enrolled, students will abide by the semester withdrawal deadline specified for each semester. If the College withdrawal is received after the semester withdrawal deadline, the withdrawal will not be processed until the semester has ended and final grades have been entered. Students who withdraw from the College are not entitled to a refund. To withdraw from the College, students must complete and submit a withdrawal form available at Student Central or online. Students who are enrolled and withdraw from the College, prior to the semester withdrawal deadline, receive W grades on their transcript.

Failure to attend or ceasing to attend a class or classes does not constitute official withdrawal from the College and results in grades of F or NA for the course or courses. Failure to withdraw formally may affect students' academic standing and eligibility to receive financial aid (see Satisfactory Academic Progress). Students desiring to be readmitted to the College must submit a new application.

A student can withdraw for any reason according to the posted schedule UNLESS their account is on hold due to an Interim Suspension, Suspension, Expulsion or Hospitalization. For more information, please see the Dean of Students website, bhcc.edu/dos, or call the Dean of Students Office at 617-228-2408.

Satisfactory Academic Progress Policy

In order to continue at Bunker Hill Community College and/or receive financial aid, students must make satisfactory academic progress toward a degree or certificate. Satisfactory academic progress is the calculation of the cumulative course completion rate* and grade point average of a student. The College considers students to be achieving satisfactory academic progress if they complete 67 percent or more of the total number of credits attempted and meet the following minimum cumulative grade point average:

CUMULATIVE CREDITS ATTEMPTED

Fewer than 12

CUMULATIVE GRADE POINT AVERAGE

no minimum

12-30

1.79

More than 30

2.00

* This includes credits taken at BHCC as well as those officially transferred in.

Academic Warning

The College places students on Academic Warning if they do not meet the criteria for satisfactory academic progress.

Academic Improvement

The College places students on Academic Improvement if they meet the criteria for satisfactory academic progress during their Academic Warning semester or Academic Probation semester, **and** their cumulative GPA and completion rates do not meet the criteria for Good Academic Standing.

Academic Probation

The College places students on Academic Probation if they do not meet the criteria for satisfactory academic progress during their Academic Warning semester **and** their cumulative GPA and completion rates do not meet the criteria for Good Academic Standing.

Academic Suspension

The College places students on Academic suspension if during any probationary semester, they do not meet cumulative SAP requirements and one of the following circumstances occur during that semester:

- Student's semester grade point average is below 1.79. (Student has attempted between 12 and 30 credits to date, including transfer credit accepted and those earned at BHCC) OR
- Student's semester grade point average is below 2.00. (Student has attempted more than 30 credits to date including transfer credit accepted and those earned at BHCC) OR
- Student has completed less than 67% of the total number of credits attempted in an Academic Probation semester, at BHCC. (Please note that grades of F, IP, N, NA, W and WA count as credits attempted).

Students on Academic Suspension are prohibited from attending the college for a minimum of one semester unless the suspension status is successfully appealed. Following a minimum leave of one semester, students may appeal their academic suspension by meeting with the Associate Dean of Academic Affairs or designee.

Appeals Process for Probation and Suspension

Students placed on academic probation or suspension from the College for unsatisfactory academic progress have the right to appeal. Students who successfully appeal their academic suspension will be placed on academic probation when they return to BHCC. Students should contact the Associate Dean of Academic Affairs for more information. Academic reinstatement does not automatically re-establish eligibility for Financial Aid. Students should follow the Financial Aid appeals process separately from the academic appeals process. See the Financial Aid section of this catalog for information on the appeals process.

Educational Records

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Students are informed of their rights under this act through the College Catalog and the Student Handbook.

They are:

- **The right to inspect and review** the student's educational records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- **The right to challenge records** and request the amendment of the student's educational record that the student believes is inaccurate or misleading. Students may ask the College to amend a record by writing to the College official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- **The right to consent to record disclosure** of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agency); a person serving on the Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- **The right of complaint**, to file a complaint with the U.S. Department of Education concerning alleged failures by Bunker Hill Community College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605**

Directory Information

Bunker Hill Community College has designated the following items as directory information: student name, academic program, semesters of attendance, current enrollment status, Dean's and Merit Lists, degrees or certificates awarded and dates of graduation.

The College may release directory information to a third party requesting such student information without first obtaining the student's consent.

A student has the right to refuse to permit the College to release directory information. To facilitate this, a student must request that a privacy code be placed on his/her directory information by completing the Request for Non-Disclosure of Directory Information form and submitting to Academic Records. If a privacy code is placed on a student's record, no directory information will be released in College publications or to third parties, excluding cases in which the Solomon Amendment or lawful subpoenas require the College to release such information by law.

Notwithstanding the College's definition of directory information, the Department of Defense, pursuant to the Omnibus Consolidated Appropriations Act of 1997, identifies the following additional student information as directory information for Department of Defense purposes: student's address, age and level of education. This information is available and accessible from student records. Non-consensual release of directory information may be submitted to the Department of Defense in accordance with the Solomon Amendment.

Grading and Notation System

(effective January, 1990)

<u>Grades and Notations</u>	<u>Definitions of Grades and Notations</u>	<u>Quality Points Per Credit Hour</u>
A	Equivalent to a numerical grade of 94 - 100	4.00
A-	Equivalent to a numerical grade of 90 - 93	3.70
B+	Equivalent to a numerical grade of 87 - 89	3.30
B	Equivalent to a numerical grade of 83 - 86	3.00
B-	Equivalent to a numerical grade of 80 - 82	2.70
C+	Equivalent to a numerical grade of 77 - 79	2.30
C	Equivalent to a numerical grade of 70 - 76	2.00
D	Equivalent to a numerical grade of 60 - 69	1.00
F	Equivalent to a numerical grade of 0 - 59	none
P	Indicates satisfactory completion of coursework where no letter grade is given, or award of credits for a course by special examination. It is equivalent to a grade of C or higher and carries no quality points. Credit hours will be given equivalent to the number of credit hours normally assigned to the course	none
IP	Required work in the course is in progress. The method and time for completion of work must be agreed upon in writing by student and instructor; no credit is earned until the course is completed. IPs not completed by the end of the following semester are automatically changed to a grade of F unless an IP extension is agreed upon in writing by student and instructor and submitted to the Academic Records Office	none
AU	Audit; no credit earned	none
NA	NA Students who register for a specific course and who have not attended class meetings during the first two weeks of the semester will be withdrawn from the course and receive the grade designation NA (nonattendance) which will appear on the transcript and be counted toward credits attempted	none

but not computed in the grade point average. The NA grade designation is not used during the summer semester

W	Official withdrawal from a course; no credit earned	none
WA	Administrative withdrawal from a course; no credit earned	none

Midterm Warning Grades

Faculty may issue midterm warning grades during week 7-8 of the semester to students who may be in jeopardy of not successfully completing their course. Grades of D or F may be issued to students whose course work is below requirements to earn a grade of C or better in the course. A grade of FX is issued to students who may be in jeopardy of failing the course due to attendance concerns. Midterm warning grades are found in the Grades section under the Academic Profile menu of WebAdvisor on the Portal. Students should speak with their professor immediately to develop a plan to get back on track. A variety of support services are also available to students; please stop by the LifeMap Commons for a referral.

Computation of GPA

The Cumulative Grade Point Average (CGPA) is computed by dividing the total number of quality points by the total number of credit hours attempted at Bunker Hill Community College. Grades of AU, IP, P, NA, W and WA are not calculated in the semester, cumulative or graduation grade point average. All grades are used in determining satisfactory academic progress, suspension and probation.

Program Changes

Students wishing to change from one program of study to another should consult with their advisors. Students then must complete a change of program form, available at Student Central. A program change may increase the time needed for students to complete program requirements for graduation. Students who receive financial aid should consult with the Financial Aid Office regarding the fiscal implications of program changes. Students may change their program in a given semester, but should do so prior to the end of the schedule adjustment period. If an exception is made to allow students to change their program after the schedule adjustment period, students must fulfill the catalog year program requirements in effect at the beginning of the semester following the date of the change.

Repeat Course Policy

This policy addresses courses taken at Bunker Hill Community College.

Students may repeat courses in which they earn a grade of D, F, W, WA, or NA without petitioning. Students can petition to repeat a course when they have obtained a C grade or better. The petition will then be passed on to the appropriate Academic Dean for approval. The process may be used no more than three times for courses with a letter grade of C or better. Repeating a course when the earlier attempt is a C or better is allowed only if the higher course grade is a course prerequisite or program requirement to continue in or enter a specific academic program. The highest grade automatically becomes the official grade for purposes of calculating grade point average and for determining eligibility for graduation. However, students should note that other institutions may have different policies when determining which course to use to calculate transfer credit or grade point average. The grades for each attempt, however, are recorded and always remain on the student's transcript. Repeating a course may not be allowed in specific programs with outside accreditation.

<u>Course</u>	<u>Credits Attempted</u>	<u>Grade</u>		<u>Quality Points</u>	<u>Quality Points Earned</u>
ENG-112	3	A-	=	(3.70)	11.10
BIO-196	3	C+	=	(2.30)	6.90
BIO-102	4	B	=	(3.00)	12.00
SPN-201	3	F	=	(0.00)	0.00
TOTAL	13		=		30.00

Cumulative Grade Point Average (CGPA): $30 \div 13 = 2.31$

Graduation Grade Point Average is calculated in the same manner but excludes developmental course work (i.e. courses numbered below 100).

Student Right-to-Know Graduation Rate

Graduation rates data are available online for all colleges that are required to report this information. This information is reported by colleges and published by the United States Government and available for Bunker Hill Community College at nces.ed.gov/collegenavigator/?id=165112

Institutional Policy Statements

Affirmative Action and Equal Opportunity Guidelines

Office of Equity, Diversity and Inclusion

bhcc.edu/diversityinclusion

Nahomi Carlisle, Esq., Associate Vice President, Chief Equity and Compliance Officer, Affirmative Action Officer, and Section 504/ADA Coordinator
617-228-3311
nahomi.carlisle@bhcc.edu

Carl Marcelin, Deputy, Title IX Coordinator
617-228-2127
carl.marcelin@bhcc.edu

Bunker Hill Community College is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). All inquiries concerning application of the above should be directed to Nahomi Carlisle, Esq., Associate Vice President, Chief Equity and Compliance Officer, Affirmative Action Officer, and Section 504/ADA Coordinator.

When a student or employee believes s/he has been discriminated against based on race, creed, religion, color, national origin, age, sex, gender identity, genetic information, maternity leave, sexual orientation or disability status, the College's Policy on Affirmative Action, Equal Opportunity & Diversity provides an informal complaint process and a formal complaint process

which may be accessed by any member of the College community. Whether a complaint/grievance is formal or informal, the College will conduct a prompt, thorough, fair and objective investigation, and will take such corrective action as is appropriate under the circumstances. No student or employee shall be retaliated against for filing a discrimination complaint/grievance or for cooperating with the College's investigation thereof.

For more information, to file a complaint/grievance, or for a copy of the plan and/or complaint/grievance procedure, contact the Office of Equity, Diversity and Inclusion.

Sexual Harassment Guidelines

Sexual harassment of a student, an employee or any other person in the College is unlawful, unacceptable, impermissible and intolerable.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning environment. Often, sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person's ability to study or work in the academic setting.

For general purposes, sexual harassment may be described as unwelcome advances, requests for sexual favors and other physical or verbal conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.

A student, an employee, or any other person in the College who is found to have engaged in sexual harassment is subject to discipline up to and including termination of employment or expulsion from the College.

When a student, an employee or any other person in the College believes s/he has been the subject of sexual harassment, the complaint/grievance process is a mechanism for redress. Whether a complaint/grievance is formal or informal, the College will conduct a prompt, thorough, fair and objective investigation, and will take such corrective action as is appropriate under the circumstances. Reasonable efforts are made to maintain confidentiality during the grievance process. No student or employee shall be retaliated against for filing a discrimination complaint/grievance or for cooperating with the College's investigation thereof. For more information, for a copy of the Affirmative Action Complaint/Grievance Procedure, or to file a complaint/grievance, contact the Office of Equity, Diversity and Inclusion.

Sexual harassment is forbidden by both federal and state regulations. In keeping with these regulations, a concerted effort will be made to protect employees, students and others from sexual harassment as defined.

For the full text of the College's policy concerning sexual harassment, refer to the Bunker Hill Community College Policy on Affirmative Action, Equal Opportunity & Diversity.

Guidelines Concerning Sexual Violence

Committing an act of sexual violence upon a student, an employee or any other person in the College constitutes a violation of state and federal laws, and a major violation of the College's Affirmative Action Policy. Sexual violence is absolutely intolerable and totally unacceptable.

Sexual violence is generally defined as any sexual activity where consent is not obtained or able to be freely given, and includes rape (vaginal, oral or anal penetration without consent), acquaintance rape (rape committed by someone who is known by the

victim), or any unwanted sexual activity that is forced or coerced by one person on another. It is a criminal offense to have sex with someone who is incapable of giving consent due to being intoxicated, unconscious, mentally incompetent or under 16 years of age.

An employee or student who commits an act of sexual violence may be subject to criminal prosecution and will be subject to disciplinary action by the College, up to and including expulsion and/or termination of employment.

Victims of sexual violence are encouraged to contact the College's Department of Public Safety at 617-228-2222 or 228-2053, as soon as is practicable under the circumstances. If a victim is more comfortable reporting the alleged sexual violence to a College employee with whom s/he is better acquainted, such as a dean, administrator or faculty member, s/he may do so. Any employee to whom an incident of sexual violence is reported, however, is required to notify the College's Department of Public Safety and the Affirmative Action Officer and Title IX Coordinator forthwith.

If any student or employee believes that he or she has been the victim of sexual violence, the student or employee also has the right to file an Affirmative Action Discrimination Grievance with the College. For a copy of the Affirmative Action Grievance Procedure or assistance with filing a complaint, please contact Cheryl Cephas, the College's Interim Affirmative Action Officer and Title IX Coordinator.

Reporting the incident to the College's Department of Public Safety, the Affirmative Action Officer and Title IX Coordinator, or another College employee does not commit the victim to filing charges. Federal and state laws, however, require the College to investigate such reports. The matter will be investigated both by BHCC Police and separately by the Affirmative Action Officer and Title IX Coordinator. Although every reasonable effort will be made to protect a victim's privacy, individuals with a need to know may be contacted and information may be shared as necessary to investigate and adjudicate the matter or as public safety requires. A report of the incident will be filed with local police in the event public safety is at risk even if the victim does not intend to report the incident to police or cooperate in an investigation.

The College prohibits retaliation against any person who presents a formal or informal complaint of sexual violence or who testifies or offers evidence connected with a complaint. Retaliation is a violation of the College's Affirmative Action and Diversity Policy whether or not the underlying claim of sexual violence is confirmed. For the full text of the College's policy concerning sexual violence, refer to Bunker Hill Community College's Policy on Affirmative Action, Equal Opportunity & Diversity.

System-Wide Student Policies

Bathroom and Locker Room Use

All students may use bathroom or locker room facilities on campus that are designated as gender-neutral or that are consistent with a student's sincerely held gender identity. Use of a bathroom or locker room by any student for an improper purpose will result in disciplinary action, up to and including expulsion.

Changing Biographical Data

The following process is followed when any student seeks to change his or her biographical data as provided and maintained in College records.

Legal Name. A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required.

Examples include, but are not limited to:

- Financial Aid records;
- Student Accounts records;
- Student Personally Identifiable Information;
- Student Directory information;
- Payroll records;
- Health records;
- Official transcripts;
- Federal immigration documents; and
- Interactions with government agencies.

In order for any student to change their legal name on College records, a student must present a certified copy of a court order or other legal document indicating a legal name change has been granted.

Preferred First Name. The College recognizes that some students may prefer to use a first name other than their legal name to identify themselves. As long as the use of a preferred first name is not for an improper purpose, the College acknowledges that a preferred first name can and should be used where possible in the course of College business and education. Students may use a preferred first name wherever a legal name is not required on internal documents, communications, systems and web portals.

Examples include, but are not limited to:

- Student identification cards;
- Email and calendar entries;
- Class rosters and advisor lists;
- Learning Management Systems; and
- Diplomas, awards and recognitions.

To request a preferred first name, a student should complete the Preferred First Name Change Form available in BHCCselfservice or on the Dean of Students page at bhcc.edu/dos.

Sex Designation. In order for any student to change their sex designation in official College records, a student must provide a certified copy of a court order, or other legal identification, such as a Massachusetts driver's license, reflecting the change in sex.

Hazing

The Massachusetts Legislature enacted a law in 1985 that prohibits hazing on all college campuses. Students may obtain copies of the law (MGLc269s17-19) from the Student Activities Office.

Annual Security Report Notice of Availability

Bunker Hill Community College's Office of Public Safety is responsible for issuing crime alerts in compliance with the Clery Act. In the event a situation arises on or about the campus, an alert is issued to keep the campus community informed.

The Annual Security Report Notice of Availability report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Bunker Hill Community College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also contains information regarding campus security and personal safety, including topics such as: crime prevention, law enforcements practices and authority, crime reporting policies, and other matters of importance related to security on campus.

As required by law, Bunker Hill Community College's Office of Public Safety and Campus Police publishes and distributes this report annually by October 1. To obtain a copy, visit bhcc.edu/PublicSafety/ASR.

Graduation and Alumni Engagement

- Graduation Information
- The Bunker Hill Community College Alumni Association
- The Bunker Hill Community College Foundation, Inc.

Graduation Information

Application

During their final semester, students who expect to graduate must apply for graduation. To graduate, students must:

- Complete a minimum of 60 credit hours (exclusive of developmental courses) with a minimum cumulative grade point average of 2.00.
- Attain a minimum of 15 credits of the total number of credit hours through courses enrolled in and successfully completed at Bunker Hill Community College.
- Complete all program requirements.
- Meet all requirements of the College, including payment of any outstanding financial obligations and submission of state-mandated immunization requirements.

Second and Subsequent Degrees

Students may apply to earn additional associate degrees. To qualify, students must complete the required courses for each degree, as well as a minimum of 15 credit hours beyond the first and any subsequent degrees.

Certificates

To qualify for a BHCC certificate, students must complete all course requirements for the certificate with a minimum of 25 percent of the required credit hours successfully completed at the College with a cumulative minimum GPA of 2.00 (exclusive of developmental courses).

Graduation with Honors

Highest Honors: Students who have completed degree requirements with a Cumulative Grade Point Average of 3.90 - 4.00, less developmental credits.

High Honors: Students who have completed degree requirements with a Cumulative Grade Point Average of 3.50 - 3.89, less developmental credits.

Honors: Students who have completed degree requirements with a Cumulative Grade Point Average of 3.30 - 3.49, less developmental credits.

The College gives honors awards for the highest grade point average, less developmental credits, in each program.

The Bunker Hill Community College Alumni Association

Established in 1988, the Bunker Hill Community College Alumni Association contributes to the continued growth of the College by sharing the educational, professional and personal experiences of alumni with the College community.

The Alumni Association provides opportunities for alumni to connect with their alma mater, one another and BHCC students through sponsored programs, networking opportunities and events.

The Bunker Hill Community College Foundation, Inc.

Foundation Office

bhcc.edu/foundation

Marilyn K. Kuhar, Executive Director of Development and of the Foundation

617-228-3290

mkkuhar@bhcc.edu

The Bunker Hill Community College Foundation, Inc., is a non-profit 501(c)(3) organization established to obtain resources to support the College, thereby enabling students with diverse educational, ethnic and cultural backgrounds to benefit from a high-quality, affordable, post-secondary education. The mission is realized by building constituencies and obtaining financial resources from groups and individuals including alumni, business, civic and community leaders.

The Foundation Board of Directors is committed to advancing the mission of the College and works to secure private contributions, planned gifts and other donations from individuals, foundations and corporations through personal solicitations, grant applications and fundraising events.

The Foundation accepts donations of any amount and designated to any purpose that advances the goals and mission of the college. Funding priorities are programs that contribute to student success, including scholarships, emergency assistance, and basic needs. Gifts for current use provide immediate assistance while contributions to the Foundation's endowment help ensure excellence and accessibility to future generations of students.

Advising and Lifemap

- Advising: Academic, Career and Transfer
- Placement Testing and Assessment
- Internships and Career Development

LifeMap

bhcc.edu/lifemap
617-228-2230

Bunker Hill Community College is committed to supporting students in achieving their educational, career and life goals. LifeMap re-imagines the student experience by enabling students to develop an individualized pathway (plan) for goal completion. In partnership with faculty and staff, students use LifeMap tools to create educational, transfer or career plans, connect with support services, participate in social networking and reflect on their learning. By centralizing resources and enlisting faculty and staff in their use in and beyond the classroom, LifeMap enables students to make informed decisions and become more self-sufficient while they create a personalized plan for realizing their goals.

In addition to the LifeMap related activities students participate in within the classroom, the LifeMap Commons serves as a central location on campus to support students throughout their journey with academic, career and transfer advising and referrals to other college support services. Learn more at bhcc.edu/lifemap.

Advising: Academic, Career and Transfer

Academic Advising

bhcc.edu/studentlife/advising
617-228-2230

Embracing the diversity of its college community, Bunker Hill Community College recognizes the individual needs of its students. Our academic, career and transfer advisors are dedicated to providing continuous service to strengthen, nurture, empower and assist students with making sound and responsible decisions throughout their educational career at the College.

Academic, career and transfer advising and resources are available for all BHCC students in a variety of formats that include individualized advising, group advising, workshops, online advising as well as online resources and assessments.

Advising & LifeMap staff assist students with choosing or changing a major, building an academic schedule, developing an educational plan for degree completion, planning for transfer, utilizing online resources, understanding campus policies and procedures and referring students to additional support services or resources. Information about group advising sessions and student-focused workshops is on the events calendar on the BHCC website and goes out by email to students throughout the year; students should check their BHCC email daily. For more information, please visit the LifeMap Commons or bhcc.edu/studentlife/advising.

Academic Services

Academic advisors are available for all currently accepted certificate and degree-seeking students at BHCC.

New students receive an advisor assignment after the start of their first semester. The advisor assignment depends on class enrollment and program of study (major). :

- Faculty Advisor
- Staff Advisor
- an Academic Department, or
- Advising & LifeMap Department.

The name of the assigned advisor or department is on the Advising tab on the Plan & Schedule section of BHCCselfservice.

BHCCselfservice

All registered students have an online services account known as BHCCselfservice, at selfservice.bhcc.edu. This account allows students to print a current course schedule or unofficial transcript, view placement test results and grades, search for course availability, access financial aid and student payment information, register for or drop courses (during the posted registration and add/drop periods), pay for courses, create a payment plan and waive health insurance. The My Progress features allow students to determine what courses are needed for program completion and use the course catalog to make informed decisions about course selection. In addition, the Plan & Schedule feature allows students to create a plan for completing program requirements and even register from that plan. Students requiring assistance can visit the LifeMap Commons.

Career Advising

bhcc.edu/careeradvising
617-228-2245
CareerAdvising@bhcc.edu

Career Advisors help prospective, new and continuing student with aligning their career goals with their program of study. When deciding on their program of study, a career advisor will help students in exploring and focusing their career options and can show how the program at Bunker Hill Community College can lead to achieving career goals.

Students have access to career assessments through Career Coach and MassHire CIS. Taking these assessments will help clarify interests, skills and values and the results will suggest career areas for exploration. After taking career assessments, students should discuss their results with a career advisor. During the advising appointment, students can learn how to research day-to-day duties in their chosen field, what skills or training will be necessary for the career, and future employment trends.

Career Coach bhcc.emsicc.com Students can use Career Coach to match careers of interest with Bunker Hill Community College specific Programs of Study, complete self-assessments, and build their knowledge of career skills, common work activities, and level of education required related to their career of interest.

Massachusetts Career Information System (MASSCIS) The MassHire Career Information System, or MassHire CIS, is a free online career resource through the State of Massachusetts. Students can use MassHire CIS to find employment data, learn about average wages, watch videos about daily responsibilities, and more! Students can also use MassHire CIS to complete self-assessments and learn about which Massachusetts colleges and universities offer educational programs that match their career interests.

Transfer Services

bhcc.edu/transfer
617-228-2230
transferservices@bhcc.edu

Transfer Services assists new, current and graduating BHCC students with the transfer process and transfer opportunities to and from the college.

Transfer In

Students who have attended another college may apply for transfer credit and advanced standing at Bunker Hill Community College. Official transcripts from all previous colleges should be sent directly to the Academic Records Office at the time the student applies to BHCC. Once the student is accepted and becomes a matriculated (or degree-seeking) student, college transcripts will be evaluated.

Transfer Credit may be awarded if:

- the courses are comparable to those offered at BHCC;
- a grade of C or better is earned from a regionally accredited college or university (programs requiring a C+ or higher are noted on the program curriculum sheet located in the BHCC College Catalog);
- computer courses are not more than five years old;
- Anatomy and Physiology I and II courses are not more than 10 years old for some selective health program applications.

You can use a maximum of 45 transfer credits toward the BHCC associate degree and a maximum of 75 percent of the total number of credits required for certificate programs.

Once an official transcript has been evaluated and you have registered for classes, transferred in courses will appear on your BHCC transcript with a letter grade of TR. TR grades are not counted in your BHCC GPA (Grade Point Average) and are not used to calculate your completion rate. BHCC uses both completion rates and GPA to calculate your academic standing at the College.

Credits earned at colleges that follow a quarter system will be converted to semester-hour equivalents resulting in an adjustment in the number of credits transferred.

Transfer Appeal Process

If you disagree with the transfer credit award decision, request a meeting with a Transfer Counselor by emailing transferservices@bhcc.edu. The purpose of this meeting is to give you an opportunity to present evidence such as course descriptions and syllabi to demonstrate that the course(s) in question are either the equivalent or comparable and meet the criteria listed above. The Transfer Counselor will contact relevant Faculty, Department Chair and or the Academic Dean to review course documentation as needed. If the matter is not resolved with the Transfer Counselor, you can appeal in writing to the appropriate Associate Provost of Academic Affairs requesting that the Associate Provost review the materials and findings. The decision of the Associate Provost is final.

Transfer Out

Transfer advisors provide students with an overview of the transfer planning process and assistance with completing applications to other colleges.

Transfer Fairs

Each semester BHCC hosts Admissions representatives from over 40 colleges and universities. This is your opportunity to collect information and ask questions from a number of colleges all in one place.

Workshops

Transfer Services offers workshops on transfer related topics for BHCC students planning to apply to four-year colleges. A transfer advisor facilitates each session and students will have opportunities to ask questions. Upon registering for a workshop, students will receive an email with a web-link to access and participate during the workshop's designated time and date. Students

may use a computer device with a microphone and internet access or dial in by phone. It is necessary that students with 30 credits or less attend a Transfer 101 Workshop prior to meeting with a transfer counselor.

Virtual College Visits

Virtual college visits are events that allow Bunker Hill students to meet with transfer admission representatives from bachelor degree granting institutions. During these one-hour sessions, students learn about each institution's academic programs, student engagement opportunities, and the process for applying and transferring to these institutions. Students also have the opportunity to ask their own questions.

Visit bhcc.edu/transfer for upcoming workshops and college visits and additional information

Transfer Partnerships

Bunker Hill is dedicated to developing partnerships with colleges, universities and community-based organizations. Transfer Services offers information sessions, workshops, and individual transfer advising appointments to support students in achieving their academic goals.

Transfer Articulation Agreements

Students complete an Associate's degree at BHCC, meet all eligibility and admissions requirements, and receive guaranteed admissions into the specified major. All eligible BHCC credits transfer toward the specific Bachelor's degree

For a list of current agreements, please visit <https://www.bhcc.edu/admissions/transferpartnerships/articulationagreements/>

MassTransfer

MassTransfer is a collaboration between the Commonwealth's community colleges, state universities and the University of Massachusetts. System-wide resources and policies allow for students to transfer seamlessly, stay on track and minimize the time it takes to earn a bachelor's degree.

General Education Foundation. MassTransfer provides any student in the Massachusetts public higher education system who completes the General Education Foundation with the benefit of satisfying the general education/distribution/core requirements at any other public higher education institution (with the receiving institution able to add no more than six additional credits or two courses). Visit mass.edu/masstransfer/gened/home.asp to learn more about the MassTransfer Gen Ed Foundation. In addition, please visit bhcc.edu/programsofstudy/generaleducationrequirements for Bunker Hill Community College's General Education requirements.

A2B (Associate to Bachelor's). Beginning your college career at a community college is a smart choice. MassTransfer seeks to reward community college students who complete associate degrees at Massachusetts community colleges before they enroll in mapped or linked bachelor's programs at Massachusetts state universities or University of Massachusetts campuses. Not only does MassTransfer guarantee full transfer of a minimum of 60 credits but, depending on their final GPA and/or prerequisite coursework, students who complete A2B programs may also receive guaranteed admission and tuition discounts. Visit mass.edu/masstransfer/a2b/home.asp

Commonwealth Commitment. A2B Degree students who attend full-time and earn a 3.00 GPA or higher also have the opportunity to participate in the Commonwealth Commitment. The Commonwealth Commitment (available in "A2B Mapped" programs only) further rewards students with a freeze on tuition and fees for all four years, and 10% end-of-semester rebates. For more information including a complete list of pathway programs and qualifications for eligibility please visit bhcc.edu/commonwealthcommitment or speak with a Transfer Counselor in the LifeMap Commons.

Transfer and Articulation Information for Baccalaureate Programs

Bunker Hill Community College is dedicated to creating partnerships with four-year colleges and universities. Articulation agreements outline the transfer pathway between academic programs at BHCC and other institutions. Articulation agreements are designed to help students make a smooth transition when transferring from BHCC to another institution by ensuring that they understand if and how coursework taken at BHCC will transfer into other programs.

Transfer Services offers a variety of services to students interested in transferring from BHCC to four-year institutions. Students are encouraged to plan early and research and meet with transfer admissions representatives from the four-year institutions to properly assess each college or university's requirements, minimums and expectations, which will help make the best curriculum choices at BHCC.

For a list of current articulation agreements please visit bhcc.edu/admissions/articulationagreements.

Placement Testing and Assessment

Assessment Center

bhcc.edu/assessment

Charlestown Campus: 617-228-2377

Chelsea Campus: 617-228-2101

College Placement:

New students may be required to take English and math assessments before registering for classes.

Students can also obtain placements using high school GPA, or scores from SAT, ACT, GED, HiSET, and other tests.

For complete information on all placement options, or to make an appointment for testing, please visit www.bhcc.edu/assessment.

CLEP: CLEP exams allow students to save time and money by earning credit for what they already know. CLEP testing is available on the Charlestown campus. For complete information visit <https://www.bhcc.edu/clepexams/>.

TEAS: Test of Essential Academic Skills (TEAS) The Test of Essential Academic Skills (TEAS) is required for admission to BHCC's Nursing Program and many of the Allied Health programs. For complete information visit <https://www.bhcc.edu/assessment/atiteasexam/>

HiSET: The HiSET exam is available at BHCC for those who need to earn a Massachusetts high school equivalency credential. For complete information please visit: <https://www.bhcc.edu/assessment/highschoolequivalencytestinghisetandged/>

Internships and Career Development

Internships

BHCC offers a variety of internship opportunities for students. Find out more at bhcc.edu/internships.

Learn and Earn Internships provide students with paid opportunities in top corporations, small businesses, nonprofits and cultural and civic organizations. In addition to working in the field, students take a class that supports their career development and success in their internships.

Academic Internships are those that are required to complete a program of study. These can be paid or unpaid and help students gain relevant experience in their field of study. In addition to working in the field, students take a class that supports their career development and success in their internships.

Research Internships give students in Science, Engineering, Technology and Math (STEM) fields the opportunity to conduct research with top researchers at other colleges and research institutions. Research Experiences for Undergraduates (REUs) are paid opportunities that often happen over the summer and students receive room and board in addition to their stipend.

Career Internships are opportunities students pursue in order to gain more experience in the field. These may be paid or unpaid opportunities. Students who participate in career internships do not take a class, and therefore do not receive academic credit for their internship.

Career Development

BHCC offers all students access to job postings from employers interested in hiring BHCC students and graduates. Students should log in to Handshake at bhcc.edu/internships to view available positions.

In addition to the online system, BHCC hosts employers for career fairs, recruiting events, and other events in order to connect employers with BHCC students and graduates.

Handshake

Handshake is BHCC's exclusive online career portal where students and alumni can search and apply for jobs, internships and volunteer opportunities, as well as manage the full spectrum of their career search needs. Students and alumni can use Handshake to register for career events and workshops, access our library of workshop materials and sample resumes, easily create resumes, upload cover letters and portfolio documents, search and apply for positions, and sign-up for job or event alerts. Visit bhcc.edu/internships to complete your profile.

Educational Opportunities

Academic Innovation & Distance Education (AIDE)

AIDE Support

bhcc.edu/aide
617-228-3427
onlinehelp@bhcc.edu

The mission of Academic Innovation & Distance Education at Bunker Hill Community College is to advance the College's goals by providing innovative and effective instructional design, digital teaching and learning resources and timely support that helps students and instructors succeed. AIDE promotes inclusive, accessible and collaborative teaching and learning solutions to the BHCC community.

Distance Education

Bunker Hill Community College offers several alternatives to classroom instruction that allow students to complete all or part of their course work online. These alternative modes of instruction include full asynchronous online courses, as well as hybrid courses that are part online and part in class. Academic departments can provide information about their online and hybrid course offerings.

The Commonwealth Honors Program at BHCC

Honors Program Office

bhcc.edu/honors
chp@bhcc.edu

The Commonwealth Honors Program at Bunker Hill Community College is a statewide program overseen by the Honors College at the University of Massachusetts at Amherst. Bunker Hill is one of many of the Commonwealth's colleges and universities that is a member of this program.

Within the Commonwealth Honors Program, students will find and create opportunities to excel academically in a rich and challenging environment and to become a member of a diverse and inclusive community of scholars, building on the strengths of the college community's diversity. For admission requirements and benefits, including transfer opportunities and scholarships, visit bhcc.edu/honors.

BHCC Learning Communities

Learning Communities

bhcc.edu/learning-communities
617-228-3248

BHCC Learning Communities provide students with the opportunity to explore contemporary issues in a challenging and supportive environment. Learning Communities foster stronger relationships among students, faculty and staff and offer culturally relevant and active learning experiences.

First-time to-college students pursuing associate degrees and enrolled in nine or more credits are required to take a Learning Community Seminar or a Learning Community Cluster within their first year.

Learning Community Seminars are three-credit college level courses designed to help incoming students identify academic goals and pathways. Seminars engage students in early career exploration and feature integrated support services, including peer mentors and success coach advisors. Most programs of study recommend or require specific Learning Community Seminar courses; for example, students in the Liberal Arts take HUM-120. Students may check their program maps to find recommended seminar courses.

Learning Community Clusters enable students to take two or more courses together organized around a common academic theme. Clusters prepare students to work together in collaborative environments and provide opportunities for students to accelerate progression through developmental English and math.

For more information about BHCC Learning Communities, visit bhcc.edu/learning-communities.

Alternative Learning

Bunker Hill Community College provides a variety of alternative learning options for students who are self-directed learners.

These options address individual learning styles or provide flexible options for those constrained by time and/or distance. Online, weekend, individualized courses through the Center for Self-Directed Learning, and independent studies through the Contract Learning Program provide these types of non-traditional learning opportunities.

Boston Welcome Back Center for Internationally Educated Nurses

Welcome Back Center

bhcc.edu/welcomeback
617-228-ICAN (4226)
welcomeback@bhcc.edu

The Boston Welcome Back Center assists immigrant nurses in obtaining their Massachusetts nursing licensure and re-entering the nursing workforce. Many internationally educated nurses come to Massachusetts and find it difficult to obtain a license to practice here. The process can be complicated and involves working with several different agencies, and sometimes meeting additional educational requirements. The Center incorporates educational case management services, career guidance and group activities to address the educational and vocational needs of our population. The Welcome Back Center's main office is located at Bunker Hill Community College's H-Building.

The Welcome Back Center addresses several pressing and systemic needs in healthcare delivery in the Greater Boston region:

- Creating new pipelines into the nursing field to relieve regional workforce shortages.
- Enhancing the racial, ethnic and linguistic diversity of the area's nursing workforce.
- Building cultural competencies in the nursing workforce and college environment.

The Welcome Back Center offers a range of specially designed, customized and accelerated educational interventions that address participants' English proficiency needs and nursing/ educational skill gaps, thus expediting re-entry into the nursing profession.

Center for Self-Directed Learning (CSDL)

bhcc.edu/csdl
617-228-2225
csdl@bhcc.edu

Students may enroll in college credit courses available through the Center for Self-Directed Learning (CSDL). Students have the flexibility to make their own schedules, and complete assignments and tests according to their unique learning needs. The CSDL provides multi-media resources for individualized, independent instruction under the supervision of professional learning specialists and professional tutors.

Students are always active participants in the learning process, solving problems, answering questions and developing skills. In order to ensure that effective learning takes place, student progress is evaluated on a continuous basis. Courses can extend over the entire semester, or be completed in a few weeks, depending on the student's needs.

Course facilitators and tutors are available to guide and assist students at all times during scheduled hours of operation. For schedule information, see the posted schedule or ask a staff member for help. Refer to the CSDL website at bhcc.edu/csdl for a detailed listing of course offerings.

Independent Learning Contracts

A Learning Contract is an opportunity for students to complete coursework under the individual supervision of a faculty member under specific circumstances including the need for a learning experience to extend beyond the academic program curricular offerings. Learning contracts are generally approved when in the professional opinion of the Dean and Department Chair the student needs this contract in order to complete their degree in the present semester through no fault of their own and there is no other way to meet the requirement.

Prior Learning Assessment (PLA)

bhcc.edu/priorlearningassessment
617-228-2350
pla@bhcc.edu

The Prior Learning Assessment program (PLA) provides a process for evaluation and, when appropriate, awards academic credits for learning acquired outside the traditional college environment. In order to receive PLA credits, students must provide evidence that their prior learning is equivalent to college-level learning and it must correspond to the courses offered at BHCC. The PLA Coordinator assists students in preparing portfolios and documenting credits.

Methods for assessing prior college-level learning include: Advanced Placement examination (AP); military education and experience evaluation; College Level Examination Program (CLEP); credential evaluation; departmental examinations; and portfolio evaluation. Students may apply a maximum of 45 credits toward an associate degree at BHCC.

Office of Community Engagement

bhcc.edu/community-engagement
617- 228-3485
engagement@bhcc.edu

Bunker Hill Community College's Office of Community Engagement provides multiple pathways for students to engage as active and responsible members of their communities. BHCC students work with community-based organizations as assigned through their courses, contemplate civic and ethical issues with each other on campus, or simply volunteer in their local communities. The College partners with a range of Greater Boston community-based organizations, including after-school programs, community centers, environmental advocacy groups, food pantries, and refugee and immigration centers. The College's Office of Community Engagement supports faculty integration of community engagement projects into the curriculum, coordinates co-curricular volunteer programs, and provides a pathway for local community-based organizations to partner with the College.

Partnerships with Secondary Schools

Dual Enrollment and Early College Program

Dual Enrollment Office

bhcc.edu/dualenrollment
617-228-3319 617-228-3216
dualenroll@bhcc.edu

High school students from Greater Boston area schools can earn high school and college credits simultaneously while gaining familiarity with the college experience through BHCC's dual enrollment programs. Students may enroll individually, or through partnerships with area schools or districts. The program includes dual enrollment and early college programs offered in partnership with area school districts such as Boston, Cambridge, Chelsea, Everett, Malden, Medford and Revere.

High School Articulation Agreements and Curricular Alignment

BHCC shares articulation agreements with many local high schools, awarding college credit for certain advanced courses taught at high schools. BHCC faculty in Mathematics and English are working with their colleagues in several area high schools to align high school and college curriculum, ensuring students arrive at college ready to take college-level courses.

Massachusetts Distributive Education Clubs of America (DECA)

Massachusetts DECA is a co-curricular career technical high school student organization that operates in over 60 comprehensive and technical high schools in Massachusetts. DECA has been operating on a continuous basis at BHCC since September 1993. madeca.org

Summer Transition Program

Launched in 2012, the Summer Transition Program enables new, transfer, or readmitted students with an assessed need for English Language Learning (ELL), developmental English or math coursework to receive intensive instruction in order to get a head start prior to fall entry (at no cost). The program consists of bridge courses in ELL, developmental writing, and math. Textbooks are provided to students enrolled in the program at no additional cost. Bridge classes enable students to benefit from intensive instruction over the summer, so that they can progress to college-level or upper developmental level courses in the fall.

Student Success Program (TRiO)

bhcc.edu/studentsuccessprogram
617-228-2303
trio.successprogram@bhcc.edu

BHCC Students must apply and be selected to participate in the Student Success Program. The program's goal is to assist students in their efforts to be successful in their studies, graduate, and transfer to a four-year college or university by providing comprehensive academic and student support services and transfer assistance. Program participants are known for having an average GPA of 3.0 or higher, successful program completion rates, and strong leadership skills. TRiO Student Support Services Grant is funded by the United States Department of Education.

Workforce and Community Education

bhcc.edu/workforce
617-228-2498
Commed@bhcc.edu

The Vision seeks to empower diverse learners with quality education that will advance career achievement and personal goals.

The Mission is to provide opportunities for education and training leading to professional advancement and lifelong learning while meeting the workforce needs of the communities we serve.

Beginner English Language Learning (BELL) programs are offered through our English Language Institute. Basic English Language Studies (BESL) supports students who are preparing to study at the college or require more English language skills to succeed in their lives. Intensive English Program (IEP) supports international learners who need to acquire English skills quickly in order to pursue college studies in the United States.

Community Education and Adult Learning Pathways empower personal advancement through market-driven courses designed to achieve students' personal and professional goals.

Corporate Learning and Professional Development programs provide high quality, industry demand-driven programming to emerging, transitional, and incumbent workers in a corporate setting. Training is customized for businesses, emerging entrepreneurs and to support the professional development needs of individuals.

Small Business and Entrepreneurship partners with businesses, chambers and local government to offer training for small businesses in multiple languages.

The Language Institute offers English Language Learning programs and foreign language learner courses.

Adult Education and Transitions to College Programs

bhcc.edu/adulted
617-228-2286
mrojassu@bhcc.edu

The **Adult Education** programs at the Chelsea Campus and through our Boston Consortium Partners in the South End of Boston support the adult learner needs of our Greater Boston community. These programs develop English language proficiency, content skills to acquire a high school credential and pathways to post-secondary education or jobs.

Through the **Transitions to College** program, adult learners are offered a no-cost option to begin their college career. All of these programs are supported by grant funds from the Massachusetts Department of Elementary and Secondary Education (MADESE).

Academic Resources

- College Connection
- Language Lab
- Library & Learning Commons
- MathSpace
- Tutoring and Academic Support Center (TASC)
- The Writing Place

College Connection

bhcc.edu/collegeconnection
617-228-2165
scurranc@bhcc.edu

The College Connection is an academic and intrusive advising support service available to students enrolled in sections of RDG-090, RDG-095 and ENG-090. Some classes have a dedicated Literacy Coach who visits the class on a regular basis and provides individualized tutoring outside of class time, follows up with absent students, connects students to appropriate college resources, and provides advising services. The goal of the program is to improve the retention, pass rates, and reading levels of students enrolled in developmental reading and writing classes, as well as to prepare students to meet college expectations.

Language Lab

bhcc.edu/languagelab
617-228-3440
langlabs@bhcc.edu

The Language Lab provides students a high-tech learning environment along with a knowledgeable tutoring staff to guide them with any aspect of language learning, from speaking, listening and pronunciation to reading, writing, grammar and punctuation. The Lab has several language learning software programs, support staff members and 37 workstations.

Library & Learning Commons

bhcc.edu/library
617-228-2213
BHCCLibrary@bhcc.edu

The BHCC Library & Learning Commons delivers services that include information literacy instruction, quality resources, and an academic learning environment. The library, located on the Charlestown Campus on the third floor of the E-Building, serves all BHCC locations.

For detailed information about the library's resources for students and faculty, hours, ID cards and more, visit bhcc.edu/library.

MathSpace

bhcc.edu/mathspace
617-228-3286 617-228-2283
mathlab@bhcc.edu

The MathSpace is a mathematics resource center that is available to all students enrolled in developmental mathematics courses at BHCC. The primary goal of the MathSpace is to assist students to become independent learners and in achieving academic success in mathematics. For more information and hours, visit bhcc.edu/mathspace

Tutoring and Academic Support Center (TASC)

The TASC

bhcc.edu/tasc
617-228-3467
tasc@bhcc.edu

The Tutoring and Academic Support Center (TASC) supports and enhances student learning and academic success by offering a variety of traditional and nontraditional services to all BHCC students who are currently enrolled in credit-bearing courses. The TASC provides tutorial assistance, small group workshops and academic support to improve and enhance academic success. Students are offered a wide range of services to support their work in basic academic skills as well as on course-specific work in their programs.

The Writing Place

bhcc.edu/writingplace
617-936-1948

The Writing Place is a tutoring service sponsored by the English Department. Students come to the Writing Place to work with peer tutors on specific writing tasks, including brainstorming ideas for college writing assignments, organizing rough drafts, revising, editing and doing library research.

Student Affairs and Student Programs

Athletics and Wellness

Athletics Department

bhcc.edu/athletics
617-228-3443
sfenerci@bhcc.edu

Bunker Hill Community College's Athletic Department has developed a program of varsity, intramural and fitness programs to support all students at the College. BHCC supports student athletes by providing professional coaches and staff, state-of-the-art facilities, safe equipment and opportunities for student athletes to compete in varsity-level programs with other intercollegiate athletic programs. The Athletic department sponsors varsity level sports programs in Men's and Women's Basketball, Men's and Women's Soccer, and Esports. The College varsity programs compete in Region 21, Division III of the National Junior College Athletic Association (NJCAA). Intramurals, open gyms and fitness activities, including a fitness center, are offered on a regular basis to all students.

Counseling, Prevention and Wellness

bhcc.u/studentlife/counselingpreventionandwellness

The BHCC personal counselors are available to students needing emotional support and guidance during difficult times.

With empathy and compassion, personal counselors address concerns related to stress, anxiety, depression, loneliness, and other interpersonal issues affecting the student's personal college experience and overall wellbeing. Services offered include mental health assessment, crisis intervention, psychoeducation, wellness and prevention education, community resource referrals, etc.

Dean of Students

Dean of Students Office

bhcc.edu/dos
617-228-2408

The Dean of Students Office is the primary advocate for students at the College. Located on the Charlestown Campus, the office is here to assist members of the BHCC community in identifying and achieving their education goals. The Division of Student Affairs includes departments and services that support learning outside of the classroom.

Disability Support Services

bhcc.edu/disabilitysupportservices
617-228-2327 (TTY 617-242-2365)
disabilitysupport@bhcc.edu

Bunker Hill Community College has developed a program of support services specifically for students who have learning disabilities, sensory impairments, psychological disabilities or physical conditions. Services may include, but are not limited to, academic and testing accommodations, faculty notification, assistance with adaptive computer technology and accessibility issues, academic/career advising, student support groups, professional literacy instruction and personalized educational coaching. The program is designed to promote interaction among several existing campus resources and personnel. Students are actively involved in decision making regarding their specific needs and are encouraged to work toward increased independence and self-sufficiency.

Eligibility. Students with documented disabilities are eligible for services through BHCC's Disability Support Services Office (DSS). In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act (ADA), students seeking reasonable accommodations for a disability are responsible for self-identifying and self-advocating. If you have a documented disability and anticipate needing accommodations, please contact Disability Support Services. Requests for accommodations require dialogue with DSS, medical documentation review and registration with DSS prior to receipt of an accommodation. Accommodations are not retroactive. Students are required to meet each semester with DSS staff to discuss and determine reasonable and effective accommodations and are strongly encouraged to do so prior to the start of each semester.

DISH Food Pantry

bhcc.edu/dishfoodpantry
617-228-2045
dish@bhcc.edu

DISH Food Pantry is to Deliver Information, Sustenance, and Health to the Bunker Hill Community College campus community. The DISH aims to empower those in need to obtain resources so that they may focus on being healthy, happy, and successful at Bunker Hill Community College without the barrier of fighting hunger. The DISH is a student-driven and supported resource that is committed to being a safe, dignified, and stigma-free environment.

Health Services

bhcc.edu/healthservices
617-228-2274

The Health Services Office promotes wellness through health awareness and education. The Health Services Coordinator provides assistance to the College community through emergency first aid, referrals for individual health concerns, and review of immunization clearances for the College's health related programs.

International Center

bhcc.edu/internationalcenter
617-228-2460
international@bhcc.edu

The International Center provides programs, services and activities supporting the internationalization of the College community.

The Center also assists BHCC students in integrating study abroad experiences into their academic programs, and assists prospective international students with the admission process and issues immigration documents required for F-1 visa application.

International Student Advisors provide programs and individual assistance to international students from more than 100 countries each year. Advisors assist students in maintaining legal immigration status, transferring to other colleges, obtaining work

authorizations, addressing academic concerns and/or personal issues such as adjustment to life in the United States. Orientation, social and cultural programs sponsored by the Center help international students learn more about U.S. culture and the educational system.

The Center coordinates the international delegations visits to Bunker Hill Community College.

Single Stop

bhcc.edu/singlestop
617-228-3330

Single Stop is an initiative at Bunker Hill Community College, connecting students to state and federal financial resources and local community services. The aim is to help students surmount economic barriers, continue with their education, and move towards economic mobility with the ultimate goal toward ending cycles of poverty. For a list of services and partners, visit the Single Stop office.

Student Activities, Clubs and Organizations

Office of Student Engagement and Leadership

bhcc.edu/activities
617-228-2260
studentactivities@bhcc.edu

Bunker Hill Community College offers a variety of cocurricular activities that provide students with opportunities to develop leadership skills and to engage in social interaction. Students can serve as leaders of a wide array of clubs and organizations, and work with College staff to administer the programs. The activities are designed to promote intellectual development and cultural awareness and understanding.

The Student Government Association (SGA) is an elected body of Bunker Hill Community College student representatives. Members work in collaboration with the College administration to enhance the quality of student life on campus. The SGA develops a proposed annual budget, derived from student fees, with the Director of Student Leadership and Engagement, which is reviewed by the Dean of Students and approved by the College President. The SGA is also responsible for formally approving student clubs and organizations. Learn more about the SGA at bhcc.edu/SGA.

Clubs and organizations provide the opportunity for students to meet other students, have fun, learn, and develop organizational skills. Visit bhcc.edu/clubs for a full list of all clubs and organizations.

Student Handbook

The Student Handbook includes information about College policies, student disciplinary procedures, student rights and responsibilities and student services. The student grievance procedure for complaints regarding College policies, practices or personnel is detailed in the Student Handbook. Copies are available online through the BHCC website. Direct all inquiries related to College regulations, student conduct and the student grievance procedure to the Office of Dean of Students. View the Student Handbook at bhcc.edu/handbook.

Study Abroad

The International Center assists BHCC students in integrating study abroad experiences into their academic programs. Through this program, students have participated in a variety of study and travel experiences in countries around the globe: Argentina, Belize, Costa Rica, the Czech Republic, France, Germany, Greece, Italy, Japan, Senegal, Spain and PR. China. Scholarship opportunities are available to qualified students. For more information, visit the International Center or visit bhcc.edu/studyabroad.

The Mary L. Fifield Endowed Student Emergency Assistance Fund

Bunker Hill Community College has established the Mary L. Fifield Endowed Student Emergency Assistance Fund. The purpose of the fund is to provide monetary relief to students for emergencies that occur during the semester and that may cause a student to drop out. Applications will be accepted after the end of the schedule adjustment period for the fall and spring semesters. The fund does not support tuition, fees and books. URL: bhcc.edu/emergencyassistancefund

Veterans Center

bhcc.edu/veterans
617-228-3213
veteranscenter@bhcc.edu

The Veterans Center is dedicated to serving student-veterans, active duty military, Guard/Reservists and their eligible dependents within the college community. The office provides specialized support in academic advising, military and VA educational benefits assistance, VA Educational Benefit Certification, referrals to College resources and other agencies, verification of pursuit of training, assistance with credit for prior learning, admissions assistance and support and advocacy for the veteran and military affiliated population.

Students who wish to apply for educational benefits must contact the Veterans Center and the VA Certifying Official. Student's receiving educational benefits are required to attend classes and maintain satisfactory academic progress in order to continue receiving education benefits. Furthermore, students must notify the Veterans Center of any changes made to their enrollment status.

Virtual LGBTQIA+ Center at BHCC

bhcc.edu/virtuallgbtqiacycenter
617-228-2012
wjcribby@bhcc.edu

To support and celebrate the diversity of the Bunker Hill Community College community that is represented within our students, faculty and staff on BHCC's multiple campus locations, the Dean of Student's office has worked to provide accessible information and resources for all members of our community.

Administrative Divisions

Executive Division

Pam Y. Eddinger

President

Executive Division

B.A. Barnard College, Columbia University;

M.A., Ph.D. Columbia University

Molly B. Ambrose

Associate Vice President

Human Resources and Labor Relations

A.B. Le Moyne College;

M.S. Case Western Reserve University;

M.B.A. Syracuse University

James F. Canniff

Provost and Vice President

Academic and Student Affairs

B.A. Catholic University of America;

M.U.S. Howard University;

Ed.D. University of Massachusetts Amherst

Nahomi Carlisle

Associate Vice President and Chief Equity and Compliance Officer

Executive Division

B.A. Bentley University

J.D. New England School of Law

Marilyn K. Kuhar

Executive Director

Development and BHCC Foundation

B.A. Georgetown University

Karen M. Norton

Executive Director

Integrated Marketing and Communications

B.S.B.A. UMass Lowell

M.S. Eastern Nazarene College

John K. Pitcher

Vice President

Administration and Finance

B.S. Indiana University;

M.B.A. Georgian Court University

Division of Academic and Student Affairs

James F. Canniff

Provost and Vice President

Academic and Student Affairs
B.A. Catholic University of America;
M.U.S. Howard University;
Ed.D. University of Massachusetts Amherst

Maryanne Atkinson

Dean

Health Sciences
A.S. North Shore Community College;
B.S., M.Ed. University of Massachusetts Boston

Soo Park

Dean

Humanities and Learning Communities
A.A. Genesee Community College
B.A. University of Buffalo
M.A. Purdue University

Nuri Q. Chandler-Smith

Dean

Academic Support and College Pathway
Programs
B.S. Northeastern University;
Ed.M. Harvard University

Alicia A. D'Oyley

Dean

Enrollment Management and LifeMap
B.A., M.S., Ph.D. Regis College

Vacant

Dean

Student Services

Austin A. Gilliland

Dean

Professional Studies
B.S., M.A. University of Texas at Austin

Carlita P. Greene

Dean

Behavioral, Social Sciences and Global Learning
B.A. University of Virginia
M.A. S.U.N.Y. at Brockport
Ph.D. University of Texas

Kristen P. McKenna

Dean

Workforce and Economic Development
B.A. Rhode Island College
M.A. Bridgewater State University
M.Ed. Eastern Nazarene College

Alice Murillo

Associate Provost

Chelsea Campus
B.S. Catholic University of Puerto Rico
M.A.T. University of Florida
Ph.D. Florida State University

Laura C. Rubin

Dean

Science, Engineering and Mathematics
B.S. Lafayette College
Ph.D. University of Texas at Austin

Franklyn E. Taylor

Associate Provost

Academic and Student Affairs
B.A. University of Sierra Leone, Freetown
M.P.A. University of Florida
M.S. University of Wisconsin
Ed.D. Northern Arizona University

R. Arlene Vallie

Dean of Academic Affairs - Research, Assessment and Planning

Academic Affairs
A.A. Bunker Hill Community College
B.A. Howard University
M.S.W. Boston College

Kevin E. Wery

Senior Director

College Events and Cultural Planning
B.A. University of Wisconsin, Madison
M.A. Tufts University

Division of Administration

John K. Pitcher

Vice President

Administration and Finance
B.S. Indiana University;
M.B.A. Georgian Court University

Robert A. Barrows

Director and Chief of Police

Public Safety
A.S. North Shore Community College;
B.S., M.S. Salem State University

Gary A. Bigelow

Executive Director

Facilities Planning, Construction, and Energy Management
B.A. University of Massachusetts Amherst

Jeffrey L. Ginsberg

Associate Vice President

Administration and Finance

B.A. Colorado State University;
M.P.A. Suffolk University

Melissa B. Holster

Executive Director

Student Financial Services

B.A. Lafayette College;

Ed.M. Boston University

Steven T. Ogawa

Chief Information Officer

Information Services

A.A. Fresno Community College;

B.S. University of California;

M.B.A. Northeastern University

Steven A. Roller

Executive Director

Grants Department

B.A., M.A. University of Chicago

General Education Program

General Education Requirements

Degree and Certificate Programs

Bunker Hill Community Colleges offers more than 100 associate degree and certificate programs.

The Associate Degree is an undergraduate academic credential which includes coursework from three areas: general education requirements, career and/or liberal arts electives, and program requirements. BHCC offers two types of associate degrees:

The Associate in Arts (A.A.) degree is designed to prepare students to transfer to baccalaureate colleges and universities.

The Associate in Science (A.S.) degree is designed to prepare students to enter the workforce. In addition, many associate in science degree programs transfer to baccalaureate colleges and universities.

Associate Degree programs are generally equivalent to the first four semesters of a bachelor's degree. To facilitate transfer to a baccalaureate college or university, work with an academic advisor to plan your BHCC curriculum.

Certificate programs are designed to provide students with knowledge and skills to enhance their careers. Many certificate programs are "stackable," allowing students to apply courses completed in the certificate program to an associate's degree.

First Year Learning Community Requirement

Completion of a Learning Community Seminar or Cluster within the first year is a graduation requirement for Associate in Arts and Associate in Science degree students who are enrolled in nine or more credits in their first semester of matriculation. For more information about Learning Community options, speak with an advisor or contact the Office of Learning Communities.

World Studies Emphasis Certification

Students enrolled in Associate in Arts Degree Programs can obtain the World Studies Emphasis certification with no additional coursework through careful selection of general education and elective courses needed to fulfill their degree requirements. Learn more at bhcc.edu/worldstudies

General Education Program

To better prepare students to thrive in the twenty-first century workforce and to become engaged and informed citizens, the College provides all associate degree-seeking students with a wide-reaching set of General Education Outcomes, which align with our Institutional Learning Outcomes (Inquire, Communicate, Act, Grow) and Mass Transfer General Education Foundation requirements. At BHCC, these skills are incorporated into the curriculum to provide a cohesive education that prepares students to succeed in their chosen fields, in further study and in the roles and responsibilities they take on within their communities.

Students fulfill their General Education Requirements by completing one course from each of the seven General Education areas below. Students should consult their individual Program of Study Curriculum Map for General Education course requirements specific to their major. Some General Education requirements are met by concentration courses. Such instances are noted in Program of Study Curriculum Maps.

To learn more about the General Education and Institutional Learning Outcome alignment, as well as review the "Guiding Questions" for General Education, visit our General Education page in the College Initiatives section on the BHCC website: bhcc.edu/initiatives/generaleducationinitiative

General Education Program

Academic Discourse

College Writing & Composition

- INQUIRE: Connect experiences, insights, and education
- COMMUNICATE: Construct meaning through active listening, reading, speaking and writing
- ACT: Create work of personal and/or public value
- GROW: Develop intercultural knowledge and competence

Course Menu

- ENG-111 College Writing I **Credits: 3**

Research Writing

College Writing & Composition

- INQUIRE: Practice information literacy in diverse applications
- COMMUNICATE: Express ideas with intention
- ACT: Apply theory to practice and practice to theory
- GROW: Demonstrate agency as a learner and contributor to society

Course Menu

- ENG-112 College Writing II **Credits: 3**

Quantitative Problem Solving

Mathematics & Quantitative Reasoning

- INQUIRE: Develop problem-solving skills

- COMMUNICATE: Demonstrate digital and media literacy
- ACT: Apply theory to practice and practice to theory
- GROW: Construct knowledge independently and collaboratively

Course Menu

- MAT-171 Finite Mathematics **Credits: 3**
- MAT-172 Contemporary Math I **Credits: 3**
- MAT-174 Quantitative Reasoning **Credits: 3**
- MAT-181 Statistics I **Credits: 3**
- MAT-194 College Algebra for STEM **Credits: 4**

Community & Cultural Contexts

Behavioral & Social Sciences

- INQUIRE: Connect experiences, insights and education
- COMMUNICATE: Engage in inclusive interpersonal dialogue
- ACT: Apply concepts of justice and wellness to knowledge and practice
- GROW: Demonstrate agency as a learner and contributor to society

Course Menu

- ECO-201 Macroeconomics **Credits: 3**
- ECO-202 Microeconomics **Credits: 3**
- GEO-101 World Regional Geography **Credits: 3**
- HIS-103 Ancient, Classical & Medieval History **Credits: 3**
- HIS-102 History of Modern Europe in Global Context Renaissance **Credits: 3**
- HIS-111 History of Pre-Modern World **Credits: 3**
- HIS-112 Modern World History **Credits: 3**
- HIS-121 Found. of Historical Thinking & Analysis **Credits: 3**
- HIS-151 US History: Colonization through the Civil War **Credits: 3**
- HIS-152 US History: Reconstruction to Present **Credits: 3**
- HIS-230 The American Civil Rights Move **Credits: 3**
- HIS-231 African American History **Credits: 3**
- HIS-232 Asian American History **Credits: 3**
- PHL-103 Ethics **Credits: 3**
- PSC-101 Government/Politics in US **Credits: 3**
- PSC-150 Introduction to Political Theory **Credits: 3**
- PSC-210 State/Local Politics **Credits: 3**
- PSC-211 Introduction to Comparative Politics **Credits: 3**
- PSC-220 Introduction to International Relations **Credits: 3**
- PSY-101 Principles of Psychology **Credits: 3**
- PSY-107 Group Dynamics **Credits: 3**

- REL-111 World Religions **Credits: 3**
- SOC-101 Principles of Sociology **Credits: 3**
- SOC-227 The Sociology of Race and Ethnicity **Credits: 3**
- SOC-109 Cultural Anthropology **Credits: 3**
- VMA-111 Introduction to Mass Media **Credits: 3**

Scientific Reasoning

Natural & Physical Sciences

- INQUIRE: Develop problem-solving skills
- COMMUNICATE: Demonstrate digital and media literacy
- ACT: Use data to pose solutions to real-world challenges
- GROW: Construct knowledge independently and collaboratively

Course Menu

- AST-102 Astronomy/ Lab **Credits: 4**
- BIO-105 Introduction to Biology **Credits: 4**
- BIO-108 Human Biology/Lab **Credits: 4**
- BIO-115 Nutrition Science & Lab **Credits: 4**
- ENV-105 Environmental Science/Lab **Credits: 4**
- ENV-110 Sustainable Resource Conservation **Credits: 4**
- ENV-111 Survey of Renewable Energy **Credits: 4**
- ENV-113 Introduction to Oceanography/Lab **Credits: 4**
- ENV-115 Earth Science **Credits: 4**
- ENV-120 Tropical Field Studies **Credits: 4**
- ENV-250 Global Environmental Change **Credits: 4**
- GIS-224 Intro to Geographic Information Systems **Credits: 4**

Creative Work

Humanities & Fine Arts

- INQUIRE: Define and investigate relevant questions
- COMMUNICATE: Express ideas with intention
- ACT: Create work of personal and/or public value
- GROW: Demonstrate resilience in response to change

Course Menu

- ARB-102 Elementary Arabic II **Credits: 3**

- CHN-102 Elementary Mandarin II **Credits: 3**
- COM-102 American Cinema **Credits: 3**
- COM-101 Film As Art **Credits: 3**
- ELL-101 Integrated ELL Level 1 **Credits: 6**
- ELL-102 Integrated ELL Level 2 **Credits: 6**
- ELL-103 Integrated ELL Level 3 **Credits: 6**
- ELL-110 Resilience **Credits: 6**
- ELL-111 Stories and Sketches of Chinatown **Credits: 6**
- ELL-112 Voices of Chelsea **Credits: 6**
- ELL-113 Stories of Chelsea **Credits: 6**
- ELL-114 Integrated ELL Multi-Level **Credits: 6**
- ENG-203 Creative Writing Workshop **Credits: 3**
- ENG-231 Introduction to Fiction Writing **Credits: 3**
- ENG-232 Introduction to Poetry Writing **Credits: 3**
- ENG-233 Intro to Creative Nonfiction Writing **Credits: 3**
- ENG-234 Literary Publishing **Credits: 3**
- FRE-102 Elementary French II **Credits: 3**
- GER-102 Elementary German II **Credits: 3**
- INT-110 American Culture **Credits: 3**
- ITL-102 Elementary Italian II **Credits: 3**
- JPN-102 Elementary Japanese II **Credits: 3**
- LIT-201 Introduction to Literature **Credits: 3**
- LIT-203 Literature in America I **Credits: 3**
- LIT-204 Literature in America II **Credits: 3**
- LIT-206 English Literature II **Credits: 3**
- LIT-207 Literature and Society I **Credits: 3**
- LIT-211 Masterpieces of World Literature I **Credits: 3**
- LIT-212 Masterpieces of World Literature II **Credits: 3**
- LIT-217 Children's Literature I **Credits: 3**
- LIT-218 Children's Literature II **Credits: 3**
- LIT-219 African Literature **Credits: 3**
- LIT-220 Contemporary African American Literature **Credits: 3**
- LIT-221 Latin American Literature **Credits: 3**
- LIT-223 Immigrant Experience in Literature **Credits: 3**
- LIT-224 Middle East Literature **Credits: 3**
- LIT-225 Introduction to Dramatic Literature **Credits: 3**
- LIT-227 African American Literature **Credits: 3**
- LIT-229 Sophocles & Shakespeare **Credits: 3**
- LIT-230 Asian American Literature **Credits: 3**
- LIT-231 Mystery and Detective Fiction **Credits: 3**
- LIT-233 Gender and Literature And the Fool **Credits: 3**
- LIT-241 Supernatural & Horror Literature **Credits: 3**
- LIT-242 LGBTQ Literature **Credits: 3**
- LIT-250 Black Women in Literature **Credits: 3**
- MUS-101 Music Fundamentals **Credits: 3**
- MUS-130 Music Appreciation **Credits: 3**
- MUS-137 Hip-Hop History: Music, Culture, Resistance **Credits: 3**

- MUS-141 Rock & Roll History **Credits: 3**
- MUS-144 World Music **Credits: 3**
- MUS-147 Music in the United States **Credits: 3**
- PHL-101 Introduction to Philosophy **Credits: 3**
- POR-102 Elementary Portuguese II **Credits: 3**
- RUS-102 Elementary Russian II **Credits: 3**
- SPN-102 Elementary Spanish II **Credits: 3**
- SPN-280 Spanish for Heritage Speakers **Credits: 3**
- THR-107 Acting I **Credits: 3**
- THR-111 Improvisation **Credits: 3**
- THR-115 Playwriting **Credits: 3**
- VMA-104 Drawing from Observation **Credits: 3**
- VMA-112 Art History: Prehistoric to Medieval **Credits: 3**
- VMA-113 Art History: Renaissance-Contemporary **Credits: 3**
- VMA-122 Painting for General Education **Credits: 3**
- VMA-123 Water Color I **Credits: 3**
- VMA-124 Printmaking I **Credits: 3**
- VMA-161 Introduction to Digital Photography **Credits: 3**

General Education Elective

Behavioral & Social Sciences OR Humanities & Fine Arts OR Natural & Physical Sciences

Courses listed in the General Education Elective category have aligned with one outcome for each Outcome area (Inquire, Community, Act and Grow).

Course Menu

- FIN-112 Personal Finance **Credits: 3**
- HON-200 Honors Seminar **Credits: 3**
- HUM-120 Self, Culture and Society **Credits: 3**
- INT-101 Introduction to Yoga Studies **Credits: 3**
- MAN-112 Organizational Behavior/Design **Credits: 3**
- any course listed under Community and Cultural Contexts, Creative Work, or Scientific Reasoning

Elective Courses

Electives provide students with flexibility in their programs of study. The elective categories help students make choices beyond the required courses for their respective programs.

Liberal Arts Electives include not only those categorized as Liberal Arts Electives but also the Science/Lab Science, Social Science and Behavioral Science Electives.

Career Electives are courses in the student's major field or related field approved by the department chair or program coordinator.

Behavioral Science Electives

- PSY Psychology
- SOC Sociology

Humanities Electives

The Humanities provide students with the knowledge, skills and habits of mind to adapt to any pathway in their educations, careers and lives. Humanities courses challenge students to think critically and creatively, communicate effectively, and make connections across disciplines. The following courses count as Humanities electives:

- ARB Arabic
- CHN Mandarin Chinese
- FRE French
- GER German
- ITL Italian
- JPN Japanese
- POR Portuguese
- RUS Russian
- SPN Spanish
- COM Communication
- ELL English Language Learning
- 200-Level ENG English
- HON Honors
- INT Interdisciplinary
- LIT Literature
- MUS Music
- THR Theatre
- VMA Visual and Media Arts (except VMA-111 Introduction to Mass Media)

Lab Science Electives

- AST Astronomy
- BIO Biology (except BIO-111 Food/Nutrition)

- CHM Chemistry
- ENV Environmental Science
- PHY Physics

Liberal Arts Electives

- ARB Arabic
- CHN Mandarin Chinese
- FRE French
- GER German
- ITL Italian
- JPN Japanese
- POR Portuguese
- RUS Russian
- SPN Spanish
- COM Communication
- ELL English Language Learning
- ENG English
- HIS History
- HON Honors
- INT Interdisciplinary
- LIT Literature
- MAT Mathematics
- MUS Music
- PHL Philosophy
- PSC Political Science
- REL Religious Studies
- THR Theatre
- VMA Visual and Media Arts

Social Science Electives

- ECO Economics
- GEO Geography
- HIS History
- PHL Philosophy
- PSC Political Science
- REL Religious Studies
- VMA-111 Introduction to Mass Media

Programs of Study

Associate Degree

Accounting Option, A.S.

Biological Sciences: Biotechnology Option, A.S.

Biological Sciences: Medical Professions Option, A.S.

Biology Transfer Option, A.S.

Chemistry Concentration, A.A.

Communication Concentration, A.A.

Computer Information Systems Concentration, A.A.

Computer Science Concentration, A.A.

Computer Science Transfer Option, A.S.

Criminal Justice Career Option, A.S.

Criminal Justice Transfer Option, A.S.

Culinary Arts Option, A.S.

Cybersecurity Option, A.S.

Data Analytics Option, A.S.

Early Childhood Development, A.S.

Education Concentration, A.A.

Electric Power Utility Program - A Partnership with EVERSOURCE, A.S.

Electrical Engineering Transfer Option, A.S.

Engineering Transfer Option, A.S.

English Concentration, A.A.

English: Creative Writing Option, A.A.

Entrepreneurship Option, A.S.

Environmental Science, A.S.

Finance Option, A.S.

Fire Protection and Safety Program, A.S.

Gaming/Computer Artist Track Simulation Option, A.S.

Gaming/Computer Programming Track Simulation Option, A.S.

General Sonography Option Full-time, A.S.

Global Languages Concentration, A.A.

Health Science, A.A.

History Concentration, A.A.

Hospitality Management, A.S.

Human Services, A.S.

Information Technology Transfer Option, A.S.

Integrated Media Design Option, A.S.

Liberal Arts, A.A.
Management Option, A.S.
Mathematics Concentration, A.A.
Medical Imaging, A.S.
Medical Information Management Option, A.S.
Medical Laboratory Technician, A.S.
Medical Radiography Option Full-time, A.S.
Medical Radiography Option Part-time, A.S.
Music Concentration, A.A.
Paralegal Studies, A.S.
Paramedic Studies, A.S.
Physics Concentration, A.A.
Political Science Concentration, A.A.
Psychology Concentration, A.A.
Registered Nursing Program: Day/Alternative Options, A.S.
Sociology Concentration, A.A.
Sport Management Option, A.S.
Studio Arts Option, A.S.
Surgical Technology Option, A.S.
Theatre Concentration, A.A.
Visual Design Option, A.S.
Web Development Option, A.S.

Certificate

Accounting Information Certificate
Android Mobile App Certificate
Apple Mobile App Starter Certificate
Central Processing Certificate
Data Analytics Certificate
Data Management (Fast-Track) Certificate
Early Childhood Development Certificate
Early Childhood Development with Child Development Associate Credential Certificate
Entrepreneurship Certificate
Excel Applications Support Specialist Certificate
Health IT Systems Support Certificate
Hotel and Restaurant Management Certificate
IT Support Certificate
Magnetic Resonance (MR) Certificate
Medical Assistant Certificate

Medical Information Management Assistant Certificate
Medical Laboratory Assistant Certificate
Microsoft Applications Support Specialist Certificate
Networking and Security Certificate
Object Oriented Computer Programming and Design Certificate
Paralegal Studies Certificate
Paramedic Certificate
Patient Care Technician Certificate
Pharmacy Technician Certificate
Professional Human Services Work Certificate
Sport Management Certificate
Web Development Certificate

Associate Degree

Accounting Option, A.S.

This option trains students in the use of the accounting software used in industry by introducing computerized applications early in the sequence of courses. Students interface with the public through the Volunteer Income Tax Assistance (VITA) component of this option as they help interested members of the community prepare their tax returns.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- BUS-101 Introduction to Business **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3 ***
- **GenEd-QPS** Quantitative Problem Solving **Credits: 3-4 ***
This course meets the General Education requirement for Quantitative Problem Solving
Choose one course from Quantitative Problem Solving Menu
- ACC-101 Principles of Accounting I **Credits: 3 ***
- CIT-110 Applications/Concepts **Credits: 3**

Total Credits: 15-16

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- Explore BHCC Student Activities offered i.e., BHCC's Entrepreneurship Club.
- Create and follow education plan.

Semester 2

- ENG-112 College Writing II **Credits: 3**
- ACC-102 Principles of Accounting II **Credits: 3 ***
- BUS-201 Business Law I **Credits: 3**
- MAN-112 Organizational Behavior/Design **Credits: 3**
- ACC-105 Accounting Information Systems **Credits: 3**

Total Credits: 15

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.
- Complete a volunteer activity in an area of interest.
- Learn about Alpha Beta Gamma (Business Honor Society) and Alpha Kappa Mu (General Honor Society).
- Inquire about the Commonwealth Honors Program.

Semester 3

- ACC-201 Intermediate Accounting I **Credits: 3**
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu
- ACC-203 Personal Income Tax **Credits: 3**
- ACC-207 Cost Accounting **Credits: 3**
- ECO-201 Macroeconomics **Credits: 3**
or
- ECO-202 Microeconomics **Credits: 3**

Total Credits: 16

Semester 3 Advising Note

- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Develop a financial plan for continued education and life after graduation.
- Complete a pre-graduation check with an advisor in LifeMap.

Semester 4

- ACC-202 Intermediate Accounting II **Credits: 3**
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu

- ACC-205 Volunteer Income Tax Assistance **Credits: 3**
- ACC-216 Managerial Accounting **Credits: 3**
or
- MAN-299 Business Internship **Credits: 3**
or
- INT-299B Learn and Earn Business Internship **Credits: 3**
- MAN-105 Principles of Marketing **Credits: 3**
or
- MAN-111 Principles of Management **Credits: 3**

Total Credits: 15

Semester 4 Advising Note

- Gather recommendation letters from faculty and staff.
- Apply for Graduation.
- Finalize your resume and upload it to your ePortfolio and LinkedIn website.

Upon Completion of This Concentration Graduates Will Be Able To:

- Understand all variables that are relevant to preparing individual tax returns at both the state and federal levels.
- Prepare a set of financial statements for a service, merchandising, or manufacturing business that is structured as either a proprietorship, partnership, or corporation.
- Analyze a set of financial statements to determine the strengths or weaknesses of the business.
- Understand the importance of cash flow within a business and account for its use and source in evaluating the effectiveness of managerial decisions.

Career Outlook

This option qualifies graduates to enter the accounting profession in entry-level positions.

Transfer Options

Transfer Advising Guides

- Boston College Woods College of Advancing Studies
- Northeastern University
- Suffolk University

Biological Sciences: Biotechnology Option, A.S.

This option covers the concepts, methodology and techniques of biochemistry, cell biology, genetics, cell culture, molecular biology, immunology, bioinformatics and microbiology. The option provides students with a rigorous academic background as well as industry-specific laboratory skills including sophisticated laboratory procedures, experimental design, data interpretation, and equipment maintenance. The program also reinforces general industry-specific skills such as communication, organization

and teamwork. Graduates of this program may transfer to four-year colleges and universities to continue their studies in biotechnology or other life sciences.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENG-111 College Writing I **Credits: 3 ***
- MAT-197 Precalculus **Credits: 4 ***
- BIO-195 General Biology I & Lab **Credits: 4 ***
- BIO-120 Introduction to Biotechnology **Credits: 4 ***

Students in the Biotechnology option should take BIO-120 in their first semester. Students must also complete BIO-120 before taking BIO-261 in their third semester.

Total Credits: 15

Semester 1 Advising Note

- If student is taking developmental math their first semester, they can supplement their schedule with General Education courses and College Writing I (ENG-111). Taking developmental math the first semester will require a student to attend for an extra semester and/or attend a summer session to complete the program.
- A student should consider taking one of their General Education courses during the summer session to lighten their academic load in semester two.
- General Education Quantitative Problem Solving and General Education Scientific Reasoning satisfied by Program.
- This is a day program only. The only biotechnology course offered in the evening is BIO-120.
- Students who do not place into MAT-197 may need to take prerequisite coursework. This could require additional time to complete the degree. Math should be taken as early in the program as possible to ensure timely completion.

Semester 2

- ENG-112 College Writing II **Credits: 3 ***
- **GenEd-CCC** Community & Cultural Contexts **Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.
- BIO-196 General Biology II & Lab **Credits: 4**
- BIO-207 Cell Biology & Lab **Credits: 4 ***

Total Credits: 17

Semester 2 Advising Note

- Three General Education menu courses must be completed during semesters 2 and 3, in no particular sequence.

- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.

Semester 3

- BIO-208 Genetics and Lab **Credits: 4 ***
- BIO-261 Advanced Laboratory Techniques in Biotechnology **Credits: 3 ***
- CHM-201 General Chemistry I & Lab **Credits: 4 ***
Students must complete MAT-197 or higher level math with a C+ or better before taking CHM-201
- BIO-262 Principles of Molecular Biotechnology **Credits: 3 ***

Total Credits: 14

Semester 3 Advising Note

- Students in the Biotechnology option must complete BIO-120 before taking BIO-261
- BIO-262 is only offered in the fall semester, please see department chair for questions.
- To lighten the course load for semester 3, a student should consider taking either BIO-208 or CHM-201 during the preceding summer session.
- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu
- CHM-202 General Chemistry II & Lab **Credits: 4**
- **Elective- Option Elective Credits: 4**
Elective Options:
BIO-205 Microbiology & Lab, ENV-211 Environmental Microbiology/Lab, CHM-121 Principles of Organic & Chemistry W/Lab, CHM-251 Organic Chemistry I and Lab, CHM-252 Organic Chemistry II and Lab, CIT 110 - Applications/Concepts, MAT-181 Statistics I, MAT-281 Calculus I, MAT-282 Calculus II, SCI-221 Interpretation and Presentation of Scientific Research, SCI-150 Forensic Science and Lab, HON-200 Honors Seminar
- **Elective- Option Elective Credits: 4**
Elective Options:
BIO 205 - Microbiology & Lab, ENV 211 - Environmental Microbiology/Lab, CHM 121 - Principles of Organic & Chemistry W/Lab, CHM 251 - Organic Chemistry I and Lab, CHM 252 - Organic Chemistry II and Lab, CIT 110 - Applications/Concepts, MAT 181 - Statistics I, MAT 281 - Calculus I, MAT 282 - Calculus II, SCI 221 - Interpretation and Presentation of Scientific Research, SCI 150 - Forensic Science and Lab, HON 200 - Honors Seminar

Total Credits: 14-15

Semester 4 Advising Note

- For the two option elective courses, students must complete a minimum of 7 credits. (One of the two electives courses must be a 4-credit course.)
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Use currently accepted biological, chemical, and physical concepts to investigate problems and ideas presented in advanced biological study.
- Use biological concepts to evaluate their own science related concerns such as personal health or careers.
- Use laboratory technology, equipment and techniques to investigate scientific problems critically and safely using proper scientific methods.
- Use molecular and cellular laboratory techniques that are commonly used in Biotechnology.
- Explain the major concepts of cell structure, function and cellular processes that are key to life.
- Explain current models, concepts and principles of genetics and inheritance.
- Explain and apply the underlying concepts of current topics and experimental models in molecular biology and Biotechnology.
- Use industry skills and work practices of the biotechnology industry for direct employment.

Career Outlook

Students completing this option qualify for entry level positions in a wide range of biotechnology disciplines in industry, police, government and academic labs. These positions require a biotechnology certificate, AS degree or BS degree with 0-2 years of experience. Such positions offer the possibility of merit bonus and promotion and are available locally as well as nationwide.

Transfer Options

MassTransfer A2B Link

- Fitchburg State University
- UMASS Boston University
- UMASS Lowell University

Transfer Guides

- Northeastern University College of Professional Studies

Biological Sciences: Medical Professions Option, A.S.

This option provides students with the technical coursework and laboratory experiences that enable them to successfully transfer and pursue a career in the medical professions including medical, veterinary, and pharmacy, physical therapy and physician's assistant programs. Students should tailor this option by choosing electives based on the requirements of the programs to which they plan to apply. BHCC has articulation agreements with UMass Boston, UMass Amherst and UMass Lowell, enabling Medical Professions graduates to enroll in any one of these universities as juniors, without losing credits.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENG-111 College Writing I **Credits: 3 ***
- CHM-201 General Chemistry I & Lab **Credits: 4 ***
- MAT-281 Calculus I **Credits: 4 ***
- BIO-195 General Biology I & Lab **Credits: 4 ***

Total Credits: 15

Semester 1 Advising Note

- General Education Requirements Quantitative Problem Solving and Scientific Reasoning satisfied by program.
- This option has three tracks: 1. Pre-pharmacy school; 2. Pre-physician's assistant or physical therapy school; 3. Pre-medical or Pre-veterinary school. Course selection will vary based on a student's intended career. Students should learn about the course requirements of specific programs as they choose their electives. Please see each semester's advising notes for correct course registration.
- Students need to complete three General Education courses during semesters 1 and 2. Students do not need to complete General Education courses in any particular order.
- MAT-197 requires a C+ or higher to enroll in CHM-201.
- If a student is not eligible to take (MAT-281) Calculus I, they should take (MAT-197) Precalculus in order to take (CHM-201) General Chemistry I/Lab in their second semester.

Semester 2

- ENG-112 College Writing II **Credits: 3 ***
- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu
- BIO-196 General Biology II & Lab **Credits: 4 ***
- CHM-202 General Chemistry II & Lab **Credits: 4 ***
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu

Total Credits: 17

Semester 2 Advising Note

- Cell Biology/Lab (BIO-207), Genetics/Lab (BIO-208), Organic Chemistry I/ Lab (CHM-251), Organic Chemistry II/Lab (CHM-252) and Interpretation and Presentation of Scientific Research (SCI-221) are not always offered during the summer semester. All other required science and math courses are offered during the summer.
- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair

Semester 3

- BIO-207 Cell Biology & Lab **Credits: 4 ***
- CHM-251 Organic Chemistry I and Lab **Credits: 4 ***
- PHY-251 Physics I/Lab **Credits: 4 ***
- or
- PHY-201 General Physics I/Lab **Credits: 4 ***
- **Elective- Elective Credits: 3**
Option elective courses:
BIO-203 Anatomy/Physiology I & Lab, BIO-204 Anatomy/Physiology II & Lab, BIO-205 Microbiology & Lab, BIO-208 Genetics and Lab, CHM-252 Organic Chemistry II and Lab, MAT-181 Statistics I, MAT-282 Calculus II, NHP-180 Medical Terminology, COM-171 Public Speaking and Professional Comm, SCI-221 Interpretation and Presentation of Scientific Research, HON-200 Honors Seminar, BIO-120 Introduction to Biotechnology
See semester advising note.

Total Credits: 15

Semester 3 Advising Note

- Veterinary and pharmacy schools: Most require calculus and calculus-based Physics I & II (PHY-251 and PHY-252).
- Medical, physician's assistant, physical therapy schools: Most do not require calculus or calculus-based physics and students can instead take General Physics (PHY-201 and PHY-202). However, Physics I & II (PHY-251 and PHY-252) courses will strengthen your application.
- Electives should be decided based on the medical profession chosen by the student. Students should research specific programs and their course requirements.
- Veterinary and medical schools elective options: Organic Chemistry II (CHM-252), Genetics (BIO-208), Statistics (MAT-181), *Students may choose to take Microbiology (BIO-205).
- Pharmacy programs elective options: Organic Chemistry II (CHM-252), Microbiology (BIO-205), Anatomy & Physiology I (BIO-203), *Students may also choose: Public Speaking and Professional Communication (COM-171), Statistics (MAT-181), and/or Anatomy & Physiology II (BIO-204).
- Physician's Assistant or Physical Therapy programs elective options: Anatomy & Physiology I and II (BIO-203 and BIO-204), Statistics (MAT-181),* Students may choose to take Medical Terminology (NHP-180) and/or Microbiology (BIO-205).
- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- PHY-252 Physics II/Lab **Credits: 4 ***
- or
- PHY-202 General Physics II/Lab **Credits: 4 ***
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.
- **Elective- Elective Credits: 3-4**
Option elective courses:
BIO-203 Anatomy/Physiology I & Lab, BIO-204 Anatomy/Physiology II & Lab, BIO-205 Microbiology & Lab, BIO-208 Genetics and Lab, CHM-252 Organic Chemistry II and Lab, MAT-181 Statistics I, MAT-282 Calculus II, NHP-180 Medical Terminology, COM-171 Public Speaking and Professional Comm, SCI-221 Interpretation and

Presentation of Scientific Research, HON-200 Honors Seminar, BIO-120 Introduction to Biotechnology
See semester advising note.

- **Elective- Elective Credits: 3-4**

Option elective courses:

BIO-203 Anatomy/Physiology I & Lab , BIO-204 Anatomy/Physiology II & Lab, BIO-205 Microbiology & Lab, BIO-208 Genetics and Lab, CHM-252 Organic Chemistry II and Lab, MAT-181 Statistics I, MAT-282 Calculus II, NHP-180 Medical Terminology, COM-171 Public Speaking and Professional Comm, SCI-221 Interpretation and Presentation of Scientific Research, HON-200 Honors Seminar, BIO-120 Introduction to Biotechnology
See semester advising note.

Total Credits: 13-15

Semester 4 Advising Note

- Veterinary and medical schools elective options: Organic Chemistry II (CHM-252), Genetics (BIO-208), Statistics (MAT-181), *Students may choose to take Microbiology (BIO-205).
- Pharmacy programs elective options: Organic Chemistry II (CHM-252), Microbiology (BIO-205), Anatomy & Physiology I (BIO-203), *Students may also choose: Public Speaking and Professional Communication (COM-171), Statistics (MAT-181), and/or Anatomy & Physiology II (BIO-204).
- Physician's Assistant or Physical Therapy programs elective options: Anatomy & Physiology I and II (BIO-203 and BIO-204), Statistics (MAT-181),* Students may choose to take Medical Terminology (NHP-180) and/or Microbiology (BIO-205).
- Apply for graduation.

Upon Completion of This Concentration Graduates Will Be Able To:

- Use currently accepted biological, chemical and physical concepts to investigate problems and ideas presented in advanced study related to health and medicine.
- Use biological concepts to evaluate their own science related concerns such as personal health or health careers.
- Use laboratory technology, equipment and techniques to investigate scientific problems critically and safely using proper scientific methods.
- Use molecular and cellular laboratory techniques that are commonly used in Biotechnology and Medicine.
- Explain the major concepts of cell structure, function and cellular processes that are key to life.

Career Outlook

This option will allow students to transfer to four-year colleges and universities to seek a bachelor's degree to pursue a career in the health professions. Students should enroll in this option if they plan to transfer to a four-year college or university to pursue admission to programs in medical, veterinary, pharmacy, physician's assistant or physical therapy professions.

Transfer Options

Transfer Advising Guides

- Massachusetts College of Pharmacy and Health Sciences - Boston Campus
- Massachusetts College of Pharmacy and Health Sciences - Manchester and Worcester Campuses

- Northeastern University College of Professional Studies

MassTransfer A2B Link

- University of Massachusetts Amherst

Biology Transfer Option, A.S.

This option provides students with the technical coursework and laboratory experience that enables them to succeed in undergraduate biology programs. Upon graduation from BHCC, students are able to pursue further study at four-year colleges and universities in any number of areas including physiology, ecology, cell biology, biotechnology, genetics, botany, zoology, microbiology, biochemistry, wildlife conservation, or any of the health sciences. BHCC has articulation agreements with UMass Boston, UMass Amherst and UMass Lowell, enabling Biology Transfer graduates to enroll in any one of these universities as juniors, without losing credits.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENG-111 College Writing I **Credits: 3 ***
- **GenEd-CCC** Community & Cultural Contexts **Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose a course from the Community & Cultural Contexts Menu
- MAT-281 Calculus I **Credits: 4 ***
- BIO-195 General Biology I & Lab **Credits: 4 ***

Total Credits: 14

Semester 1 Advising Note

- General Education Requirements Quantitative Problem Solving and Scientific Reasoning satisfied by program.
- Students need to complete three General Education courses during semesters 1 & 2. These do not need to be completed in any particular sequence.
- If a student is not eligible to take MAT-281, they should take Precalculus (MAT-197) in order to take General Chemistry I (CHM-201) in their second semester.
- Students who do not place into MAT-197 may need to take prerequisite coursework. This could require additional time to complete the degree. Math should be taken as early in the program as possible to ensure timely completion.

Semester 2

- ENG-112 College Writing II **Credits: 3 ***
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.

- **GenEd-CW Creative Work Credits: 3 ***
This course meets the General Education requirement for Creative Work
Choose a course from the Creative Work Menu
- **BIO-196 General Biology II & Lab Credits: 4 ***
- **CHM-201 General Chemistry I & Lab Credits: 4 ***

Total Credits: 17

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair

Semester 3

- **BIO-207 Cell Biology & Lab Credits: 4**
- **CHM-202 General Chemistry II & Lab Credits: 4**
- **PHY-251 Physics I/Lab Credits: 4 ***
or
- **PHY-201 General Physics I/Lab Credits: 4 ***
- **Elective- Option Elective Credits: 3-4**
Elective Options:
BIO-120 Introduction to Biotechnology, BIO-210 Population Ecology & Lab, ENV-211 Environmental Microbiology/Lab, BIO-261 Advanced Laboratory Techniques in Biotechnology, BIO-262 Principles of Molecular Biotechnology, CHM-251 Organic Chemistry I and Lab, CHM-252 Organic Chemistry II and Lab, MAT-181 Statistics I, MAT-282 Calculus II, SCI-221 Interpretation and Presentation of Scientific Research, HON-200 Honors Seminar

Total Credits: 15-16

Semester 3 Advising Note

- It is highly recommended that a student take Organic Chemistry I & II for two of their option electives. However, this will require an extra semester at BHCC to complete unless the student has completed the math prerequisite (MAT-197; or equivalent) to take General Chemistry I (CHM-201) in their first semester.
- If a student elects to take Advanced Lab Techniques in Biotechnology (BIO-261) they should also take Principles of Molecular Biotechnology (BIO-262) to ensure transferability. BIO-261 is offered in the fall and spring semesters.
- BIO-262 is only offered in the fall semester, please see department chair for questions.
- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Students should check with their transferring institution to see if they require algebra or calculus based physics for their biology programs.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- **BIO-208 Genetics and Lab Credits: 4**

- **PHY-252 Physics II/Lab Credits: 4**
or
- **PHY-202 General Physics II/Lab Credits: 4**
- **Elective- Option Elective Credits: 3-4**
Elective Options:
BIO-120 Introduction to Biotechnology, BIO-210 Population Ecology & Lab, ENV-211 Environmental Microbiology/Lab, BIO-261 Advanced Laboratory Techniques in Biotechnology, BIO-262 Principles of Molecular Biotechnology, CHM-251 Organic Chemistry I and Lab, CHM-252 Organic Chemistry II and Lab, MAT-181 Statistics I, MAT-282 Calculus II, SCI-221 Interpretation and Presentation of Scientific Research, HON-200 Honors Seminar
- **Elective- Option Elective Credits: 3-4**
Elective Options:
BIO-120 Introduction to Biotechnology, BIO-210 Population Ecology & Lab, ENV-211 Environmental Microbiology/Lab, BIO-261 Advanced Laboratory Techniques in Biotechnology, BIO-262 Principles of Molecular Biotechnology, CHM-251 Organic Chemistry I and Lab, CHM-252 Organic Chemistry II and Lab, MAT-181 Statistics I, MAT-282 Calculus II, SCI-221 Interpretation and Presentation of Scientific Research, HON-200 Honors Seminar

Total Credits: 14-16

Semester 4 Advising Note

- **Elective Notes:** It is highly recommended that a student take Organic Chemistry I/Lab and Organic Chemistry II/Lab for two of their option electives. However, this will require an extra semester at BHCC to complete.
- If a student elects to take Advanced Lab Techniques in Biotechnology (BIO-261) they should also take Principles of Molecular Biotechnology (BIO-262) to ensure transferability. BIO-261 is offered in the fall and spring semesters.
- BIO-262 is offered only in the fall semester, please see department chair for questions.
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Describe the structure and function of living cells and explain how their cellular components and biochemistry interact in the metabolic pathways that define life.
- Relate cellular reproduction to the theories and concepts of genetics to explain inheritance.
- Relate the concepts of evolutionary theory to explain adaptations, speciation, the diversity of life, and the interactions of living organisms in the biosphere.
- Apply currently accepted biological, chemical, physical and mathematical concepts to investigate problems and ideas presented in advanced biological study.
- Apply the concepts of scientific inquiry to investigate biological observations by formulating hypotheses, designing and conducting experiments, analyzing, evaluating, and interpreting experimental data, and developing evidence-based conclusion.
- Search and retrieve peer-reviewed information from scientific journals and other sources and provide proper credit when the information is used in their own scientific reporting.
- Evaluate the credibility of sources of scientific information presented by the general media and the Internet.
- Clearly express the procedures used, data collected, and conclusions obtained in his or her written or oral presentation of a scientific investigation.
- Apply laboratory safety protocols in using the equipment, technology, and techniques that are commonly used in laboratory or field investigations.
- Apply evidence-based science in addressing personal and global issues.

Career Outlook

This option will allow students to transfer to four-year colleges and universities to seek a bachelor's degree in biology or biochemistry. Students can then continue their studies in the fields of physiology, ecology, cell biology, biotechnology, genetics, botany, zoology, microbiology, biochemistry, or wildlife conservation.

Transfer Options

MassTransfer A2B Link

- Bridgewater State University
- Fitchburg State University
- Massachusetts College of Liberal Arts
- Westfield State University
- Worcester State University
- University of Massachusetts Amherst
- University of Massachusetts Lowell

Transfer Advising Guides

- Northeastern University College of Professional Studies

Biomedical Engineering Option, A.S.

The Associate of Science in Engineering Program is offered as part of a response to the long-term shortage of skilled workers in the engineering workforce, and is consistent with the mission of the College. It is designed to meet the needs of BHCC students and to address the workforce demands of Greater Boston. The curriculum is structured to mirror the freshman and sophomore years of a university engineering degree. Accordingly, the Engineering and Physical Sciences Department is developing articulation agreements with area universities to enable BHCC engineering graduates to transfer as juniors upon completing the Associate of Science degree. The curriculum offers three options: a Biomedical Engineering Option, an Electrical Engineering option, and an Engineering Transfer option.

This option brings engineering design and technology into the field of biology and medicine. The option prepares students to transfer to four-year institutions as Biomedical Engineering majors, or for direct employment in entry-level positions.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENR-101 Introduction to Engineering/Lab **Credits: 4**
- ENG-111 College Writing I **Credits: 3**
- MAT-281 Calculus I **Credits: 4 ***
- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu

- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.

Total Credits: 17

Semester 1 Advising Note

- General Education Requirements Quantitative Problem Solving and Scientific Reasoning satisfied by program
- This map assumes a student enters the program ready to enroll in MAT-281.

Semester 2

- **CHM-201 General Chemistry I & Lab Credits: 4 ***
Students must complete MAT-197 with a C+ or better before taking CHM-201
- **MAT-282 Calculus II Credits: 4**
- **PHY-251 Physics I/Lab Credits: 4**
- **ENG-112 College Writing II Credits: 3**
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu

Total Credits: 18

Semester 2 Advising Note

- A student should plan to complete CHM-201 during the Spring semester or the Summer Bridge Session.
- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.

Semester 3

- **BME-100 Biomedical Engineering I Credits: 4 ***
- **MAT-283 Calculus III Credits: 4**
- **BIO-195 General Biology I & Lab Credits: 4**
- **PHY-252 Physics II/Lab Credits: 4**

Total Credits: 16

Semester 3 Advising Note

- Biomedical Engineering I/Lab is currently only offered during the Fall Semester.

- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- BME-200 Biomedical Engineering II **Credits: 3**
- MAT-285 Ordinary Differential Equations **Credits: 4**
- BIO-196 General Biology II & Lab **Credits: 4**
- CHM-202 General Chemistry II & Lab **Credits: 4**
- See Engineering Department Chair for Option **Credits: 3**

Total Credits: 18

Semester 4 Advising Note

- Biomedical Engineering II is currently offered during only the Spring semester
- Apply for graduation.

Upon Completion of This Concentration Graduates Will Be Able To:

- Design and conduct experiments.
- Analyze and interpret data.
- Apply computational tools and scientific concepts to biomedical engineering problems.
- Design systems, components, or processes for solving biomedical engineering problems.
- Function as part of a biomedical engineering team.
- Articulate the professional and ethical responsibilities required of engineers.

Career Outlook

Graduates with an associate of science degree will be qualified for direct employment in entry-level research/lab assistant, design and manufacturing positions available in private industries, academic research institutions, and hospitals locally and nationwide.

Transfer Options

MassTransfer A2B Link

- University of Massachusetts Amherst
- University of Massachusetts Lowell

Business Transfer Option, A.A.

The Business Administration Department at Bunker Hill Community College is a collegial, student-centered learning community dedicated to providing an innovative, creative, and relevant education in business disciplines to a diverse student population. We strive to maximize student success by placing graduates in a competitive position when seeking employment in a business

environment or upon transfer to a four-year academic institution, ultimately empowering them to compete responsibly and successfully in a global business environment.

This concentration prepares students to transfer to four-year colleges or universities and major in business administration. A bachelor's degree enhances the competitive status of students for entry into business-related fields, and prepares students for advanced degrees. The college has transfer articulation agreements with many four-year academic institutions in the area. Graduates of this concentration may qualify to transfer using benefits of MassTransfer to a four-year state college or University of Massachusetts campus. For current information on eligible programs, visit www.mass.edu/masstransfer. The department also encourages students to consult with their advisors concerning transfer requirements.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- BUS-101 Introduction to Business **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3 ***
- **Elective- Career Elective Credits: 3**
Choose any ACC, BUS, FIN or MAN prefixed course
- CIT-110 Applications/Concepts **Credits: 3**
- PSY-101 Principles of Psychology **Credits: 3**

Total Credits: 15

Semester 1 Advising Note

- BUS-101: New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- Explore BHCC Student Activities offered i.e., BHCC's Entrepreneurship Club.
- Create and follow an Education Plan with an Academic Advisor.

Semester 2

- ENG-112 College Writing II **Credits: 3**
- MAT-181 Statistics I **Credits: 3**
- ACC-101 Principles of Accounting I **Credits: 3 ***
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu

Total Credits: 16

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities

- Begin exploring transfer options: attend a transfer workshop and the College transfer fair
- Complete a volunteer activity in an area of interest.
- Learn about Alpha Beta Gamma (Business Honor Society) and Alpha Kappa Mu (General Honor Society).
- Inquire about the Commonwealth Honors Program.

Semester 3

- ACC-102 Principles of Accounting II **Credits: 3**
- ECO-202 Microeconomics **Credits: 3**
- MAT-231 Calculus for Management Science **Credits: 4**
or
- MAT-281 Calculus I **Credits: 4**
- **Elective-** Literature Elective **Credits: 3**
Choose one course designated with the prefix LIT
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
*Note: Students must take MAN-112 Organizational Behavior/Design to satisfy this requirement

Total Credits: 16

Semester 3 Advising Note

- MAT-231 and MAT-281 may require the student to take an additional math course(s) depending on placement and/or math courses taken and completed at another college or university.
- Develop a financial plan for continued education and life after graduation.
- Continue preparations for transfer: write essays for transfer institution collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap.

Semester 4

- MAN-111 Principles of Management **Credits: 3**
- MAN-105 Principles of Marketing **Credits: 3**
- **Elective-** Literature Elective **Credits: 3**
Choose one course designated with the prefix LIT
- **Elective-** Lab Science Elective **Credits: 4**
Choose one science course with a lab component
- **Elective-** Social Science Elective **Credits: 3**
Note: ECO-201 Macroeconomics is required to fulfill this requirement

Total Credits: 16

Semester 4 Advising Note

- Apply for Graduation.

- Finalize your resume and upload it to your ePortfolio and LinkedIn website.

Upon Completion of This Concentration Graduates Will Be Able To:

- Describe the interaction of history, culture, literature, economics, and science as studied within a broad liberal arts curriculum.
- Demonstrate competence in reading and writing/literacy skills and in the organization of critical thinking and problem solving behaviors.
- Examine management theory and practice and explain basic business methodology and application.

Career Outlook

Students' potential careers vary depending upon the chosen major and include accounting, mid-level management, banking, finance, and insurance. Students must complete a bachelor's degree as a minimum requirement for entry into these fields. Students may need to pursue graduate work, as well.

Transfer Options

Transfer Advising Guides

- Boston College Woods College of Advancing Studies
- Lesley University
- Northeastern CPS
- Suffolk University

MassTransfer A2B Map

- Fitchburg State University
- Framingham State University
- Salem State University
- Worcester State University
- University of Massachusetts Amherst
- University of Massachusetts Boston
- University of Massachusetts Dartmouth
- University of Massachusetts Lowell

MassTransfer A2B Link

- Bridgewater State University
- Massachusetts College of Liberal Arts
- Westfield University
- University of Massachusetts Boston

Cardiac Sonography Option Full-time, A.S.

This option prepares students in the imaging of the human heart with sound waves. Students are prepared to use the ultrasound equipment that produces sound waves, obtains an image, and provides the physician with diagnostic information for treatment.

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Admission Requirements

- **Diploma** High School diploma or GED
- **Session** Attend a mandatory information session
- **ENG-111** College Writing I **Credits: 3**
- **BIO-203** Anatomy/Physiology I & Lab **Credits: 4**
- **MATH** College Algebra or Statistics **Credits: 3**
Completion of any 3 credit College Algebra or Statistics course
- **TEAS** Complete the Test of Essential Academic Skills (TEAS) Allied Health

Total Credits: 10

Admission Requirements Advising Note

- TEAS scores must be at least 47.6 percent in Reading, 46.7 percent in Math and 47.6 percent in English/language
- All Admissions course requirements must be completed with a grade of C or better
- As a prerequisite for a clinical placement or internship this program requires that all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>
- Anatomy and Physiology must be completed within ten (10) years of application unless currently working in a related healthcare position
- Approximate application dates for the Fall program are mid-October through mid-February for admission to the program for the next academic year. Check with the Admissions office for exact timelines

Summer Before Starting the Program

- **MIG-111** Imaging Technology I **Credits: 3 ***
or
- **PHY-201** General Physics I/Lab **Credits: 4 ***

Total Credits: 3-4

Accepted and standby students must complete either the online MIG-111 or PHY-201 with a grade of C or better in the summer prior to the start of the program. Students will need access to a personal computer with Internet access for MIG-111.

Semester 1 Fall

- **MIG-101** Introduction to Ultrasound **Credits: 2 ***
- **MIG-109** Patient Care for Medical Imaging **Credits: 4 ***
- **MIG-105** Ultrasound Physics and Instrumentation **Credits: 3 ***
- **BIO-204** Anatomy/Physiology II & Lab **Credits: 4 ***
- **MIG-106** Introduction to Cardiac Scanning **Credits: 2**

Total Credits: 15

Semester 1 Fall Advising Note

- General Education Requirements Quantitative Problem Solving, Scientific Reasoning, Creative Work and Elective satisfied by program.
- Core courses (i.e. MIG prefix) are only offered once per year and must be taken as scheduled, as must BIO-204.

Semester 2 Spring

- MIG-112 Echo I **Credits: 3 ***
- MIG-115 Interpretation I **Credits: 4 ***
- ENG-112 College Writing II **Credits: 3**
- CIT-110 Applications/Concepts **Credits: 3**

Total Credits: 13

Semester 2 Spring Advising Note

- Students may consider taking ENG-112, SOC-101 or CIT-110 this semester. It is strongly recommended that you do not take these general education courses in Summer Session I.

Semester 3 Summer

- MIG-205 Vascular Ultrasound **Credits: 3 ***
- MIG-119 Echo II **Credits: 3 ***
- SOC-101 Principles of Sociology **Credits: 3**
- MIG-203 Interpretation II **Credits: 3 ***

Total Credits: 12

Semester 3 Summer Advising Note

- ENG-112 or SOC-101 or CIT-110 may be taken any time prior to the last semester of the program.

Semester 4 Fall

- MIG-201 Echo III **Credits: 4 ***
- MIG-207 Ultrasound Physics and Instrumentation for the Cardiac Sonographer **Credits: 2 ***
- MIG-211 Cardiac Sonography Clinical I **Credits: 3 ***

Total Credits: 9

Semester 5 Spring

- MIG-213 Cardiac Sonography Clinical II **Credits: 4 ***
- MIG-215 Echo IV/Interpretation **Credits: 4 ***
- MIG-216 Advanced Interpretation Seminar **Credits: 2 ***

Total Credits: 10

Semester 5 Spring Advising Note

- All required general education courses must be completed by the end of the second spring semester.

Semester 6 Summer

- MIG-217 Cardiac Sonography Clinical III **Credits: 4 ***

Total Credits: 4

Upon Completion of This Concentration Graduates Will Be Able To:

- Demonstrate general knowledge and technical skills required to perform cardiac echo examinations as an entry-level cardiac sonographer.
- Demonstrate sufficient knowledge of cardiac sonography to pursue registry status through The American Registry of Diagnostic Medical Sonographers.
- Understand the importance of lifelong continuing education in the field of Cardiac Sonography.

Career Outlook

Graduates of this option qualify for employment in hospitals, HMOs, clinics, doctors' offices, mobile units, community health agencies, equipment/film companies, and/or as application specialist sales representatives.

Chemistry Concentration, A.A.

This program prepares students to transfer to four-year colleges or universities to seek bachelor's degrees in chemistry. After transferring, students develop a course of study to become proficient in one or more of the chemistry divisions, e.g., polymer, physical, organic, biochemistry, analytical, chemical, chemical, or hazardous waste management. A further goal of the program is to provide students with the technical coursework and laboratory experience that would enable them to enter the workforce as entry-level laboratory technicians in positions that require some background in the physical and/or biological sciences. Graduates of this program may qualify to transfer using the benefits of MassTransfer to a four-year state university or University of Massachusetts campus. For current information on eligible programs, see Transfer Options below.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- **ENG-111 College Writing I Credits: 3 ***
- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu
- **MAT-281 Calculus I Credits: 4 ***
- **CHM-201 General Chemistry I & Lab Credits: 4 ***
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu

Total Credits: 17

Semester 1 Advising Note

- General Education Requirements Quantitative Problem Solving and Scientific Reasoning satisfied by program
- Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously
- Students need to complete three General Education courses and a humanities course. They do not need to be completed in any particular sequence.
- Students must have completed ENG-111 with a C or better or take ENG-111 concurrently with CHM-201. Must have completed MAT-197 with a C+ or better before taking CHM-201 or take MAT-281 concurrently with CHM-201 .
Students who are not able to take CHM-201 in their first semester will need to take CHM-202 during the summer or take an additional semester for completion of CHM-252 at the end of the program.

Semester 2

- **ENG-112 College Writing II Credits: 3**
- **MAT-282 Calculus II Credits: 4 ***
- **CHM-202 General Chemistry II & Lab Credits: 4 ***
- **PHY-251 Physics I/Lab Credits: 4 ***

Total Credits: 15

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.
- It is recommended that students take the General Education elective or Humanities courses during the summer to lighten their load in the second semester, and/or to take one of their recommended third-semester electives during the summer to lighten their load in the third semester
- CHM-251 and CHM-252 are not offered during the summer session. All other required science and math courses are offered during the summer. Students wishing to complete the program in four semesters will need to begin their CHM-251/CHM-252 sequence in their third semester, and will need to take CHM-202 in the summer if they take CHM-201 in their second semester

Semester 3

- CHM-251 Organic Chemistry I and Lab **Credits: 4 ***
- PHY-252 Physics II/Lab **Credits: 4 ***
- **Elective-** Concentration Elective **Credits: 3-4**
See Semester Advising Notes for list of options.
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the Community/Cultural Contexts

Total Credits: 14-15

Semester 3 Advising Note

One of the Concentration electives must be a 4-credit course to satisfy the minimum 60-credit degree requirement.

Concentration Electives:

- BIO-120 Introduction to Biotechnology **Credits: 4**
- BIO-195 General Biology I & Lab **Credits: 4**
- BIO-196 General Biology II & Lab **Credits: 4**
- CSC-120 Intro to Comp Sci & Object Oriented Prog **Credits: 4**
- ENR-101 Introduction to Engineering/Lab **Credits: 4**
- HON-200 Honors Seminar **Credits: 3**
- MAT-181 Statistics I **Credits: 3**
- MAT-283 Calculus III **Credits: 4**
- MAT-285 Ordinary Differential Equations **Credits: 4**
- SCI-221 Interpretation and Presentation of Scientific Research **Credits: 3**

Semester 4

- CHM-252 Organic Chemistry II and Lab **Credits: 4 ***
- **Elective-** Concentration Elective **Credits: 3-4**
See Semester Advising Notes for list of options.
- **Elective-** Humanities Elective **Credits: 3**
Choose one course from the Humanities Electives menu.
- **Elective-** Concentration Elective **Credits: 3-4**
See Semester Advising Notes for list of options.

Total Credits: 13-15

Semester 4 Advising Note

One of the Concentration electives must be a 4-credit course to satisfy the minimum 60-credit degree requirement.

Concentration Electives:

- BIO-120 Introduction to Biotechnology **Credits: 4**
- BIO-195 General Biology I & Lab **Credits: 4**

- BIO-196 General Biology II & Lab **Credits: 4**
- CSC-120 Intro to Comp Sci & Object Oriented Prog **Credits: 4**
- ENR-101 Introduction to Engineering/Lab **Credits: 4**
- HON-200 Honors Seminar **Credits: 3**
- MAT-181 Statistics I **Credits: 3**
- MAT-283 Calculus III **Credits: 4**
- MAT-285 Ordinary Differential Equations **Credits: 4**
- SCI-221 Interpretation and Presentation of Scientific Research **Credits: 3**

Upon Completion of This Concentration Graduates Will Be Able To:

- Use currently accepted chemical concepts to investigate problems and ideas presented in advanced chemical study.
- Use chemical concepts to evaluate their own science-related concerns such as personal health or careers in science.
- Use laboratory technology, equipment, and techniques critically and safely to investigate scientific problems using proper scientific methods.

Career Outlook

Graduates of this concentration should transfer to a four year college or university because entry-level employment opportunities in chemistry such as lab or field technicians usually require a minimum of a bachelor's degree in chemistry. Professional positions such as engineers, researchers, or college instructors usually require a minimum of a master's degree.

Transfer Options

MassTransfer A2B Map

- Bridgewater State University
- Fitchburg State University
- Framingham State University
- Massachusetts College of Liberal Arts
- Salem State University
- Westfield State University
- Worcester State University
- University of Massachusetts Boston
- University of Massachusetts Lowell

MassTransfer A2B Link

- University of Massachusetts Amherst
- University of Massachusetts Dartmouth

Communication Concentration, A.A.

Communication is the process by which human beings create meaning, and students in the Communication major at Bunker Hill Community College learn to speak, write, and express themselves with humanity and professionalism. The program focuses on human rights and career success. At the core of communication is human rights: the acts of love, justice and empathy for the "recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family." Our goal is to

help students learn and become both ethical and competitive leaders in the job market. The Associate in Arts Degree in Communication offers foundational training in communication and prepares students to transfer to four-year colleges and pursue careers in the creative industries and beyond, including journalism, media, film studies, and video production.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- **ENG-111 College Writing I Credits: 3 ***
- **COM-110 Introduction to Communication Credits: 3 ***
- **GenEd-QPS Quantitative Problem Solving Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one course from Quantitative Problem Solving Menu. Recommended: MAT-181 Statistics I or MAT-174 Quantitative Reasoning.
- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu. PHL-103 or SOC-227 recommended.
- **COM-101 Film As Art Credits: 3**

Total Credits: 15-16

Semester 1 Advising Note

- Semester 1 is typically the Fall Semester
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- Students, please consult with a Communication faculty member before registering.
- Students intending to use Mass Transfer are recommended to take quantitative math (MAT-174 Quantitative Reasoning)

Semester 2

- **ENG-112 College Writing II Credits: 3**
- **COM-171 Public Speaking and Professional Comm Credits: 3 ***
- **COM-210 Interpersonal Communication Credits: 3 ***
- **COM-250 Analyzing Media Credits: 3 ***
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from Behavioral or Social Sciences. PSY-107 or SOC-101 is recommended.

Total Credits: 15

Semester 2 Advising Note

- Semester 2 is typically the Spring Semester.
- Students, please consult with a Communication faculty member before registering.

Semester 3

- **COM-254 Digital Media & Performance Credits: 3 ***
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu. COM-102 American Cinema is recommended
- **COM-299 Internship Credits: 3 ***
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu. ENV-105 Environmental Science/Lab is recommended
- **Elective- Behavioral Science Elective Credits: 3**
Choose one PSY or SOC course
PSY-219, SOC-227 or SOC-229 recommended

Total Credits: 16

Semester 4

- **Elective- Literature Elective Credits: 3**
LIT-203 recommended.
- **Elective- Concentration Elective Credits: 3**
Choose one Concentration Elective:
COM-102 American Cinema, COM-241 Introduction to Today's Journalism, COM-242 Multimedia Journalism, ENG-234 Literary Publishing, VMA-262 Video Techniques Lab, VMA-263 Video Concepts Lab
- **Elective- Concentration Elective Credits: 3**
Choose one Concentration Elective:
COM-102 American Cinema, COM-241 Introduction to Today's Journalism, COM-242 Multimedia Journalism, ENG-234 Literary Publishing, VMA-262 Video Techniques Lab, VMA-263 Video Concepts Lab
- **Elective- Lab Science Elective Credits: 4 ***
ENV-110 Recommended
- **Elective- Concentration Elective Credits: 3**
Choose one Concentration Elective:
COM-102 American Cinema, COM-241 Introduction to Today's Journalism, COM-242 Multimedia Journalism, ENG-234 Literary Publishing, VMA-262 Video Techniques Lab, VMA-263 Video Concepts Lab

Total Credits: 16

Semester 4 Advising Note

- Students who are interested in journalism and media are encouraged to take COM-241, COM-242 and ENG-234.
- Students who are interested film studies and video production are encouraged to take COM-102 and VMA-262 OR VMA-263.
- Semester 4 is typically the Spring Semester.
- Apply for graduation.

Upon Completion of This Concentration Graduates Will Be Able To:

- Have an effective transfer path to a four-year college/university.
- Express foundational communication skills, such as public speaking, professional communication, clear argumentation, and critical reasoning.
- Write for a variety of purposes, adapting to varying audiences.
- Develop cultural and ethical competency, by engaging in human rights advocacy and effective intercultural communication.
- Conduct research in the field of communication.
- Earn hands-on skills in the field of communication through coursework and an internship.
- Understand the dynamics of communication in a global context.
- Enter the workforce upon graduation in journalism, media, film studies, video production, or other creative industry.
- Produce and edit video.

Career Outlook

Students in this program will earn hands-on skills in the field of communication through coursework and an internship. Students are prepared to enter the workforce upon graduation in journalism, media, film studies, video production, or other creative industry. The program is suited for students who wish to pursue careers in the field of: Advertising, Broadcasting, Business, Communication, Education, Film, Journalism, Marketing, Politics, Public Relations, Social Media, and/or Video Production.

Transfer Options

MassTransfer A2B Map

- Worcester State University

MassTransfer A2B Link

- Bridgewater State University
- Fitchburg State University
- Massachusetts College of Liberal Arts
- Westfield State University
- University of Massachusetts Amherst
- University of Massachusetts Boston
- University of Massachusetts Dartmouth
- University of Massachusetts Lowell

Computer Information Systems Concentration, A.A.

The Computer Information Technology (CIT) Department mission is two-fold. CIT prepares its students for good paying, entry level careers as database professionals through the Associate in Science (A.S.) and Certificate Database Programming and Administration Programs. CIT also prepares students to transfer to four-year college Information Technology (IT) Programs through two Associate in Arts (A.A.) Programs: A.A. Computer Information Systems Transfer and A.A. Computer Science Transfer. The Department's goals are in concert with the College's goals. Using input from its Industry Advisory Committee and internship course, the department is continually updating and fine tuning its programs of study. Graduates of this concentration may qualify to transfer using benefits of MassTransfer to a four-year state college or University of Massachusetts campus. For current information on eligible programs, see Transfer Options below.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- CIT-110 Applications/Concepts **Credits: 3 ***
or
- CIT-113 Information Technology Problem Solving **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3**
- ACC-101 Principles of Accounting I **Credits: 3 ***
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.
- **GenEd-QPS** Quantitative Problem Solving **Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one course from Quantitative Problem Solving Menu

Total Credits: 15-16

Semester 1 Advising Note

- Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously.
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- Students taking 9 or more credits should take CIT-113

Semester 2

- CSC-125 Python Programming **Credits: 3**
- ACC-102 Principles of Accounting II **Credits: 3**
- ENG-112 College Writing II **Credits: 3**
- ECO-202 Microeconomics **Credits: 3**
- **Elective-** Mathematics Elective **Credits: 3-4**
Choose one college-level MAT course

Total Credits: 15-16

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair

Semester 3

- CSC-225 Advanced Python Programming **Credits: 3**
- ECO-201 Macroeconomics **Credits: 3**

- **Elective- Literature Elective Credits: 3**
Choose one LIT course
- **Elective- Computer Elective Credits: 3-4**
Computer Elective Options:
CIT-118 Principles of Internet & Info Security, CSC-120 Intro to Comp Sci & Object Oriented Prog, CIT-128 Database Design with MS Access, CIT-162 CISCO Networking I, CSC-242 Data Structures, CIT-268 Operating Systems, CSC-284 Advanced C++/OOP
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu

Total Credits: 16-17

Semester 3 Advising Note

- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- **Elective- Computer Elective Credits: 3-4**
Computer Elective Options:
CIT-118 Principles of Internet & Info Security, CSC-120 Intro to Comp Sci & Object Oriented Prog, CIT-128 Database Design with MS Access, CIT-162 CISCO Networking I, CSC-242 Data Structures, CIT-268 Operating Systems, CSC-284 Advanced C++/OOP
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu
- **Elective- Behavioral Science Elective Credits: 3**
Choose one PSY or SOC course
- **Elective- Lab Science Elective Credits: 4**
Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course
- **Elective- Literature Elective Credits: 3**
Choose one LIT course
- **Elective- Mathematics Elective Credits: 3-4**
Choose one college-level MAT course

Total Credits: 19-21

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Analyze the system needs of an organization.

- Make feasible recommendations for computer solutions that meet those needs.

Career Outlook

Graduates of this concentration can transfer to bachelor's programs at four-year colleges.

Transfer Options

MassTransfer A2B Link

- Bridgewater State University
- Fitchburg State University
- Framingham State University
- Massachusetts College of Liberal Arts
- Westfield State University
- University of Massachusetts Amherst
- University of Massachusetts Boston

Computer Science Concentration, A.A.

The Computer Science Concentration (CS) degree mission is two-fold. CS prepares its students for well-paying, entry-level careers as computer scientists and programmers through the Associate in Arts (A.A.), and prepares students to transfer to four-year college Computer Science (CS) Programs. The Department's goals are in concert with the College's goals. The department is continually updating and fine-tuning its programs of study. Graduates of this concentration may qualify to transfer using benefits of MassTransfer to a University of Massachusetts campus. For current information on eligible programs, see Transfer Options below.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- **CSC-120 Intro to Comp Sci & Object Oriented Prog Credits: 4 ***
- **ENG-111 College Writing I Credits: 3**
- **MAT-281 Calculus I Credits: 4 ***
MAT-197 is waived for students placing higher on Accuplacer test; student should take MAT-281.
If MAT-197 is waived students can replace with one of the math electives CIT-237, CIT-243, CIT-287 or MAT-281 or MAT-291
- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu

Total Credits: 14

Semester 1 Advising Note

- General Education Requirements Quantitative Problem Solving and Scientific Reasoning satisfied by Program.
- Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously.

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.

Semester 2

- CSC-239 JAVA Programming **Credits: 4 ***
- ENG-112 College Writing II **Credits: 3**
- MAT-282 Calculus II **Credits: 4**
- CSC-237 C++ Programming **Credits: 4 ***

Total Credits: 15

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.

Semester 3

- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from the Creative Work Menu
- CSC-285 Advanced Java Programming **Credits: 3 ***
- PHY-251 Physics I/Lab **Credits: 4 ***
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose one course from the Community & Cultural Contexts Menu.
- **Elective- Concentration Elective Credits: 3-4**
Concentration Elective Options:
CSC-244 Android Development With Kotlin, CSC-236 SQL Programming, CSC-284 Advanced C++/OOP, CSC-287 Survey New Popular OOPL for Programmers, CSC-299 Computer Science Internship, HON-200 Honors Seminar, INT-299CSC Learn & Earn Computer Science Intern, MAT-283 Calculus III, MAT-285 Ordinary Differential Equations, MAT-291 Linear Algebra

Total Credits: 16-17

Semester 3 Advising Note

- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap
- Students planning to transfer to UMASS Boston's Computer Science program, should plan to take CSC-240 (Programming in C) at UMB, and transfer it back to BHCC as an elective.

Semester 4

- **PHY-252 Physics II/Lab Credits: 4 ***
- **CSC-242 Data Structures Credits: 3 ***
- **Elective- Concentration Elective Credits: 3-4**
Concentration Elective Options:
CSC-244 Android Development With Kotlin, CSC-236 SQL Programming, CSC-284 Advanced C++/OOP, CSC-287 Survey New Popular OOPL for Programmers, CSC-299 Computer Science Internship, HON-200 Honors Seminar, INT-299CSC Learn & Earn Computer Science Intern, MAT-283 Calculus III, MAT-285 Ordinary Differential Equations, MAT-291 Linear Algebra
- **Elective- Concentration Elective Credits: 3-4**
Concentration Elective Options:
CSC-244 Android Development With Kotlin, CSC-236 SQL Programming, CSC-284 Advanced C++/OOP, CSC-287 Survey New Popular OOPL for Programmers, CSC-299 Computer Science Internship, HON-200 Honors Seminar, INT-299CSC Learn & Earn Computer Science Intern, MAT-283 Calculus III, MAT-285 Ordinary Differential Equations, MAT-291 Linear Algebra
- **Elective- Humanities Elective Credits: 3**
Choose one course from Humanities Elective.

Total Credits: 16-18

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

Computer Science Concepts -

- Demonstrate a clear understanding of the concepts, terminology, and term definitions associated with Computer Science, including basic computer architecture and organization.

Computer Science Software -

- Demonstrate a clear understanding of the discipline's specific Integrated Development Environments, software utilities, and computer platforms which can be used in the development of software.

Computer Software Development -

- Design, plan, develop, and produce complete computer software from start to finish with all stages of the development process clearly identified.
- Create software in Object Oriented Languages

Computer Science Teams -

- Participate in multi-cultural teams and team projects as a contributing member with the requirement to be an active and supportive team member.

Computer Software Quality and Assurance -

- Analyze Worst and Best case for algorithm performance
- Design and implement software test plans, including Unit and Integration testing
- Reporting and Presenting Software

Solutions -

- Write formal report of software solutions

- Present software solutions using diverse modalities (PowerPoint, Video, etc.)
- Provide and receive constructive and critical feedback
- Create software Requirements and Design Documents
- Create software program documentation

Career Outlook

Graduates of this concentration are prepared for well-paying, entry level careers as computer scientists and programmers, and can transfer to bachelor's programs at four-year college Computer Science programs.

Transfer Options

MassTransfer A2B Link

- Bridgewater State University
- Framingham State University
- Massachusetts College of Liberal Arts
- Westfield State University
- Worcester State University
- University of Massachusetts Amherst

Computer Science Transfer Option, A.S.

The Computer Science (CS) Transfer Option Associate in Science (A.S.) degree mission is two-fold. It prepares students to transfer to four-year college Computer Science (CS) Programs across the United States, and also prepares them for well-paid entry-level careers and internships as computer scientists and programmers.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- CSC-120 Intro to Comp Sci & Object Oriented Prog **Credits: 4 ***
- MAT-281 Calculus I **Credits: 4**
- ENG-111 College Writing I **Credits: 3**
- **GenEd-CCC** Community & Cultural Contexts **Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu
- **GenEd-E** General Education Elective **Credits: 3-4**
This course meets the General Education requirement for General Education Elective.
Choose one course from General Education Community and Cultural Contexts Menu

Total Credits: 17-18

Semester 1 Advising Note

- General Education Requirements Quantitative Problem Solving and Scientific Reasoning satisfied by program.

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community cluster within their first year

Semester 2

- CSC-237 C++ Programming **Credits: 4 ***
- MAT-282 Calculus II **Credits: 4**
- ENG-112 College Writing II **Credits: 3**
- CSC-239 JAVA Programming **Credits: 4 ***

Total Credits: 15

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair

Semester 3

- **Elective- Option Elective Credits: 3-4**
Elective Options:
CSC-244 Android Development With Kotlin , CSC-236 SQL Programming, CSC-284 Advanced C++/OOP, CSC-287 Survey New Popular OOPL for Programmers, CSC-299 Computer Science Internship, HON-200 Honors Seminar, INT-299CSC Learn & Earn Computer Science Intern, MAT-283 Calculus III, MAT-285 Ordinary Differential Equations, MAT-291 Linear Algebra
- CSC-285 Advanced Java Programming **Credits: 3 ***
- CSC-242 Data Structures **Credits: 3**
- PHY-251 Physics I/Lab **Credits: 4**
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu

Total Credits: 16-17

Semester 3 Advising Note

- Recommended electives: CIT-287 or CIT-243 or MAT-291.
- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap
- Students planning to transfer to UMASS Boston's Computer Science program, should plan to take CSC-240 (Programming in C) at UMB, and transfer it back to BHCC as an elective.

Semester 4

- **PHY-252 Physics II/Lab Credits: 4**
- **Elective- Option Elective Credits: 3-4**
Elective Options:
CSC-244 Android Development With Kotlin, CSC-236 SQL Programming, CSC-284 Advanced C++/OOP, CSC-287 Survey New Popular OOPL for Programmers, CSC-299 Computer Science Internship, HON-200 Honors Seminar, INT-299CSC Learn & Earn Computer Science Intern, MAT-283 Calculus III, MAT-285 Ordinary Differential Equations, MAT-291 Linear Algebra
- **Elective- Option Elective Credits: 3-4**
Elective Options:
CSC-244 Android Development With Kotlin, CSC-236 SQL Programming, CSC-284 Advanced C++/OOP, CSC-287 Survey New Popular OOPL for Programmers, CSC-299 Computer Science Internship, HON-200 Honors Seminar, INT-299CSC Learn & Earn Computer Science Intern, MAT-283 Calculus III, MAT-285 Ordinary Differential Equations, MAT-291 Linear Algebra
- **Elective- Option Elective Credits: 3-4**
Elective Options:
CSC-244 Android Development With Kotlin, CSC-236 SQL Programming, CSC-284 Advanced C++/OOP, CSC-287 Survey New Popular OOPL for Programmers, CSC-299 Computer Science Internship, HON-200 Honors Seminar, INT-299CSC Learn & Earn Computer Science Intern, MAT-283 Calculus III, MAT-285 Ordinary Differential Equations, MAT-291 Linear Algebra

Total Credits: 13-16

Semester 4 Advising Note

- Recommended electives: CIT-287 or CIT-243 or MAT-291
- Students planning to transfer to UMASS Lowell and UMASS Amherst should take MAT-291 as an elective
- Students planning to transfer to Tufts University should take MAT-283 as an elective
- Apply for graduation
- Students planning to transfer to UMASS Boston's Computer Science program, should plan to take CSC-240 (Programming in C) at UMB, and transfer it back to BHCC as an elective.

Upon Completion of This Concentration Graduates Will Be Able To:

Computer Science Concepts -

- Demonstrate a clear understanding of the concepts, terminology, and term definitions associated with Computer Science, including basic computer architecture and organization.

Computer Science Software -

- Demonstrate a clear understanding of the discipline's specific Integrated
- Development Environments, software utilities, and computer platforms which can be used in the development of software.

Computer Software Development -

- Design, plan, develop, and produce complete computer software from start to finish with all stages of the development process clearly identified.
- Create software in Object Oriented Languages
- Computer Science Teams -

- Participate in multi-cultural teams and team projects as a contributing member with the requirement to be an active and supportive team member.

Computer Software Quality and Assurance -

- Analyze Worst and Best case for algorithm performance
- Design and implement software test plans, including Unit and Integration testing
- Reporting and Presenting Software

Solutions -

- Write formal report of software solutions
- Present software solutions using diverse modalities (PowerPoint, Video, etc.)
- Provide and receive constructive and critical feedback
- Create software Requirements and Design Documents
- Create software program documentation

Career Outlook

The CS Transfer Option degree prepares students to transfer to four-year college Computer Science (CS) Programs across the United States and also prepares them for well-paid entry level careers and internships as computer scientists and programmers.

Transfer Options

MassTransfer A2B Link

- University of Massachusetts Amherst
- University of Massachusetts Boston

Criminal Justice Career Option, A.S.

The mission of the Criminal Justice Program is to prepare students for employment in various criminal justice related areas and/or for pursuit of Baccalaureate Degrees in criminal justice or other related fields of study by educating them in the fundamental concepts, knowledge and practices of the field.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENG-111 College Writing I **Credits: 3 ***
- PSY-101 Principles of Psychology **Credits: 3**
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu
- CRJ-101 Introduction to Criminal Justice **Credits: 3 ***
- CRJ-103 Criminal Law **Credits: 3 ***

Total Credits: 15

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.

Semester 2

- ENG-112 College Writing II **Credits: 3**
- SOC-101 Principles of Sociology **Credits: 3**
- **GenEd-QPS** Quantitative Problem Solving **Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one MAT course from Quantitative Problem Solving Menu. MAT-181 Statistics I is strongly recommended.
- CRJ-107 Introduction to Corrections **Credits: 3**
- CRJ-225 Policing **Credits: 3**

Total Credits: 15-16

Semester 2 Advising Note

- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.
- Meet with an advisor to begin career planning activities.

Semester 3

- SOC-207 Criminology **Credits: 3**
- CRJ-211 Criminal Procedure **Credits: 3 ***
- **GenEd-SR** Scientific Reasoning **Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning menu. SCI-150 Forensic Science and Lab is recommended.
- **Elective- Career Elective Credits: 3**
See semester advising note
- **Elective- Career Elective Credits: 3**
See semester advising note

Total Credits: 16

Semester 3 Advising Note

- For students interested in a career in Law Enforcement recommended electives: CRJ-202 Evidence and Ct Procedures and CRJ-208 Criminal Investigation
- For students interested in a career in Corrections recommended electives: CRJ-102 Juvenile Justice and CRJ-203 Rehabilitation of the Offender
- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- **CRJ-275 Criminal Justice Capstone Credits: 3**
- **Elective- Career Elective Credits: 3**
Choose from any non-required CRJ course
- **Elective- Career Elective Credits: 3**
Choose from any non-required CRJ course
- **Elective- Career Elective Credits: 3**
Choose from any non-required CRJ course
- **Elective- Open Elective Credits: 3**
Recommended electives include Communication or Political Science or Computer or Foreign Language courses.

Total Credits: 15

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Demonstrate knowledge, defend and critique the structure of the criminal justice system.
- Identify, demonstrate and evaluate knowledge of corrections, including its purpose and function.
- Explain the history and critique major theories of why crime is committed with a focus on criminal behavior.
- Identify and demonstrate knowledge of Courts including its purpose and function, be able to accurately discuss and relate criminal law and procedure and its constitutional basis.
- Identify and demonstrate knowledge of policing including its purpose and function, describe and assess the general responsibilities of the criminal justice professional including the professional's responsibilities and governing ethics.
- Articulate and critique the role of data and research in the development of criminal justice and policy.

Career Outlook

Graduates that complete the Transfer Option can transfer to four-year colleges and universities to seek a bachelor's degree in criminal justice or a related field. Graduates who complete the Law Enforcement or Corrections Tracks qualify for entry level positions in law enforcement, corrections or security at local, state, regional and federal agencies.

Transfer Options

Transfer Advising Guides

- Boston College Woods College of Advancing Studies

Criminal Justice Transfer Option, A.S.

The mission of the Criminal Justice Program is to prepare students for employment in various criminal justice related areas and/or for pursuit of Baccalaureate Degrees in criminal justice or other related fields of study by educating them in the fundamental concepts, knowledge and practices of the field.

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Semester 1

- ENG-111 College Writing I **Credits: 3 ***
- PSY-101 Principles of Psychology **Credits: 3**
- **GenEd-CW** Creative Work **Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu
- CRJ-101 Introduction to Criminal Justice **Credits: 3 ***
- CRJ-103 Criminal Law **Credits: 3 ***

Total Credits: 15

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.

Semester 2

- ENG-112 College Writing II **Credits: 3**
- SOC-101 Principles of Sociology **Credits: 3**
- **GenEd-QPS** Quantitative Problem Solving **Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one MAT course from Quantitative Problem Solving Menu. MAT-181 Statistics I is strongly recommended.
- CRJ-107 Introduction to Corrections **Credits: 3 ***
- CRJ-225 Policing **Credits: 3 ***

Total Credits: 15-16

Semester 2 Advising Note

- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.
- Meet with an advisor to begin career planning activities.

Semester 3

- SOC-207 Criminology **Credits: 3 ***
- CRJ-211 Criminal Procedure **Credits: 3 ***
- **GenEd-SR** Scientific Reasoning **Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning menu. SCI-150 Forensic Science and Lab is recommended.
- **Elective-** Career Elective **Credits: 3**
Choose from any non-required CRJ course

- **Elective- Behavioral Science Elective Credits: 3**
Choose one PSY or SOC course

Total Credits: 16

Semester 3 Advising Note

- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- **CRJ-275 Criminal Justice Capstone Credits: 3**
- **Elective- Lab Science Elective Credits: 4**
Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course
- **Elective- Humanities Elective Credits: 3**
Choose one course from the Humanities Electives menu.
- **Elective- Humanities Elective Credits: 3**
Choose one course from the Humanities Electives menu.
- **Elective- Career Elective Credits: 3**
Choose from any non-required CRJ course

Total Credits: 16

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Demonstrate knowledge, defend and critique the structure of the criminal justice system.
- Identify, demonstrate and evaluate knowledge of corrections, including its purpose and function.
- Explain the history and critique major theories of why crime is committed with a focus on criminal behavior.
- Identify and demonstrate knowledge of Courts including its purpose and function, be able to accurately discuss and relate criminal law and procedure and its constitutional basis.
- Identify and demonstrate knowledge of policing including its purpose and function, describe and assess the general responsibilities of the criminal justice professional including the professional's responsibilities and governing ethics.
- Articulate and critique the role of data and research in the development of criminal justice and policy.

Career Outlook

Graduates that complete the Transfer Option can transfer to four-year colleges and universities to seek a bachelor's degree in criminal justice or a related field. Graduates who complete the Law Enforcement or Corrections Tracks qualify for entry level positions in law enforcement, corrections or security at local, state, regional and federal agencies.

Transfer Options

Transfer Advising Guides

- Boston College Woods College of Advancing Studies
- Suffolk University

MassTransfer A2B Map

- Bridgewater State University
- Fitchburg State University
- Salem State University
- Westfield State University
- Worcester State University
- University of Massachusetts Boston
- University of Massachusetts Dartmouth
- University of Massachusetts Lowell

Culinary Arts Option, A.S.

The mission of the Culinary Arts Program is to train students to master the skills, knowledge, sanitation, and behavior commonly accepted in the industry as foundations for a sustainable career in the highly diverse and growing hospitality and service sectors. In our A.S. degree program, students will take a core set of Culinary Arts classes to gain a strong foundation in this growing field. Our Culinary Arts courses are hands-on experience and will show students what it's like to work in a professional kitchen setting.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- CUL-101 Culinary Fundamentals **Credits: 3**
- CUL-111 Food Service Sanitation and Skills **Credits: 3**
- CUL-115 Culinary Foundations 1 **Credits: 4 ***
Uniforms and tools required for this course.
- CUL-125 Baking Foundations 1 **Credits: 4 ***
Uniforms and tools required for this course.

Total Credits: 14

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.

Semester 2

- ENG-111 College Writing I **Credits: 3 ***
- CUL-117 The Science of Food & Cooking **Credits: 3**
- CUL-135 Culinary Foundations 2 **Credits: 4 ***
Uniforms and tools required for this course.
- MAT-100 Topics in Career Math **Credits: 3 ***

Total Credits: 13

Semester 2 Advising Note

- General Education requirement Quantitative Problem Solving satisfied by Program.
- This map assumes that a student enters the College ready to enroll in ENG-111 and MAT-100. Maps may be altered if developmental courses need to be taken.

Summer Semester

- INT-299CU Learn and Earn Culinary Internship **Credits: 3 ***
or
- CUL-299 Culinary Arts Internship **Credits: 3 ***

Total Credits: 3

Summer Semester Advising Note

- Internship requirement recommended to take in summer semester.

Semester 3

- ENG-112 College Writing II **Credits: 3**
- CUL-211 Menu Design and Purchasing **Credits: 3**
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose one course from General Education Elective Menu. Recommended: PSY-101 or SOC-101 or MAN-112
- CUL-215 Culinary Foundations 3 **Credits: 4 ***
Uniforms and tools required for this course.
- CUL-225 Essentials of Dining Service **Credits: 4 ***
Uniforms and tools required for this course.

Total Credits: 17

Semester 3 Advising Note

- It is strongly recommended that a student meet with their Advisor when planning for semesters 3 and 4 to ensure the focus of study aligns with course selection, especially the General Education Elective courses.

Semester 4

- **BIO-115 Nutrition Science & Lab Credits: 4**
- **Elective- Career Elective Credits: 3-4**
Choose one CUL or HRT course not included in the program.
- **CUL-235 International Cuisines Credits: 4**
Uniforms and tools required for this course.
- **CUL-245 Culinary Capstone: Food and Beverage Operations Credits: 4**
Uniforms and tools required for this course.

Total Credits: 15-16

Semester 4 Advising Note

- General Education requirements Scientific Reasoning, Community and Cultural Contexts, and Creative Work satisfied by Program.

Upon Completion of This Concentration Graduates Will Be Able To:

- Employ appropriate safety and sanitation practices and safe equipment operation used in the foodservice industry.
- Describe the fundamentals of purchasing, receiving, inventory, cost control, front of the house operations, and menu design.
- Utilize interpersonal and critical thinking skills to complete tasks and solve problems.
- Understand the importance of diversity and professional ethics in the foodservice industry.
- Appraise program capstone experiences to enhance personal, academic, and career development.

Career Outlook

Graduates of this program qualify for a variety of positions in restaurants, hotels, resorts, catering facilities, health care food operations, and other foodservice establishments. Typically, these positions are in food production, shift supervision, and kitchen management. Culinary jobs outlook is projected to grow sixteen percent in the next ten years. Students also qualify to transfer to four-year colleges or universities to pursue bachelor's degrees.

Cybersecurity Option, A.S.

The goal of the Cybersecurity program is to offer a student-centered, contemporary and future focused, comprehensive security program. The objective of this program is to provide students with the necessary technical knowledge, skills, and abilities alongside cultivating a student's ability to think analytically and critically, to collaborate, to problem solve, to communicate verbally and in writing, and to behave ethically. The Cybersecurity degree has been designed to provide courses and content that are informed by national standards such as the NICE Framework from National Institute of Standards and Technology (NIST) and the knowledge units required for National Centers of Academic Excellence (CAE) program jointly sponsored by the National Security Agency (NSA) and the Department of Homeland Security (DHS), along with aligning it to local area career market needs. Further, curriculum in this program readies students for several industry certifications including CISCO's CCNA, RedHat's Certified Engineer, CompTIA's Security+ and EC Council's Certified Ethical Hacker. The Cybersecurity degree program prepares students either for transfer to a related bachelor's degree program in cybersecurity or for employment in various entry-level information security analyst positions.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- CIT-113 Information Technology Problem Solving **Credits: 3 ***
- CIT-162 CISCO Networking I **Credits: 3 ***
- CIT-182 PC Hardware & Software **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3**
- MAT-194 College Algebra for STEM **Credits: 4**

Total Credits: 16

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- Quantitative Problem Solving General Education requirement satisfied by Program.

Semester 2

- CIT-270 Linux Administration/Lab **Credits: 4**
- CIT-268 Operating Systems **Credits: 3 ***
- CIT-121 Introduction to Computer Forensics **Credits: 3 ***
- CIT-167 CISCO Networking II **Credits: 3 ***
- ENG-112 College Writing II **Credits: 3**

Total Credits: 16

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities

Summer Semester

- PHL-103 Ethics **Credits: 3**

Total Credits: 3

Summer Semester Advising Note

- Community and Cultural Contexts General Education requirement satisfied by Program.

Semester 3

- CIT-219 Information Security & Assurance **Credits: 3 ***
- CIT-264 IT Security **Credits: 3 ***
- CSC-125 Python Programming **Credits: 3 ***
- **Elective- CIT Elective Credits: 3**
Elective Options:
CIT-262 Wireless Technology, CIT-267 CISCO Networking III, CIT-299C Computer Technology Internship, CIT-299N Networking Internship, INT-299IT Learn and Earn Info Tech Internship
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from the Scientific Reasoning Menu

Total Credits: 16

Semester 3 Advising Note

- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- CIT-275 Information Security Seminar **Credits: 3 ***
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu
- CIT-278 Penetration Testing **Credits: 3**
- CSC-225 Advanced Python Programming **Credits: 3**

Total Credits: 15

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Demonstrate an ability to think analytically and critically, troubleshoot, collaborate, multitask, prioritize, problem solve, communicate verbally and in writing, and behave ethically.
- Identify, understand, and apply industry standards
- Describe and deploy network, firewalls, Intrusion Detection System (IDS), and honeypots
- Understand and apply technologies and principles involved in creating a secure computer network and enterprise environment
- Differentiate between threats, risks, and vulnerabilities and be prepared to handle and respond to incidents using countermeasures

- Apply threat intelligence, network assessments and defenses, security appliances and technologies, incident preparation, response, and investigation, and risk management and data privacy
- Analyze network traffic, differentiate between legitimate and malicious activity, and recognize anomalies in data
- Identify and manage threats and vulnerabilities including social engineering and physical security
- Understand and apply industry standards
- Manage documentation of processes and procedures
- Understand and manage modern operating systems using the command line interface
- Use a programming language to read, write, and execute programs
- Explain what a penetration tester can and cannot do legally, perform attacks, employ the tools and techniques of a penetration tester, and generate a penetration test report
- Understand concepts and applications of cryptography including PKI and other cryptographic protocols, authentication, and cybersecurity resiliency

Career Outlook

The option is designed to align with the National Institute of Technology and Standards' National Initiative for Cybersecurity Education (NICE) Cybersecurity Workforce Framework to ensure consistent, current, and flexible training in the growing technology field of Information Security. Further, the Cybersecurity degree student learning outcomes and program outcomes have been informed by a panel of cybersecurity professionals who developed a profile for a Security Operations Analyst Level 1 including skills, knowledge, behaviors, tools, and future trends necessary for the local Boston area job market. According to the BLS, "jobs for information security analysts will grow by 33% from 2020 to 2030," which is an estimated four times faster rate than the average employment growth rate of all occupations nationwide.

Data Analytics Option, A.S.

Data Analytics and Artificial Intelligence are changing the face of the world where we live. Analytics is used in society to analyze and provide solutions for a wide scope of problems including customer churn, programming self-driving cars, facial recognition, natural language processing, and predicting crime. The Data Analytics AS degree is designed for students looking to pursue an entry-level job or internship in the field of Analytics. Students will learn the fundamentals of data science through the lens of the R and Python programming languages. Students will learn data gathering, combining, preparation, and presentation with a variety of open source and commercial tools. Students will learn the basic building blocks of analytical modeling and gain an understanding of the analytics life cycle.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- CIT-113 Information Technology Problem Solving **Credits: 3 ***
- MAT-181 Statistics I **Credits: 3 ***
- MAT-197 Precalculus **Credits: 4 ***
- ENG-111 College Writing I **Credits: 3 ***
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning.
Choose one course from the Scientific Reasoning Menu

Total Credits: 17

Semester 1 Advising Note

- Equivalent courses for CIT-113 are CIT-110 Applications/Concepts or CSC-120 Intro to Comp Sci & Object Oriented Prog.
- There is a hidden prerequisite for MAT-197 (MAT-194 College Algebra for STEM), but students can place into the course. Students who place into MAT-281 (Calculus I) must replace MAT-197 with an elective.
- General Education requirement Quantitative Problem Solving satisfied by program.

Semester 2

- CSC-236 SQL Programming **Credits: 3 ***
- CIT-137 Intro to Big Data with R & R-Studio **Credits: 4 ***
- CIT-234 Decision Support Using MS Excel **Credits: 3**
- MAT-281 Calculus I **Credits: 4 ***
- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts.
Choose one course from the Community and Cultural Contexts Menu

Total Credits: 17

Semester 3

- CSC-125 Python Programming **Credits: 3 ***
- MAT-291 Linear Algebra **Credits: 4**
- CIT-187 Data Analytics and Predictive Analysis **Credits: 3**
- ENG-112 College Writing II **Credits: 3**
- **Elective- Concentration Elective Credits: 3**
Concentration Electives:
CSC-240 Database Programming, CIT-268 Operating Systems, CIT-299C Computer Technology Internship

Total Credits: 16

Semester 4

- **Elective- Concentration Elective Credits: 3**
Concentration Electives:
CSC-240 Database Programming, CIT-268 Operating Systems, CIT-299C Computer Technology Internship
- CIT-130 Data Visualization **Credits: 3**
- CSC-225 Advanced Python Programming **Credits: 3**
- **GenEd-E General Education Elective Credits: 4**
This course meets the General Education requirement for General Education Elective.
Choose one four credit Science/Lab course (see semester four advising note)
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu.

Total Credits: 16

Semester 4 Advising Note

- GenEd-E To satisfy MassTransfer STEM program requirements, students are required to earn seven credits in the Natural/Physical Sciences.

Upon Completion of This Concentration Graduates Will Be Able To:

- Collect, clean and prepare data from various sources for analysis.
- Utilize R and Python computer languages to generate insight from data.
- Handle data with an ethically conscious approach and understanding.
- Select the correct data visualization to communicate findings and recommendations.
- Select appropriate data visualizations to clearly communicate insights to various stakeholders.

Career Outlook

Graduates of this option will be qualified to pursue internships or junior data practitioner jobs in the field of data analytics.

Transfer Options

Transfer Advising Guides

- Northeastern University CPS

Early Childhood Development, A.S.

The Early Childhood and Education Department's mission statement and goals state two primary purposes:

- 1) To provide knowledge, training, and skill development for persons interested in working in the area of social services with specific educational opportunities for those interested in early childhood development, human services, and education, and
- 2) To serve the community as an information and knowledge-base in the area of social service, with specific expertise in early childhood education and development, human services, and education.

The Early Childhood Development Program prepares students in the fields of growth of the child, influences of the family upon the child, and environmental pressures upon the family.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ECE-103 Child Growth and Development **Credits: 3 ***
- ECE-106 Program Environments **Credits: 3 ***
- ECE-116 Introduction to Early Childhood Education **Credits: 3**
- ENG-111 College Writing I **Credits: 3 ***
- **GenEd-QPS Quantitative Problem Solving Credits: 3**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one MAT course from Quantitative Problem Solving Menu. Recommended class MAT-181 or MAT-172.

Total Credits: 15

Semester 1 Advising Note

- Employment in Early Childcare and Education requires criminal background checks to ensure the safety of young children. Students in the Early Childhood Development program will undergo CORI background checks before starting ECE-220 Practicum in Early Childhood Education. Students with concerns about this requirement should contact the Department Chair before beginning this program.
- ECE-103 and ECE-106 are courses required to be certified by the Massachusetts Department of Early Education and Care (DEEC).
- No other developmental Psychology courses MAY BE substituted for ECE-103. Only ECE-103 is allowed for this degree plan and others will not be counted toward qualifications for certification by Massachusetts DEEC.
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year. ECE-116 meets the Learning Community Seminar requirement for the A.S. in Early Childhood Development.

Semester 2

- ECE-101 Guidance and Discipline **Credits: 3 ***
- ECE-104 Curriculum in Early Childhood Education **Credits: 3 ***
- ENG-112 College Writing II **Credits: 3**
- PSY-101 Principles of Psychology **Credits: 3 ***
- ECE-217 Observation/ Recording Behavior **Credits: 3 ***

Total Credits: 15

Semester 2 Advising Note

- ECE-101, ECE-104, and ECE-217 may not be taken unless student has received a C or better in ECE-103 in previous semester. Students without C or better in any ECE course will be barred from practicum until this measure is completed.
- ECE-101 and ECE-104 are courses required to be certified by the Massachusetts Department of Early Education and Care.
- Meet with an advisor to begin career planning activities.

Semester 3

- LIT-217 Children's Literature I **Credits: 3**
- ECE-212 Families/Community in Early Childhood Ed **Credits: 3**
- ECE-220 Practicum in Early Childhood Education I **Credits: 3 ***
- **Elective Career Elective Credits: 3**
Electives:
ECE-108 Infant/Toddler Curriculum Development, ECE-207 Literacy Development and Learning for Children, ECE-209 Math Concepts & Learning for Children, ECE-210 Science Concepts & Learning for Children, ECE-118 Pedagogy of Play, SOC-211 The Family, SOC-203 Social Problems, PSY-201 Learning and Memory

- **Elective Career Elective Credits: 3**

Electives:

ECE-108 Infant/Toddler Curriculum Development, ECE-207 Literacy Development and Learning for Children, ECE-209 Math Concepts & Learning for Children, ECE-210 Science Concepts & Learning for Children, ECE-118 Pedagogy of Play, SOC-211 The Family, SOC-203 Social Problems, PSY-201 Learning and Memory

Total Credits: 15

Semester 3 Advising Note

- ECE-108 Infant/Toddler Curriculum Development is course required by Mass DEEC for those wishing to pursue teaching in infant and toddler classrooms.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- **GenEd-SR Scientific Reasoning Credits: 4**

This course meets the General Education requirement for Scientific Reasoning

Choose one course from Scientific Reasoning Menu

- ECE-221 Practicum/Early Childhood Education II **Credits: 3 ***

- **Elective Career Elective Credits: 3**

Electives:

ECE-108 Infant/Toddler Curriculum Development, ECE-207 Literacy Development and Learning for Children, ECE-209 Math Concepts & Learning for Children, ECE-210 Science Concepts & Learning for Children, ECE-118 Pedagogy of Play, SOC-211 The Family, SOC-203 Social Problems, PSY-201 Learning and Memory

- **GenEd-E General Education Elective Credits: 3**

This course meets the General Education requirement for General Education Elective.

Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus

- ECE-208 Exceptional Learners: Intro to Special Educ **Credits: 3**

Total Credits: 16

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Use knowledge of child development and relationships with children and families to understand children as individuals and plan for their unique development by organizing environments which facilitate development in all developmental areas.
- Design and implement developmentally appropriate learning experiences using methods and materials which promote growth and development.
- Work with parents, families, and community leaders to support growth and development of children by engaging each child in meaningful experiences.

- Observe children in their care and be able to analyze and synthesize information about children so as to improve their own work with children, families, and communities.
- Analyze, evaluate and strengthen their work with children by reflecting upon effective practices and collaborating with other professionals in the field.

Career Outlook

Graduates of this program qualify for employment in a variety of settings, including day care centers, preschools, head start programs, family home care and social service organizations. Students also may transfer to four-year colleges or universities in elementary education, human services work, or special needs childcare. Graduates of this program qualify as teachers and/or lead teachers in the state of Massachusetts.

Transfer Options

Transfer Advising Guide

- **Lesley University**

Education Concentration, A.A.

The Education concentration prepares students seeking bachelor's degrees in education or liberal arts to transfer to four-year colleges or universities. Graduates of this concentration may qualify to transfer using benefits of MassTransfer to a four-year state college or University of Massachusetts campus. For current information on eligible programs, see Transfer Options below.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- EDU-102 Becoming a Teacher: A Learning Community Seminar **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3 ***
- PSY-101 Principles of Psychology **Credits: 3**
- ECE-103 Child Growth and Development **Credits: 3 ***
- **GenEd-QPS Quantitative Problem Solving Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one MAT course from Quantitative Problem Solving Menu.

Total Credits: 15-16

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- Employment in the field of Education may require a criminal background check. Students concerned about this requirement should contact the department chair.

Semester 2

- ENG-112 College Writing II **Credits: 3 ***
- EDU-201 Introduction & Foundations of Education **Credits: 3 ***
- LIT-217 Children's Literature I **Credits: 3**
- HIS-151 US History: Colonization through the Civil War **Credits: 3**
or
- HIS-152 US History: Reconstruction to Present **Credits: 3**
- MAT-172 Contemporary Math I **Credits: 3**

Total Credits: 15

Semester 3

- EDU-220 Practicum in Instruction **Credits: 3 ***
- BIO-105 Introduction to Biology **Credits: 4**
or
- BIO-108 Human Biology/Lab **Credits: 4**
- ECE-212 Families/Community in Early Childhood Ed **Credits: 3 ***
- **Elective- Career Elective Credits: 3 ***
See semester advising note
- LIT-218 Children's Literature II **Credits: 3**

Total Credits: 16

Semester 3 Advising Note

- Two science courses are required for this degree plan. One must be in biological/life science area; the other, in physical science area. No exceptions will be approved.
- Career elective options: ECE-104, ECE-106, ECE-108, ECE-151 through ECE-168, ECE-209, ECE-210, ECE-223, ECE-224, ECE-213, ECE-215, ECE-516 , EDU-504

Semester 4

- ENV-105 Environmental Science/Lab **Credits: 4 ***
- ECE-208 Exceptional Lrnrs: Intro to Special Educ **Credits: 3 ***
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the Creative Work Menu
- ECE-207 Literacy Development and Learning for Children **Credits: 3 ***
- HIS-111 History of Pre-Modern World **Credits: 3**

Total Credits: 16

Upon Completion of This Concentration Graduates Will Be Able To:

- Describe the interaction of history, culture, literature, economics, and science as studied within a broad liberal arts curriculum.
- Demonstrate a mastery in reading and writing/ literacy skills and the organization of critical thinking and problem solving behaviors.

Career Outlook

Graduates of this concentration may qualify to transfer to four-year colleges or universities as juniors. Potential teaching careers include teacher aid; early elementary, later elementary, middle school and high school teaching; preschool and kindergarten teaching; and special education teaching. Students must obtain a bachelor's degree as the minimum requirement for entry into these fields. Graduate work may be necessary, as well.

Transfer Options

MassTransfer A2B Link

- Bridgewater State University
- Massachusetts College of Liberal Arts
- University of Massachusetts Amherst
- University of Massachusetts Boston
- University of Massachusetts Dartmouth

Electric Power Utility Program - A Partnership with EVERSOURCE, A.S.

In partnership with EVERSOURCE and Local 369 UWUA, BHCC offers a two-year accredited Associate in Science Degree with a focus on Electric Power Utility Technology. Most classroom course work takes place at BHCC. Students receive continuous hands-on training at EVERSOURCE labs and during required internships.

Electric Power Utility Technology (EPUT) Program Requirements

Students must apply to the Electric Power Utility program through Enrollment Management and Admissions and complete an Eversource application which may be found at tbcn.talentbrew.com/company/7774/FULL_v1_0/docs/EPUT-Application-2018-2019.pdf.

This two-year program of study includes approximately 12 weeks paid internship with Eversource for students who maintain a C or higher in all courses.

Students in this program must successfully pass any random drug or alcohol screening tests mandated by EVERSOURCE during the program; successfully complete all appropriate Skills Aptitude Tests administered by EVERSOURCE; and maintain safety skills to EVERSOURCE criteria as per OSHA 1910 and OSHA 1926 directives. Qualified applicants must pass additional physical and mechanical testing.

Graduates of the program in good standing at Eversource will have the opportunity to interview with Eversource for a potential job.

Careers and Salaries

During break, students in the Electric Power Utility program participate in a paid ten to twelve week work experience at Eversource while they complete a for-credit internship course. Students are paid \$14 an hour.

After completing this degree option, students receive an associate in science degree and a certificate in Natural Gas Technology. They will have the experience and qualifications needed to launch a career in electric and gas.

The current starting salary range for laborers in Massachusetts is approximately \$30 an hour, with additional compensation for overtime.

Tuition Assistance

Eversource offers tuition assistance to enrolled students up to \$600 per semester.

For more information visit bhcc.edu/eput.

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Admission Requirements

- **Diploma** Possess a High School Diploma or GED
- **Other** See Admissions Requirements below
- **Test** Take College Placement Test
- MAT-097 Foundations of Algebra **Credits: 3**
- ENG-095 Writing Skills II **Credits: 3**

Total Credits: 6

Admission Requirements Advising Note

- If you meet the academic requirements for BHCC you will receive an email from Eversource with next steps to continue with the application process. For more info - <https://jobs.eversource.com/student-programs#electric-power-utility>
- As a prerequisite for internship this program requires that all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>

Semester 1

- ENG-111 College Writing I **Credits: 3 ***
- MAT-193 Topics in Algebra/Trigonometry **Credits: 3 ***
- EPU-101 DC Circuit Theory & Lab **Credits: 4 ***
- EPU-151 Fundamentals of Single Phase and Polyphase Metering **Credits: 4 ***
- CIT-110 Applications/Concepts **Credits: 3**

Total Credits: 17

Semester 1 Advising Note

- Courses with EPU, MAT and PHY prefixes must be taken and completed as indicated in the program map.
- General Education Requirements Quantitative Problem Solving and Scientific Reasoning satisfied by program.

Semester 2

- ENG-112 College Writing II **Credits: 3**
- PSY-107 Group Dynamics **Credits: 3**
- EPU-104 AC Circuit Theory/Lab **Credits: 4 ***
- EPU-205 Introduction to Substation Operations **Credits: 4 ***

Total Credits: 14

Semester 2 Advising Note

- Courses with EPU, MAT and PHY prefixes must be taken and completed as indicated in the program grid.

Summer Semester

- EPU-251 Electric Power/Utility Tech Internship **Credits: 3 ***

Total Credits: 3

Semester 3

- VMA-111 Introduction to Mass Media **Credits: 3**
- MAN-111 Principles of Management **Credits: 3**
- EPU-207 Introduction to Overhead Linework **Credits: 4**
- EPU-257 Power and Distribution Systems **Credits: 3**

Total Credits: 13

Semester 4

- PHY-191 Introduction to Physics/ Lab **Credits: 4**
- ENR-101 Introduction to Engineering/Lab **Credits: 4**
- EPU-203 Intro to Underground Operations **Credits: 4**
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work.
Choose a course from the Creative Work Menu

Total Credits: 15

Electrical Engineering Transfer Option, A.S.

This option provides students with the technical coursework and modern laboratory experience that enable them to succeed in an undergraduate electrical engineering program. Upon graduation from BHCC, students are able to pursue further study at four-year colleges and universities.

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Semester 1

- **ENG-111 College Writing I Credits: 3**
- **ENR-101 Introduction to Engineering/Lab Credits: 4 ***
- **MAT-281 Calculus I Credits: 4 ***
- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu

Total Credits: 17

Semester 1 Advising Note

- General Education requirements Quantitative Problem Solving and Scientific Reasoning satisfied by program.
- This map assumes that a student enters the College ready to enroll in Calculus I (MAT-281).
- Students may want to consider completing some courses during the Summer to decrease the number of required credits during the Fall or Spring semester.

Semester 2

- **ENG-112 College Writing II Credits: 3**
- **PHY-251 Physics I/Lab Credits: 4 ***
- **MAT-282 Calculus II Credits: 4 ***
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.
- **Elective- Career Elective Credits: 4 ***
Choose one course from Career Elective Options:
CHM-201 General Chemistry I & Lab, MAT-291 Linear Algebra , CSC-120 Intro to Comp Sci & Object Oriented Prog, CSC-237 C++ Programming

Total Credits: 18

Semester 2 Advising Note

- Students may want to consider completing some courses during the Summer to decrease the number of required credits during the Fall or Spring semester.
- Students should choose their Career Electives in consultation with an Engineering Advisor, as some transfer schools prefer certain courses.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.

Semester 3

- ENR-271 Circuit Analysis and Design I/Lab **Credits: 4 ***
Offered in Fall only
- PHY-252 Physics II/Lab **Credits: 4 ***
- MAT-283 Calculus III **Credits: 4 ***
- **Elective- Career Elective Credits: 4**
Choose one course from Career Elective Options:
CHM-201 General Chemistry I & Lab, MAT-291 Linear Algebra, CSC-120 Intro to Comp Sci & Object Oriented Prog,
CSC-237 C++ Programming

Total Credits: 16

Semester 3 Advising Note

- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- ENR-272 Circuit Analysis and Design II/Lab **Credits: 4 ***
- **Elective- Career Elective Credits: 4 ***
Choose one course from Career Elective Options:
CHM-201 General Chemistry I & Lab, MAT-291 Linear Algebra, CSC-120 Intro to Comp Sci & Object Oriented Prog, CSC-237 C++ Programming
- ENR-275 Digital Logic Systems/Lab **Credits: 4 ***
- MAT-285 Ordinary Differential Equations **Credits: 4 ***

Total Credits: 16

Semester 4 Advising Note

- ENR-272 and ENR-275 are currently offered during only the Spring semester.
- Apply for graduation.

Upon Completion of This Concentration Graduates Will Be Able To:

- Design and conduct experiments.

- Analyze and interpret data.
- Apply modern computational tools and lab techniques, along with scientific concepts, to solve engineering problems.
- Design systems, components, and processes for solving problems in electrical engineering.
- Function as part of an engineering team.
- Articulate the professional and ethical responsibilities required of engineers.

Career Outlook

Graduates completing a four-year degree will have a strong electrical engineering foundation and be able to select from a variety of high-demand fields for the balance of their training. Such high-demand fields include nanotechnology, high-tech manufacturing, electronic devices, and robotics.

Transfer Options

Transfer Advising Guides

- Benjamin Franklin Institute of Technology
- Bridgewater State University
- UMASS Dartmouth - Computer Engineering
- UMASS Dartmouth - Electrical Engineering

MassTransfer A2B Link

- University of Massachusetts Amherst
- University of Massachusetts Lowell

Engineering Transfer Option, A.S.

This option provides students with the technical coursework and laboratory experience that enables them to succeed in undergraduate engineering programs. Students planning to transfer into Civil, Mechanical, Structural, Materials, or other related engineering degree programs should enroll in this option. Upon graduation from BHCC, students are able to pursue further study at four-year colleges and universities.

The Associate of Science in Engineering Program is offered as part of a response to the long-term shortage of skilled workers in the engineering workforce, and is consistent with the mission of the College. It is designed to meet the needs of BHCC students and to address the workforce demands of Greater Boston. The curriculum is structured to mirror the freshman and sophomore years of a university engineering degree. Accordingly, the Engineering and Physical Sciences Department is developing articulation agreements with area universities to enable BHCC engineering graduates to transfer as juniors upon completing the Associate of Science degree. The curriculum offers three options: a Biomedical Engineering Option, an Electrical Engineering Transfer Option, and this Engineering Transfer Option.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENR-101 Introduction to Engineering/Lab **Credits: 4**
- ENG-111 College Writing I **Credits: 3**

- **MAT-281 Calculus I Credits: 4 ***
- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.

Total Credits: 17

Semester 1 Advising Note

- The A.S. Engineering Transfer Option is appropriate for students interested in pursuing a Bachelor's degree in Civil or Mechanical Engineering.
- General Education Requirements Quantitative Problem Solving and Scientific Reasoning satisfied by program.
- This map assumes a student enters the College ready to enroll in MAT-281.

Semester 2

- **MAT-282 Calculus II Credits: 4**
- **ENG-112 College Writing II Credits: 3**
- **PHY-251 Physics I/Lab Credits: 4 ***
- **CHM-201 General Chemistry I & Lab Credits: 4**
Students must complete ENG-111 and MAT-197 with a C+ or better before taking CHM-201

Total Credits: 15

Semester 2 Advising Note

- PHY-251 should be completed in the Spring semester or Summer Bridge Session as it is a pre-requisite for ENR-260, which is currently offered during only the Fall semester.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.
- Meet with an advisor to begin career planning activities.

Semester 3

- **ENR-260 Engineering Statics Credits: 3 ***
Offered in Fall only
- **PHY-252 Physics II/Lab Credits: 4**
- **MAT-283 Calculus III Credits: 4**
- **Elective- Career Elective Credits: 3-4**
Career elective selection must be recommended and approved by the Engineering Advisor and/or the Engineering and Physical Sciences Department.

- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Program Menu

Total Credits: 17-18

Semester 4

- ENR-265 Engineering Dynamics **Credits: 3**
- ENR-270 Strength of Materials **Credits: 3**
- MAT-285 Ordinary Differential Equations **Credits: 4**
- CHM-202 General Chemistry II & Lab **Credits: 4**
- **Elective- Career Elective Credits: 3-4**
Career elective selection must be recommended and approved by the Engineering Advisor and/or the Engineering and Physical Sciences Department.

Total Credits: 17-18

Semester 4 Advising Note

- ENR-265 and ENR-270 are currently offered during only the Spring semester.
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Design and conduct experiments.
- Analyze and interpret data.
- Apply computational tools and scientific concepts to engineering problems.
- Design systems, components, or processes for solving engineering problems.
- Function as part of an engineering team.
- Articulate the professional and ethical responsibilities required of engineers.

Career Outlook

Graduates completing a four-year degree will have a strong engineering foundation and able to select from a variety of high demand fields for the balance of their training. Such high demand fields include Nanotechnology, Materials, and Robotics.

Transfer Options

Transfer Advising Guides

- Bridgewater State University
- UMASS Dartmouth - B.S. Civil Engineering
- UMASS Dartmouth - B.S. Mechanical Engineering

MassTransfer A2B Link

- University of Massachusetts Amherst
- University of Massachusetts Lowell

English Concentration, A.A.

The English Department offers programs which qualify graduates to transfer to four-year institutions that prepare them for careers in teaching, journalism, public relations, and media communications. Students must complete a bachelor's degree and teaching certificate to pursue a teaching career. A bachelor's degree in English is a minimum requirement for entry-level work in careers such as publishing, advertising, public relations, and journalism.

The English concentration prepares students to transfer to four-year colleges or universities. Students who select this concentration may be particularly interested in pursuing a career in teaching or journalism. This concentration, however, would be of value in any career in which good communication skills are fundamental to success. Graduates of this concentration may qualify to transfer using benefits of MassTransfer to a four-year state college or University of Massachusetts campus. For current information on eligible programs, see Transfer Options below.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- HUM-120 Self, Culture and Society **Credits: 3 ***
or
- **Elective- Elective Credits: 3 ***
HUM-120 satisfies the Learning Community Requirement or choose one college-level course as an elective.
- ENG-111 College Writing I **Credits: 3 ***
- **GenEd-QPS Quantitative Problem Solving Credits: 3-4 ***
This course meets the General Education requirement for Quantitative Problem Solving
Choose one course from Quantitative Problem Solving Menu
- **GenEd-CCC Community & Cultural Contexts Credits: 3 ***
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from the Community and Cultural Contexts Menu
- **Elective- Foreign Language Elective Credits: 3 ***
Choose one foreign language course

Total Credits: 15-16

Semester 1 Advising Note

- Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously.
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- General Education Requirement Creative Work satisfied by program.

Semester 2

- **ENG-112 College Writing II Credits: 3 ***
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.
- **Elective- Literature Elective Credits: 3**
Choose one LIT course
- **Elective- Math Elective Credits: 3**
Choose one college-level MAT course
- **Elective- Foreign Language Elective Credits: 3**
Choose one foreign language course

Total Credits: 15

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair

Semester 3

- **ENG-115 Writing Tutor Seminar Credits: 3 ***
- **Elective- Behavioral Science Elective Credits: 3**
Choose one PSY or SOC course
- **Elective- English Elective Credits: 3**
Choose one ENG course
- **Elective- Literature Elective Credits: 3**
Choose one LIT course
- **GenEd-SR Scientific Reasoning Credits: 4 ***
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu

Total Credits: 16

Semester 3 Advising Note

- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- **Elective- Literature Elective Credits: 3**
Choose one LIT course
- **Elective- Literature Elective Credits: 3**
Choose one LIT course

- **Elective- Elective Credits: 3**
Choose any course
- **Elective- Social Science Elective Credits: 3**
Choose one course from Social Science Elective menu
- **Elective- Laboratory Science Elective Credits: 4**
Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course

Total Credits: 16

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Demonstrate competence as a writer. Write for a variety of purposes, adapting to various audiences.
- Demonstrate proficiency in critical thinking.
- Demonstrate a basic understanding of a language other than English.
- Demonstrate strong interpersonal communication skills.

Career Outlook

Graduates of this concentration qualify to transfer to four-year institutions that prepare students for careers in teaching, journalism, public relations, and media communications. Students must complete a bachelor's degree and teaching certificate to pursue a teaching career. A bachelor's degree in English is a minimum requirement for entry level work in careers such as publishing, advertising, public relations, and journalism. In order to advance in some fields, graduate work may be required.

Transfer Options

Transfer Advising Guides

- Lesley University

MassTransfer A2B Map

- Fitchburg State University
- Westfield State University
- Worcester State University
- University of Massachusetts Amherst
- University of Massachusetts Lowell

MassTransfer A2B Link

- Bridgewater State University
- Fitchburg State University
- Massachusetts College of Liberal Arts

- Salem State University
- Worcester State University
- University of Massachusetts Boston

English: Creative Writing Option, A.A.

The Creative Writing Option within the English Concentration introduces students to multiple genres of writing (e.g. poetry, fiction, nonfiction, and playwriting) and allows for students to build a writing portfolio that can then serve to appeal to transfer programs and employers. The capstone course of the English degree with the Creative Writing Option is ENG-234 Literary Publishing, an experiential learning course in which students gain professional experience as writers, editors, and publishers of BHCC's literary journal. Creative writing backgrounds appeal to a range of employers who seek candidates who can write, creatively and flexibly, in a variety of genres for diverse audiences.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- **ENG-203 Creative Writing Workshop Credits: 3**
- **ENG-111 College Writing I Credits: 3 ***
- **GenEd-QPS Quantitative Problem Solving Credits: 3-4 ***
This course meets the General Education requirement for Quantitative Problem Solving.
Choose one course from the Quantitative Problem Solving Menu.
- **GenEd-CCC Community & Cultural Contexts Credits: 3 ***
This course meets the General Education requirement for Community & Cultural Contexts.
Choose one course from the Community & Cultural Contexts Menu.
- **Elective- Global Language Elective Credits: 3 ***
Choose one course from Global Languages.

Total Credits: 15-16

Semester 1 Advising Note

- Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously.
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community within their first year.
- General Education Requirement Creative Work satisfied by program.

Semester 2

- **ENG-112 College Writing II Credits: 3 ***
- **Elective- Global Language Elective Credits: 3**
Choose one course from Global Languages.
- **Elective- Literature Elective Credits: 3**
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Students must take ENG-231, ENG-232, ENG-233, or THR-115 to satisfy this requirement.
- **Elective- Behavioral or Social Science Elective Credits: 3**
Choose one PSY, SOC, HIS, PHL, GEO, PSC, or REL course.

Total Credits: 15

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop at the college transfer fair.

Semester 3

- **Elective- Literature Elective Credits: 3**
- **Elective- Career Elective Credits: 3 ***
Career Elective Options:
Choose one career elective course from ENG, LIT, COM, VMA, THR, or MUS
Recommended: ENG-115, COM-171, COM-101, COM-102, MUS-208, or THR-109
- ENG-231 Introduction to Fiction Writing **Credits: 3**
or
- ENG-232 Introduction to Poetry Writing **Credits: 3**
or
- ENG-233 Intro to Creative Nonfiction Writing **Credits: 3**
or
- THR-115 Playwriting **Credits: 3**
- **Elective- Behavioral or Social Science Elective Credits: 3**
Choose one PSY, SOC, HIS, PHL, GEO, PSC, or REL course.
- **GenEd-SR Scientific Reasoning Credits: 4 ***
This course meets the General Education requirement for Scientific Reasoning.
Choose one course from the Scientific Reasoning Menu.

Total Credits: 16

Semester 3 Advising Note

- Continue preparations for transfer: write essays for transfer institutions, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap.

Semester 4

- ENG-234 Literary Publishing **Credits: 3**
- **Elective- Literature Elective Credits: 3**
- ENG-231 Introduction to Fiction Writing **Credits: 3**
or
- ENG-232 Introduction to Poetry Writing **Credits: 3**
or
- ENG-233 Intro to Creative Nonfiction Writing **Credits: 3**
or

- **THR-115 Playwriting Credits: 3**
- **Elective- Career Elective Credits: 3 ***
Career Elective Options:
Choose one career elective course from ENG, LIT, COM, VMA, THR, or MUS
Recommended: ENG-115, COM-171, COM-101, COM-102, MUS-208, or THR-109
- **Elective- Lab Science Elective Credits: 4**
Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course.

Total Credits: 16

Semester 4 Advising Note

- Apply for graduation.

Upon Completion of This Concentration Graduates Will Be Able To:

Students graduating with an AA in English with the Creative Writing Option will be able to:

- Develop a creative writing portfolio in preparation for transfer to a four-year college or university.
- Collaboratively compose, edit, and publish a creative project.
- Demonstrate competence as a writer, composing for a variety of purposes, and in a variety of genres, adapting to various audiences.
- Demonstrate proficiency in critical thinking.
- Demonstrate a basic understanding of a language other than English.
- Demonstrate strong interpersonal communication skills.

Career Outlook

Graduates of English with the Creative Writing Option qualify to transfer to four-year institutions that prepare students for careers in writing, editing, teaching English or creative writing, content development, and publishing. These students would be well-equipped to apply for BFA programs in Creative Writing or BA programs in English. (Students must complete a bachelor's degree and teaching certificate to pursue a teaching career.) A bachelor's degree in English is a minimum requirement for entry level work in careers such as publishing, content development, and other creative fields. In order to advance in some fields, graduate work may be required. Students interested in eventually pursuing a MFA in Creative Writing would benefit from this Option.

Entrepreneurship Option, A.S.

This option allows individuals to learn entrepreneurial skills and build on their own capabilities while earning a college degree. Students will be able to transfer credit for courses to four-year colleges with entrepreneurial programs. Students learn business skills that could be combined with their specialized skills to create opportunities for self-employment or for career advancement and career mobility.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- BUS-101 Introduction to Business **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3 ***
- CIT-110 Applications/Concepts **Credits: 3 ***
- ACC-101 Principles of Accounting I **Credits: 3 ***
- MAT-181 Statistics I **Credits: 3 ***

Total Credits: 15

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year. Students who have already taken an LCS course should consult Department Chair or Division Dean.
- Explore BHCC Student Activities offered i.e., BHCC's Entrepreneurship Club.
- Create and follow education plan.

Semester 2

- ENG-112 College Writing II **Credits: 3**
- MAN-112 Organizational Behavior/Design **Credits: 3**
- MAN-105 Principles of Marketing **Credits: 3**
- MAN-111 Principles of Management **Credits: 3**
- ACC-102 Principles of Accounting II **Credits: 3**
or
- ACC-105 Accounting Information Systems **Credits: 3**

Total Credits: 15

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair
- Complete a volunteer activity in an area of interest.
- Learn about Alpha Beta Gamma (Business Honor Society) and Alpha Kappa Mu (General Honor Society).
- Inquire about the Commonwealth Honors Program.

Semester 3

- ECO-201 Macroeconomics **Credits: 3**
or
- ECO-202 Microeconomics **Credits: 3**
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu
- MAN-107 Introduction to Entrepreneurship **Credits: 3 ***

- BUS-201 Business Law I **Credits: 3**
- CIT-234 Decision Support Using MS Excel **Credits: 3**

Total Credits: 16

Semester 3 Advising Note

- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Develop a financial plan for continued education and life after graduation.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu
- **MAN-204 Entrepreneurship and Innovation Credits: 3**
- **Elective- Career Elective Credits: 3**
Choose any ACC, BUS, FIN or MAN course
- **BUS-207 Professional Communication Credits: 3**
- **MAN-201 Management Seminar Credits: 3**
or
- **MAN-299 Business Internship Credits: 3**
or
- **INT-299B Learn and Earn Business Internship Credits: 3**

Total Credits: 15

Semester 4 Advising Note

- The Management Seminar in this program is a Capstone course and should be taken in the student's final semester.
- Gather recommendation letters from faculty and staff.
- Apply for Graduation.
- Finalize your resume and upload it to your ePortfolio and LinkedIn website.

Upon Completion of This Concentration Graduates Will Be Able To:

- Analyze viability of opportunities from various points of view.
- Understand the leadership skills and personal characteristics needed for success in starting and managing a small business.
- Develop and implement a business plan.
- Prepare a set of financial statements for a service, merchandising or manufacturing business that is structured as a sole proprietorship, partnership or a corporation.
- Analyze a set of financial statements to determine strengths or weaknesses of the business.

- Understand the basic principles of business law, contracts and agency, intellectual property and product liability.
- Demonstrate proficiency in computer applications as required to operate and manage a small business.
- Examine management theory and practice, and explain basic business methodology and management issues.
- Be able to identify and analyze the marketing strategies of an organization that can be used to advance its mission.
- Understand the techniques useful in achieving the full potential from limited resources and improving productivity and effectiveness.

Career Outlook

This option prepares graduates to start and manage a small business, and to move into management and supervisory positions.

Transfer Options

Transfer Guides

- Boston College Woods College of Advancing Studies

Environmental Science, A.S.

Environmental Science is an interdisciplinary science major for students interested in the exploration of human interactions with the natural world. The major provides a broad foundation to the biological, physical, and chemical processes of the natural world. Additional coursework in mathematics, geographic information systems, earth science, environmental economics, and environmental policy highlights the interdisciplinary nature of environmental science. The major focuses on environmental processes, problems, and solutions.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENV-105 Environmental Science/Lab **Credits: 4 ***
- ENG-111 College Writing I **Credits: 3**
- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu
- MAT-197 Precalculus **Credits: 4**
or
- MAT-281 Calculus I **Credits: 4**

Total Credits: 14

Semester 1 Advising Note

- The A.S. Environmental Science Program is appropriate for students who are interested in pursuing a B.S degree in Environmental Science or a B.A. degree in Environmental Studies
- General Education Requirements Quantitative Problem Solving and Scientific Reasoning are satisfied by this program.
- This map assumes a student enters the College ready to enroll in MAT-197 Precalculus.

- Students need to complete seven General Education courses during semesters 1 & 2. These do not need to be completed in any sequence.
- For students planning to apply to a B.S. Program in Environmental Science: Take MAT-281 Calculus I and complete PHY-251 Physics I/Lab
- For students planning to apply to a B.A. Program in Environmental Studies: Take MAT-197 Precalculus and complete PHY-201 General Physics I/Lab

Semester 2

- ENG-112 College Writing II **Credits: 3 ***
- MAT-181 Statistics I **Credits: 3**
- BIO-195 General Biology I & Lab **Credits: 4**
- **GenEd-E** General Education Elective **Credits: 4**
This course meets the General Education requirement for General Education Elective.
Choose one of the following:
ENV-111 Survey of Renewable Energy or, ENV-113 Introduction to Oceanography/Lab or, ENV-115 Earth Science or, ENV-120 Tropical Field Studies
- **GenEd-CW** Creative Work **Credits: 3**
This course meets the General Education requirement for Creative Work.
Choose one course from Creative Work Menu

Total Credits: 17

Semester 2 Advising Note

- ENV-120 is a study abroad course in a tropical country.
- To lighten semester load, it is recommended to complete the General Education courses in the Summer

Semester 3

- BIO-196 General Biology II & Lab **Credits: 4 ***
- ECO-220 Environmental Economics **Credits: 3**
or
- ENV-222 Environmental Policy, Law, and Management **Credits: 3**
- CHM-201 General Chemistry I & Lab **Credits: 4**
- PHY-201 General Physics I/Lab **Credits: 4**
or
- PHY-251 Physics I/Lab **Credits: 4**

Total Credits: 15

Semester 3 Advising Note

- For students planning to apply to a B.S. Program in Environmental Science: Take MAT-281 Calculus I and complete PHY-251 Physics I/Lab

- For students planning to apply to a B.A. Program in Environmental Studies: Take MAT-197 Precalculus and complete PHY-201 General Physics I/Lab

Semester 4

- **Elective Option Elective Credits: 4**
Option Elective
BIO-210 Population Ecology & Lab, ENV-211 Environmental Microbiology/Lab, ENV-250 Global Environmental Change, MAT-281 Calculus I, (see semester advising note), PHY-202 General Physics II/Lab, PHY-252 Physics II/Lab
- **Elective Option Elective Credits: 4**
Option Electives
BIO-210 Population Ecology & Lab, ENV-211 Environmental Microbiology/Lab, ENV-250 Global Environmental Change, MAT-281 Calculus I, (see semester advising note), PHY-202 General Physics II/Lab, PHY-252 Physics II/Lab
- CHM-202 General Chemistry II & Lab **Credits: 4**
- GIS-224 Intro to Geographic Information Systems **Credits: 4 ***

Total Credits: 16

Semester 4 Advising Note

- MAT-281 Calculus I cannot be used as a program elective unless you have also completed MAT-197 Precalculus.
- Successful completion GIS-224 Intro to Geographic Information Systems course will require access outside of class to Windows computers with ArcGIS for Desktop installed; evaluation licenses will be made available for students to install ArcGIS onto their own Windows computers. ArcGIS for Desktop will also be provided in two public computers on campus for students without personal computers.
- Apply for Graduation
- Any course, other than those listed, must be approved by the program director.

Upon Completion of This Concentration Graduates Will Be Able To:

- Identify, define, and explore the major concepts of environment processes, problems, and solutions
- Investigate a variety of scientific methods and techniques to study the environment
- Demonstrate effective oral and written communication skills about environmental findings
- Analyze the cultural, ethical, economic, and government policy aspects of current and emerging environmental concerns

Career Outlook

Students majoring in Environmental Science prepare for a variety of entry-level careers in the private, public and non-profit sector involving resource conservation and sustainability. Entry-level careers include environmental monitors, assistants, and technicians. This program will allow students to transfer to four-year colleges and universities to seek a bachelor's degree in environmental science or environmental studies. A bachelor's or graduate degree is required for professional positions in education, outreach, environmental planning, environmental conservation, natural resource management, environmental consulting, environmental monitoring, environmental engineering, hazardous materials, and occupational health and safety.

Employment of environmental scientists and specialists is projected to grow 8 percent from 2018 to 2028, faster than the average for all occupations. Heightened public interest in the hazards facing the environment, as well as increasing demands placed on the environment by population growth, are expected to spur demand for environmental scientists and specialists [Link to Bureau of Labor Statistics https://www.bls.gov/ooh/life-physical-and-social-science/environmental-scientists-and-specialists.htm](https://www.bls.gov/ooh/life-physical-and-social-science/environmental-scientists-and-specialists.htm)

Transfer Options

MassTransfer A2B Link

- University of Massachusetts Amherst
- University of Massachusetts Lowell

Transfer Guides

- University of Massachusetts Boston

Finance Option, A.S.

This option provides students with fundamental knowledge of finance theories and practical analysis tools and skills that prepare students for success in undergraduate finance programs and for positions in financial services and business.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENG-111 College Writing I **Credits: 3 ***
- CIT-110 Applications/Concepts **Credits: 3**
- ACC-101 Principles of Accounting I **Credits: 3 ***
- BUS-101 Introduction to Business **Credits: 3 ***
- FIN-106 Introduction to Corporate Finance **Credits: 3**

Total Credits: 15

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- Explore BHCC Student Activities offered i.e., BHCC's Entrepreneurship Club.
- Create and follow an Education Plan with an Academic Advisor.

Semester 2

- MAN-111 Principles of Management **Credits: 3**
- ENG-112 College Writing II **Credits: 3**
- ACC-102 Principles of Accounting II **Credits: 3 ***

- FIN-112 Personal Finance **Credits: 3 ***
- ECO-201 Macroeconomics **Credits: 3**

Total Credits: 15

Semester 2 Advising Note

- Complete a volunteer activity in an area of interest.
- Learn about Alpha Beta Gamma (Business Honor Society) and Alpha Kappa Mu (General Honor Society).
- Inquire about the Commonwealth Honors Program.
- Meet with an advisor to begin career planning activities.

Semester 3

- FIN-111 Investments **Credits: 3 ***
- **GenEd-QPS** Quantitative Problem Solving **Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one MAT course from Quantitative Problem Solving Menu.
- ECO-202 Microeconomics **Credits: 3 ***
- BUS-207 Professional Communication **Credits: 3**
- FIN-210 Financial Management **Credits: 3**

Total Credits: 15-16

Semester 3 Advising Note

- Develop a financial plan for continued education and life after graduation.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- MAN-112 Organizational Behavior/Design **Credits: 3**
- FIN-211 Money and Banking **Credits: 3**
- FIN-213 Mutual Fund Industry **Credits: 3**
or
- MAN-299 Business Internship **Credits: 3**
or
- INT-299B Learn and Earn Business Internship **Credits: 3**
- **GenEd-SR** Scientific Reasoning **Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu
- **GenEd-CW** Creative Work **Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu

Total Credits: 16

Semester 4 Advising Note

- Gather recommendation letters from faculty and staff.
- Apply for Graduation.
- Finalize your resume and upload it to your ePortfolio and LinkedIn website.

Upon Completion of This Concentration Graduates Will Be Able To:

- Understand personal financial planning areas including: debt management; credit scores; goal planning; budgeting and saving; insurance; retirement planning and beginning investing.
- Understand and apply fundamental finance concepts and calculations including time value of money and risk and return
- Evaluate and analyze stocks, mutual funds and other financial instruments.
- Evaluate corporate finance decisions including capital budgeting; capital structure and dividend policy
- Analyze and solve financial problems using Excel

Career Outlook

This option qualifies graduates for a variety of positions in banking, insurance, finance, brokerage, and mutual fund operations.

Transfer Options

Transfer Advising Guides

- Boston College Woods College of Advancing Studies
- Northeastern CPS - B.S. Finance and Accounting Management
- Suffolk University - B.S. Accounting

Fire Protection and Safety Program, A.S.

This program prepares students with practical and technical information and instruction. Students may include both potential fire fighters and in-service fire fighters wishing to upgrade their career status. An associate degree in fire protection and safety may lead to higher scores on promotional examinations.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- FPS-111 Fire Service, This Century and the Next, What Should We Expect? **Credits: 3**
- ENG-111 College Writing I **Credits: 3 ***
- **GenEd-QPS** Quantitative Problem Solving **Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one MAT course from Quantitative Problem Solving Menu.
- COM-171 Public Speaking and Professional Comm **Credits: 3**
- CIT-110 Applications/Concepts **Credits: 3**

Total Credits: 15-16

Semester 1 Advising Note

- General Education Requirements Scientific Reasoning satisfied by program.
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- FPS-111: Students with previous college experience choose from the following career electives: FPS-125 or FPS-127 or FPS-221

Semester 2

- ENG-112 College Writing II **Credits: 3**
- SOC-101 Principles of Sociology **Credits: 3**
- FPS-135 Fire Behavior and Combustion **Credits: 3**
- FPS-119 Principles of Fire and Emergency Services Safety and Survival **Credits: 3**
- CHM-120 Principles of Inorganic Chemistry & Lab **Credits: 4**

Total Credits: 16

Semester 3

- FPS-123 Principles of Emergency Services **Credits: 3**
- **GenEd-CW** Creative Work **Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu
- FPS-133 Fire Protection Systems **Credits: 3**
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Community and Cultural Context Menu
- **Elective-** Career Elective **Credits: 3**
Career Electives: FPS-125 Hazardous Materials Chemistry, FPS-127 Fire Protection Hydraulics and Water Supply, FPS-221 Strategy and Tactics

Total Credits: 15

Semester 4

- **Elective-** Career Elective **Credits: 3**
Career Electives: FPS-125 Hazardous Materials Chemistry, FPS-127 Fire Protection Hydraulics and Water Supply, FPS-221 Strategy and Tactics
- FPS-223 Building Construction for Fire Protection **Credits: 3**
- FPS-107 Fire Company Officership **Credits: 3**
- **Elective-** Behavioral Science Elective **Credits: 3**
Choose one course from PSY or SOC
- FPS-139 Fire Prevention Services Safety and Survival **Credits: 3**

Total Credits: 15

Semester 4 Advising Note

- Apply for graduation

Admission Requirements

Contact Prior Learning Assessment Coordinator if student has gone through a firefighting academy or has on-the-job training.

Talk to the Advising Liaisons for Professional Studies before registering for classes.

Upon Completion of This Concentration Graduates Will Be Able To:

- Understand the principles of fire protection and safety.
- Demonstrate preparedness to be a fire company officer.
- Understand the principles of arson investigation.
- Demonstrate familiarity with inspections for fire prevention.
- Demonstrate preparedness to take promotional civil service fire exams.

Career Outlook

Graduates of this program qualify for careers in municipal, state and federal agencies, industry, and insurance companies.

Graduates also qualify to transfer to four-year colleges or universities in fire protection and safety. This program also prepares fire fighters who wish to upgrade their career status.

Gaming/Computer Artist Track Simulation Option, A.S.

Take your passion for gaming to the next level. The Gaming/Computer Artist Track Simulation Option at Bunker Hill Community College is an associate degree program designed for students who want to learn the basic elements of design, development and production skills that are necessary for entry into the Computer Gaming and Computer Simulation industries. This option allows students to focus their studies on the artistic design aspects of gaming and simulation, rather than the more programming-related elements.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- CMT-101 Game Development Essentials **Credits: 3 ***
- CMT-121 Maya Foundations **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3**
- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu
Recommended: SOC-101
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.

Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.

Total Credits: 15

Semester 1 Advising Note

- CMT-101: New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year

Semester 2

- CMT-123 Maya Character Modeling **Credits: 3 ***
- CMT-119 The Human Character **Credits: 3**
- CMT-103 Managing Game Development **Credits: 3**
- ENG-112 College Writing II **Credits: 3**
- CMT-229 Creating 3-D Special Effects **Credits: 3 ***

Total Credits: 15

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities.

Semester 3

- CMT-217 3D Modeling & Sculpting **Credits: 3 ***
- VMA-104 Drawing from Observation **Credits: 3**
- CMT-129 Photoshop for Gaming **Credits: 3**
- CMT-223 Maya Character Animation **Credits: 3**
- MAT-172 Contemporary Math I **Credits: 3**

Total Credits: 15

Semester 3 Advising Note

- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- CMT-249 3D Liquids Simulation **Credits: 3**
- COM-171 Public Speaking and Professional Comm **Credits: 3**
- VMA-151 Introduction to Audio Technology **Credits: 3**

- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu
- **Elective- Career Elective Credits: 3**
Choose one Computer Media Technology (CMT) or Visual and Media Arts (VMA) course.

Total Credits: 16

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Create game characters.
- Create custom textures for clothing, surfaces and environmental objects.
- Create 3D objects as game constructs.
- Create 3D lakes, rivers, streams, beverages, soft candy products and liquefied solids to name a few.
- Effectively light and shade the game scene.
- Manage the game development process.

Career Outlook

Students completing this program qualify for entry level positions in local and national gaming and computer simulation companies. The career outlook for computer gaming/simulation opportunities is projected to grow at a rapid rate in the coming years. The inclusion of computer generated graphics in movies, television, educational tutorials and social media have made this career choice very attractive.

Gaming/Computer Programming Track Simulation Option, A.S.

Take your passion for gaming to the next level. The Gaming/Computer Programming Track Simulation Option at Bunker Hill Community College is an associate degree program designed for students who want to learn the basics elements of design, development and production skills that are necessary for entry into the Computer Gaming and Computer Simulation industries. This option allows students to focus their studies on the programming aspects of gaming and simulation, rather than the more artistic design elements.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- CMT-101 Game Development Essentials **Credits: 3 ***
- CMT-121 Maya Foundations **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3**

- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Recommended: SOC-101
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.

Total Credits: 15

Semester 1 Advising Note

- CMT-101: New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year

Semester 2

- CMT-123 Maya Character Modeling **Credits: 3 ***
- CMT-119 The Human Character **Credits: 3**
- CMT-103 Managing Game Development **Credits: 3**
- ENG-112 College Writing II **Credits: 3**
- CMT-229 Creating 3-D Special Effects **Credits: 3 ***

Total Credits: 15

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities.

Semester 3

- CMT-223 Maya Character Animation **Credits: 3**
- CMT-231 MEL Scripting in Maya **Credits: 3**
- VMA-104 Drawing from Observation **Credits: 3**
- COM-171 Public Speaking and Professional Comm **Credits: 3**
- MAT-172 Contemporary Math I **Credits: 3**

Total Credits: 15

Semester 3 Advising Note

- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- CMT-249 3D Liquids Simulation **Credits: 3**
- CMT-232 Game Engines **Credits: 3**
- VMA-151 Introduction to Audio Technology **Credits: 3**
- **GenEd-SR** Scientific Reasoning **Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu
- **Elective-** Career Elective **Credits: 3**
Select the career elective from the Computer Media Technology or Visual Media Arts Department

Total Credits: 16

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Create game characters.
- Create 3D objects as game constructs.
- Create 3D lakes, rivers, streams, beverages, soft candy products and liquefied solids to name a few.
- Effectively light and shade the game scene.
- Animate the game scene.
- Manage the game development process.

Career Outlook

Students completing this program qualify for entry level positions in local and national gaming and computer simulation companies. The career outlook for computer gaming/simulation opportunities is projected to grow at a rapid rate in the coming years. The inclusion of computer generated graphics in movies, television, educational tutorials and social media have made this career choice very attractive.

General Sonography Option Full-time, A.S.

This program prepares students to pursue careers and registry status in diagnostic medical sonography through comprehensive instruction and clinical experience. The program covers ultrasound physics, abdominal sonography, obstetrical and gynecological sonography, sonographic subspecialties, and cross-sectional anatomy.

***Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Admission Requirements

- **Diploma** High School diploma or GED
- **Session** Attend a mandatory Information session
- ENG-111 College Writing I **Credits: 3**
- BIO-203 Anatomy/Physiology I & Lab **Credits: 4 ***

- **MATH** College Algebra or Statistics **Credits: 3**
Completion of any 3 credit College Algebra or Statistics course
- **TEAS** Complete the Test of Essential Academic Skills (TEAS) Allied Health

Total Credits: 10

Admission Requirements Advising Note

- TEAS scores must be at least 47.6 percent in Reading, 46.7 percent in Math and 47.6 percent in English/language
- All Admissions course requirements must be completed with a grade of C or better
- Anatomy and Physiology must be completed within ten (10) years of application unless currently working in a related healthcare position
- Approximate application dates for the Fall program are mid-October through mid-February for admission to the program for the next academic year. Check with the Admissions office for exact timelines
- As a prerequisite for a clinical placement or internship this program requires that all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>

Summer Before Starting the Program

- MIG-111 Imaging Technology I **Credits: 3 ***
or
- PHY-201 General Physics I/Lab **Credits: 4 ***

Total Credits: 3

Accepted and standby students must complete either the online MIG-111 or PHY-201 with a grade of C or better in the summer prior to the start of the program. Students will need access to a personal computer with Internet access for MIG-111.

Semester 1 Fall

- MIG-101 Introduction to Ultrasound **Credits: 2 ***
- MIG-109 Patient Care for Medical Imaging **Credits: 4 ***
- MIG-105 Ultrasound Physics and Instrumentation **Credits: 3 ***
- BIO-204 Anatomy/Physiology II & Lab **Credits: 4 ***
- SON-113 Cross Sectional Anatomy **Credits: 4 ***

Total Credits: 17

Semester 1 Fall Advising Note

- General Education Requirements Quantitative Problem Solving, Scientific Reasoning and Creative Work satisfied by program.
- Core courses (i.e. MIG prefix) are only offered once per year and must be taken as scheduled, as must BIO-204.

- Fall start only.

Semester 2 Spring

- SON-115 Abdominal Ultrasound **Credits: 3 ***
- CIT-110 Applications/Concepts **Credits: 3**
- SON-117 Ultrasound Scanning and Pathology **Credits: 4 ***
- SON-119 Subspecialty Sonography and Neurosonography **Credits: 3 ***
- SON-121 General Sonography Clinical I **Credits: 3 ***

Total Credits: 16

Semester 3 Summer

- MIG-205 Vascular Ultrasound **Credits: 3 ***
- SON-123 General Sonography Clinical II **Credits: 3 ***

Total Credits: 6

Semester 4 Fall

- ENG-112 College Writing II **Credits: 3**
- SON-213 Ultrasound Physics and Instrumentation for the General Sonographer **Credits: 2 ***
- SON-215 Advanced General Sonography I **Credits: 2 ***
- SON-219 Obstetrical/Gynecological Sonography I **Credits: 3 ***
- SON-223 General Sonography Clinical III **Credits: 3 ***

Total Credits: 13

Semester 5 Spring

- SOC-101 Principles of Sociology **Credits: 3**
- SON-217 Advanced General Sonography II **Credits: 2 ***
- SON-221 Obstetrical and Gynecological II **Credits: 3 ***
- SON-225 General Sonography Clinical IV **Credits: 3 ***

Total Credits: 11

Semester 5 Spring Advising Note

- All required general education courses must be completed by the end of the second spring semester.

Semester 6 Summer

- SON-227 General Sonography Clinical V **Credits: 3 ***

Total Credits: 3

Upon Completion of This Concentration Graduates Will Be Able To:

- Recognize and identify the sonographic appearance of normal anatomic structures and Doppler flow patterns.
- Utilize ultrasound equipment to obtain an image and provide physicians with diagnostic information for treatment.
- Understand the role of ultrasound in patient management and discuss the biologic effects of ultrasound.
- Apply to take the national registry exam (ARDMS).

Career Outlook

Graduates of this option qualify for employment in hospitals, HMOs, clinics, doctors' offices, mobile units, community health agencies, equipment/film companies, and/or as application specialist sales representatives.

Global Languages Concentration, A.A.

The mission of the Global Languages Department at Bunker Hill Community College is to expose students to languages, cultures, and literature in order to enable them to become knowledgeable and active members of a global society. Students learn to use language for meaningful communication in both spoken and written form. Students completing classes in the Global Languages program will gradually achieve course-appropriate outcomes in the four traditional language skills of speaking, listening comprehension, reading and writing of the target languages. The Global Languages Department promotes a cultural wealth approach in all courses, committed to provide our students with excellent education through a bidirectional process in which students explore their full potential and contribute to the college community through their own experiences and backgrounds. Through the study of courses on culture, students further develop sensitivity to other cultural and linguistic heritages and are prepared to participate in a society characterized by linguistic and cultural diversity. By exploring the masterpieces of world literature and further studying other literary courses, students develop a global scholarly understanding.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- HUM-120 Self, Culture and Society **Credits: 3 ***
- **Language Elective-** 101 Global Language-1 **Credits: 3 ***
Example: FRE-101 Elementary French I
- **Language Elective-** 101 Global Language-2 **Credits: 3 ***
Example: SPN-101 Elementary Spanish I
- ENG-111 College Writing I **Credits: 3 ***
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Creative Work Menu.

Total Credits: 15

Semester 1 Advising Note

- Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously.
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year
- Heritage speakers should not take an elementary course. Consult with the department for appropriate placement.
- For some languages, the first part of a sequence is offered in the Fall and the second in the Spring.
- General Education requirements Creative Work satisfied by program.

Semester 2

- **Language Elective-** 102 Global Language-1 **Credits: 3 ***
Any Language 102
- **Language Elective-** 102 Global Language-2 **Credits: 3 ***
Any Language 102
- **ENG-112 College Writing II Credits: 3 ***
- **GenEd-QPS Quantitative Problem Solving Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one MAT course from Quantitative Problem Solving Menu.
- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one: GEO-101; REL-111; SOC-101; PSC-101; PSC-220.

Total Credits: 15-16

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair

Semester 3

- **Language Elective-** 201 Global Language **Credits: 3 ***
Example: SPN-201 Intermediate Spanish I
or
- **SPN-280 Spanish for Heritage Speakers Credits: 3 ***
- **LIT-211 Masterpieces of World Literature I Credits: 3 ***
- **Elective- History Elective Credit: 3 ***
Choose from HIS-102 or HIS-103 or HIS-111 or HIS-112
- **Elective- Behavioral Science Elective Credits: 3**
Choose one: GEO-101; REL-111; SOC-101; PSC-101; PSC-220
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu

Total Credits: 16

Semester 3 Advising Note

- The Department has only Spanish and French at the intermediate level.
- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- **Language Elective-** 202 Global Language **Credits: 3**
Example: SPN-202 Intermediate Spanish II
- LIT-212 Masterpieces of World Literature II **Credits: 3**
- **Elective-** Mathematics Elective **Credits: 3 or 4**
Choose one college level MAT course
- **Elective-** History Elective **Credits: 3 ***
Choose from HIS-102 or HIS-103 or HIS-111 or HIS-112
- **Elective-** Lab Science Elective **Credits: 4**
Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course.

Total Credits: 16-17

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- In one global language: Demonstrate intermediate listening and reading skills, basic oral skills, and express their thoughts and ideas in writing in an uncomplicated manner.
- In another global language: Demonstrate basic listening and reading skills, beginner oral skills, and express basic ideas in writing in an uncomplicated matter.
- Have a basic understanding of the world's literatures.
- Be culturally aware in two cultures.

Career Outlook

The Global Languages concentration prepares students to transfer to four-year colleges or universities with a major in language, cultural studies, or literature. The interdisciplinary approach allows students to consider a career in international relations, law, sociology, anthropology, history, education, or in any other discipline within Social Sciences and Humanities. Graduates of this concentration may qualify to transfer using benefits of MassTransfer to a four-year state college or University of Massachusetts. Graduates of this concentration often qualify for careers that require bilingual skills.

Transfer Options

MassTransfer A2B Link

- Bridgewater State University
- Fitchburg State University

- Massachusetts College of Liberal Arts
- Salem State University
- Worcester State University
- University of Massachusetts Amherst
- University of Massachusetts Boston
- University of Massachusetts Lowell

Health Science, A.A.

This program is designed for students who intend to apply for a health program at BHCC such Nursing, Medical Imaging, Surgical Technology, Medical Laboratory Tech, or Medical Laboratory Assistant . This program contains the science prerequisite courses required to apply for a health program at BHCC as well as satisfying all General Education requirements. The required application prerequisite courses will be completed in the first two semesters of this program. Students may then switch out of this program once they are admitted to a health program or they may continue and complete the entire program to receive their Associate in Arts Degree in Health Science. Students completing this associate degree will also be qualified to apply for baccalaureate level health programs such as nursing or nutrition science. This program also satisfies Mass Transfer requirements if a student decides to transfer into a program outside of health.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENG-111 College Writing I **Credits: 3 ***
- BIO-108 Human Biology/Lab **Credits: 4 ***
- **GenEd-QPS** Quantitative Problem Solving **Credits: 3-4 ***
This course meets the General Education requirement for Quantitative Problem Solving
Choose one course from Quantitative Problem Solving Menu (see Semester Advising Notes)
- HUM-120 Self, Culture and Society **Credits: 3**

Total Credits: 13-14

Semester 1 Advising Note

- It is advised that students do not take General Biology I (BIO-195) to satisfy the prerequisite for BIO-203. BIO-195 is a more advanced biology designed for biology and biotechnology majors. BIO-195 also does not satisfy the General Education "Scientific Reasoning" requirement for AA degrees.
- If students cannot take MAT-194, MAT-181, or a General Education Menu math course during their first semester because of their math placement then they should enroll in the appropriate developmental math course during their first semester. This may delay the completion of this AA program.
- This program has five tracks to prepare students for applying to one of BHCC's health programs: 1) Nursing; 2) Medical Laboratory Technician; 3) Sonography or Medical Radiography; 4) Surgical Technology; 5) Medical Laboratory Assistant. Please note that the health programs have a competitive application process and students must attend a program advising session before they can apply. *Students should attend an advising session before or during their first semester.* Certain courses in this program should be selected based on the specific allied health program the student desires to enter.

- Nursing: Students should enroll in PSY-101 during their first semester as a prerequisite course for PSY-213. Students should also enroll in any math course listed on the General Education Quantitative Problem Solving menu during their first semester. MAT-181 is recommended.
- Medical Laboratory Technician: Students should enroll in PSY-101 and MAT-181 during their first.
- General Sonography, Cardiac Sonography, and Medical Radiography: Students should enroll in SOC-101 during their first. Students should also enroll in either MAT-194 or MAT-181 during their first.
- Surgical Technology: Students should enroll in PSY-101 during their first semester. Students should also enroll in any math course listed on the General Education Quantitative Problem Solving menu during their first semester.
- Medical Laboratory Assistant: Students should enroll in BIO-108 their first semester.

Semester 2

- ENG-112 College Writing II **Credits: 3 ***
- BIO-203 Anatomy/Physiology I & Lab **Credits: 4 ***
- CHM-120 Principles of Inorganic Chemistry & Lab **Credits: 4 ***
- PSY-101 Principles of Psychology **Credits: 3**
or
- SOC-101 Principles of Sociology **Credits: 3**

Total Credits: 14

Semester 2 Advising Note

- After completing their second semester, students will have the prerequisite courses required to apply to a BHCC health program. Please note that health programs have a competitive application process and students must attend a mandatory advising session before they can apply.
- Students should consider taking one or two courses during the summer session to lighten their course load in semesters three and four.

Semester 3

- BIO-204 Anatomy/Physiology II & Lab **Credits: 4 ***
- CHM-121 Principles of Organic & Chemistry W/Lab **Credits: 4 ***
- **Elective- Literature Elective Credits: 3**
Choose one LIT course
- **Elective- Behavioral Science Elective Credits: 3**
Choose one PSY or SOC course
- **Elective- Elective Credits: 3-4**
Choose any course

Total Credits: 17-18

Semester 3 Advising Note

- General Physics I (PHY-201) is an option of the Sonography programs to replace MIG-111 and can be taken as a general elective in this program as long as the student has completed MAT-197.
- It is recommended that pre-Nursing students take PSY-213 for the Behavioral Science Elective.
- For a general elective, it is highly recommended that a language course be taken.

Semester 4

- BIO-205 Microbiology & Lab **Credits: 4 ***
- BIO-115 Nutrition Science & Lab **Credits: 4**
- **Elective- Social Science Elective Credits: 3**
Choose one HIS or PSC course
- **Elective- Literature, Humanities or Fine Arts Elective Credits: 3**
Any Literature, Humanities or Fine Arts course
- **Elective- Elective Credits: 3-4**
Choose one course

Total Credits: 17-18

Semester 4 Advising Note

- Students should consider taking one or two courses during the summer sessions to lighten their course load in semesters three and four.
- Social Science, Humanities, and Fine Arts Electives are not required in the curriculum of any health programs at BHCC. These electives only need to be taken if a student is not accepted into a health program and they wish to complete this AA degree for transfer. It is also highly recommended that a language course be taken if a general elective is needed.

Upon Completion of This Concentration Graduates Will Be Able To:

- Express scientific ideas and results of investigations with appropriately written reports.
- Apply mathematical tools to analyze scientific data.
- Explain the major concepts of cell structure, function and cellular processes that are key to life.
- Make connections between human anatomy, physiology, and disease.
- Relate biological and chemical concepts to the development and use of drugs and medical procedures to treat medical conditions.
- Use currently accepted biological, chemical, and physical concepts to investigate human issues concerning health and wellness.
- Use laboratory technology, equipment, and techniques to investigate medically related problems critically and safely using a scientific approach.

Career Outlook

Although there are limited employment opportunities with only an Associate in Arts in Health Science, this program will prepare students to apply for admission to various Associate in Science health related programs or to transfer into a four-year health related program.

History Concentration, A.A.

Historians investigate the past to envision a better future. Majoring in history offers specialized techniques for analysis, research, and imagination that are distinctive to the study of history and transferable to many career fields. As historians, students interpret artifacts and documents; collect and preserve vital knowledge of community members; and reveal previously-obscured realities of people in the past. Students of history develop traditional and innovative communication skills to tell the stories of previous generations, in classrooms, in neighborhoods, and in contemporary media. Critiquing errors, silences, and lies embedded in public memory, students participate in repairing historical wrongs.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- HUM-120 Self, Culture and Society **Credits: 3 ***
or
- **Elective-** Elective **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3**
- HIS-112 Modern World History **Credits: 3 ***
- **Elective-** Global Language Elective **Credits: 3**
Any 101-level language course
- MAT-181 Statistics I **Credits: 3**

Total Credits: 15

Semester 1 Advising Note

- Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously.
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- Students who are bilingual are encouraged to work with the Office of Prior Learning Assessment to have their language skills recognized for college credit to fulfill the required language courses.

Semester 2

- HIS-121 Found. of Historical Thinking & Analysis **Credits: 3 ***
- ENG-112 College Writing II **Credits: 3**
- **GenEd-SR** Scientific Reasoning **Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu
- HIS-151 US History: Colonization through the Civil War **Credits: 3**
or
- HIS-152 US History: Reconstruction to Present **Credits: 3**
- **Elective-** Global Language Elective **Credits: 3**
Any 102-level language course

Total Credits: 16

Semester 2 Advising Note

- Students who are progressing toward their degree with fewer than 15 credits per semester are encouraged to prioritize HIS-121, HIS-151 or HIS-152, and ENG-112.
- Begin exploring transfer options: attend a transfer workshop and the Transfer Fair.
- Meet with an advisor to begin transfer and career planning activities.

Semester 3

- HIS-231 African American History **Credits: 3 ***
or
- HIS-117 Women in U.S. History **Credits: 3 ***
or
- Other specialized department-approved course **Credits: 3 ***
- **Elective-** 100-level History course **Credits: 3**
- **Elective-** Aligned Interdisciplinary Course **Credits: 3**
Any ECO, GEO, PHL, PSC, REL course
- **Elective-** Natural or Physical Science Elective **Credits: 4**
- **Elective-** Humanities and Fine Arts Elective **Credits: 3**

Total Credits: 16

Semester 3 Advising Note

- Electives should be based on the career goals and interests of the student. Consider courses in Economics, Environmental Science, Literature, Languages, Philosophy, Political Science, Religious Studies, and/or Sociology.
- Students are encouraged to consider the Honors Seminar and/or internship experiences aligned with their goals to fulfill their electives.
- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap
- See an advisor about World Studies emphasis certification

Semester 4

- **Elective-** 200-level History course **Credits: 3**
- **Elective-** Elective **Credits: 3**
- **Elective-** Elective **Credits: 3**
- **Elective-** Elective **Credits: 3**
- **Elective-** Elective **Credits: 3**

Total Credits: 15

Semester 4 Advising Note

- Students who changed their major to History after one or more semesters in another degree program will typically apply those courses to fulfill the electives identified here.
- The many free electives in the program are intended to provide flexibility for students who previously were working toward a different degree program (e.g. Business, Biology, Criminal Justice, IT, Nursing, Sociology), so that they could change their major to History without delaying graduation. Students who reach the 4 semester with free electives available are strongly encouraged to select 200-level courses in history, languages, or in other fields relevant to their goals and interests; consult with department advisors to learn about special topics courses, internships, and other possibilities.
- See an advisor about World Studies emphasis certification.
- Apply for graduation.

Upon Completion of This Concentration Graduates Will Be Able To:

- Interpret historical artifacts and documents (primary sources) using various specialized techniques
- Develop historical explanations at multiple levels, from long-range global structures to microcosmic personal experiences
- Demonstrate distinctive ways of thinking in the study of history, including narrative, causal explanation, and historical imagination
- Analyze historians' works in various media, including essays, books, documentary films, and podcasts
- Contribute to preserving living history (e.g. archiving oral histories of community members)
- Critically analyze how social power, cultural context, and historical position influence the construction of historical narratives
- Reflect on their ethical responsibilities & community accountability as a historian
- Communicate with a range of audiences in traditional and innovative ways
- Produce signature research contributing to historical knowledge

Career Outlook

- Graduates of this concentration may qualify to transfer to four-year colleges or universities as juniors. The concentration is excellent preparation for careers in law, teaching, government, museums, or similar public service fields.
- A bachelor's degree is the minimum requirement for entry into many of these fields.
- Graduate work may be necessary, as well.

Hospitality Management, A.S.

The mission of the BHCC Hospitality Program is to provide a comprehensive understanding of hotel and restaurant operations focusing on managing in a customer-service driven environment and emphasizing communication skills and the use of technology.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- HRT-105 Hospitality Seminar **Credits: 3 ***

- HRT-121 Business in Hospitality **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3**
- MAT-181 Statistics I **Credits: 3**
or
- MAT-171 Finite Mathematics **Credits: 3**
or
- MAT-172 Contemporary Math I **Credits: 3**
- PSY-101 Principles of Psychology **Credits: 3**
or
- SOC-101 Principles of Sociology **Credits: 3**

Total Credits: 15

Semester 1 Advising Notes

- Quantitative Problem Solving and General Education Elective General Education requirements satisfied by Program.
- Consult with an Advisor or Hospitality Department member early in your academic career.

Semester 2

- HRT-112 Food and Beverage Management **Credits: 3 ***
- HRT-131 Front Office Operations **Credits: 3 ***
- ENG-112 College Writing II **Credits: 3**
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning.
Choose one course from Scientific Reasoning Menu.
Recommended: BIO-115 Nutrition Science & Lab

Total Credits: 13

Summer Semester

- HRT-210 Hotel/Rest/Tour Field Exp Internship **Credits: 3**
or
- INT-299H Learn and Earn Hospitality Internship **Credits: 3**

Total Credits: 3

Semester 3

- HRT-231 Advanced Lodging Operations **Credits: 3 ***
- HRT-117 Hospitality Law **Credits: 3 ***
- BUS-207 Professional Communication **Credits: 3**
- ACC-101 Principles of Accounting I **Credits: 3**

- **GenEd-CCC Community and Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community and Cultural Contexts.
Choose one course from the Community and Cultural Contexts Menu.
Recommended: ECO-201 Macroeconomics or GEO-101 World Regional Geography

Total Credits: 15

Semester 4

- HRT-224 Hospitality Finance **Credits: 3 ***
- HRT-109 Hospitality Sales and Marketing **Credits: 3 ***
- HRT-134 Culinary Operations **Credits: 4**
- HRT-119 Meeting and Event Management **Credits: 3**
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work.
Choose one course from Creative Work Menu.

Total Credits: 16

Upon Completion of This Concentration Graduates Will Be Able To:

- Explore career opportunities, gain knowledge, and apply skills through experiential learning and internship.
- Examine foundations of management, leadership, and the global perspective of the hospitality field.
- Analyze, understand, and demonstrate hospitality operations with a focus on sustainability, while gaining the skills needed to provide quality goods and exceptional services.
- Earn appropriate industry and technology certifications including hospitality computer applications required for employment in the hospitality industry.
- Appreciate and foster the role of diversity in the hospitality industry.
- Understand and apply effective legal and ethical strategies impacting the operation of hospitality businesses.
- Collect and analyze data, create reports, explain the financial implications of managerial decision-making.
- Communicate effectively and work collaboratively using written, oral, and nonverbal techniques including the use of technology in professional communications.

Career Outlook

Qualified candidates in this field are in high demand with rising wages and strong opportunities for growth. Students completing the degree could expect to enter the workforce in a hotel as a Front Desk Agent, Account Manager or Front of House Supervisor or in a restaurant as a Server or Dining Room Supervisor. Growth potential will lead to management positions.

Human Services, A.S.

The Human Services program is designed to prepare students to be assistants and paraprofessionals in careers that direct the delivery of services to community members. To this end, the program: provides knowledge, training and skill development for persons interested in working in the area of social services; and serves the community as an information and knowledge-base in the area of social service.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENG-111 College Writing I **Credits: 3 ***
- HSV-101 Intro Human Services W/Field Practice **Credits: 3 ***
- **GenEd-QPS** Quantitative Problem Solving **Credits: 3-4 ***
This course meets the General Education requirement for Quantitative Problem Solving
Choose a course from the Quantitative Problem Solving Menu
- HUM-120 Self, Culture and Society **Credits: 3**
or
- AHE-104 Understd Hum Beh for Health Care Prof, Behavior for the Health Care Professional **Credits: 3**
- PSY-101 Principles of Psychology **Credits: 3 ***

Total Credits: 15-16

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- LCS and/or AHE-104 must be taken in first semester and is only allowed for those students still with freshman status and little or no college experience; if student is transferring or has prior college experience student should take a career elective in lieu of freshman seminar/LCS at later semester. AHE-104 is recommended for those students interested in community health work in social service agency. Those with prior college experience should take career elective in lieu of LCS or AHE-104 - PSY-233 or PSY-227.
- CORI/SORI/fingerprints after acceptance to program, before practicum course can be completed are required of all students in program. Those with concerns about this requirement should see the College's CORI officer before beginning the program.

Semester 2

- ENG-112 College Writing II **Credits: 3 ***
- PSY-215 Counseling **Credits: 3 ***
- HSV-112 Addiction **Credits: 3**
- PSY-224 Adolescent & Adult Development **Credits: 3 ***
- HSV-216 Pre-Practicum Prep With Field Experience **Credits: 3 ***

Total Credits: 15

Semester 2 Advising Note

- HSV-216 requires a 50-hour pre-practicum experience. Fulfillment of the pre-practicum is required prior to enrollment in HSV-220. A grade of B or better is required in this course to allow for enrollment in further practicum coursework in the program.

Semester 3

- ECE-103 Child Growth and Development **Credits: 3 ***
- HSV-214 Ethics in Human Services **Credits: 3**
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work.
Choose a course from the Creative Work Menu
- HSV-220 Practicum in Human Services I **Credits: 3 ***
- HSV-218 Case Management in Human Services **Credits: 3**

Total Credits: 15

Semester 4

- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Students may choose a course from: GEO-101, PSC-101 or REL-111
- HSV-217 Current Issues in Human Services **Credits: 3**
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning.
Choose one course from Scientific Reasoning
- HSV-221 Practicum in Human Services II **Credits: 3 ***
- **Elective Career Elective Credits: 3 ***
Career Elective Options:
PSY-233 Intro to Psychiatric Rehabilitation, PSY-227 Abnormal Psychology, PSY-107 Group Dynamics, PSY-141 Social Aspects of Aging, SOC-206 Juvenile Delinquency, SOC-227 The Sociology of Race and Ethnicity, INT-101 Introduction to Yoga Studies, HSV-215 Introduction to Substance Abuse Counseling

Total Credits: 16

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Use formal and informal assessment practices to respond to the needs, desires, and interests of participants receiving information and support from a Human Service organization, enhancing the persons' ability to lead a self determining life.
- Communicate effectively and demonstrate skills needed to establish collaborative relationships with participants receiving services.
- Demonstrate knowledge about formal and informal supports available, as well as diverse challenges facing participants, using advocacy strategies to overcome these challenges by mobilizing resources to reach participant goals.
- Demonstrate knowledge and skill in handling crisis prevention, intervention, and resolution techniques with detailed documentation of the work in a human services agency.
- Understand the mission and practices of human services organizations, fully participating in the life of the agency as a professional and be able to identify areas of self improvement and professional development needed for future goal attainment.

Career Outlook

Graduates of this program qualify for careers in social welfare, mental health, community development, public administration, youth work, work with elderly, family counseling and social service agencies.

Information Technology Transfer Option, A.S.

This program is designed to meet the needs of our Information Technology students who wish to pursue a Baccalaureate Degree. This program will allow our students to move seamlessly to colleges offering Baccalaureate Degrees in Information Technology. This program provides a core foundation in the major pillars of information technology and will allow a student to concentrate in one of the areas before transferring.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- CIT-113 Information Technology Problem Solving **Credits: 3 ***
or
- CIT-110 Applications/Concepts **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3**
- MAT-181 Statistics I **Credits: 3**
- **GenEd-CCC** Community & Cultural Contexts **Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from the Community and Cultural Context Menu
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.

Total Credits: 15

Semester 1 Advising Note

- New degree-seeking student enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.

Semester 2

- CSC-125 Python Programming **Credits: 3 ***
- CMT-111 HTML5 **Credits: 3**
- CIT-162 CISCO Networking I **Credits: 3 ***
- **GenEd-CW** Creative Work **Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu
- MAT-194 College Algebra for STEM **Credits: 4**

Total Credits: 16

Semester 2 Advising Note

- Begin exploring transfer options: attend a transfer workshop and the College transfer fair; follow-up with an advisor.
- Meet with an advisor to begin career planning activities.

Semester 3

- CSC-225 Advanced Python Programming **Credits: 3 ***
- CSC-236 SQL Programming **Credits: 3**
- CIT-268 Operating Systems **Credits: 3 ***
or
- CIT-270 Linux Administration/Lab **Credits: 4 ***
- **Elective-** Elective or CIT Elective **Credits: 3-4**
Recommended Electives:
CIT-118, CIT-121, CIT-219, CIT-221, CIT-223, CSC-240, CIT-264, CIT-282, CRJ-103, CRJ-245, CRJ-202, Any other programming course
- **Elective-** Elective or CIT Elective **Credits: 3-4**
Recommended Electives:
CIT-118, CIT-121, CIT-219, CIT-221, CIT-223, CSC-240, CIT-264, CIT-282, CRJ-103, CRJ-245, CRJ-202, Any other programming course

Total Credits: 15-18

Semester 3 Advising Note

- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- **Elective-** Elective or CIT Elective **Credits: 3-4**
Recommended Electives:
CIT-118, CIT-121, CIT-219, CIT-221, CIT-223, CSC-240, CIT-264, CIT-282, CRJ-103, CRJ-245, CRJ-202, Any other programming course
- **Elective-** Elective or CIT Elective **Credits: 3-4**
Recommended Electives:
CIT-118, CIT-121, CIT-219, CIT-221, CIT-223, CSC-240, CIT-264, CIT-282, CRJ-103, CRJ-245, CRJ-202, Any other programming course
- MAT-231 Calculus for Management Science **Credits: 4**
- ENG-112 College Writing II **Credits: 3**
- **GenEd-SR** Scientific Reasoning **Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from the Scientific Reasoning Menu

Total Credits: 17-19

Semester 4 Advising Note

- Students entering UMASS Boston through the College of Management may choose to complete the Calculus for Management Sciences courses at UMB and therefore should take an elective at BHCC.
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Demonstrate an understanding of the major pillars of Information Technology.
- Demonstrate the ability to solve technical programs and to apply critical thinking principles to Information Technology issues.
- Demonstrate an upper level understanding of networking, programming, database, or other technology fields.

Career Outlook

Graduates of this program can transfer to bachelor's programs at four-year colleges.

Transfer Options

MassTransfer A2B Link

- University of Massachusetts Boston

Integrated Media Design Option, A.S.

The Associate in Science Degree in Integrated Media Design is a multidisciplinary program intended to lay the foundations for entry-level jobs that require cross-disciplinary skills in video, visual design, web/interactive design, storytelling, and social media strategy, and for transfer to four-year design and media programs. Working through the program, students will produce a portfolio of work that demonstrates their preparedness in industry-standard technical skills, critical-thinking skills, and visual and audio content creation.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- VMA-100 Cultures and Careers in Visual Art **Credits: 3 ***
Satisfies Learning Community Seminar requirement
- VMA-132 Typography I, Form, Style, & Hierarchy **Credits: 3 ***
- VMA-104 Drawing from Observation **Credits: 3 ***
- VMA-261 Digital Photography Techniques **Credits: 3**
- ENG-111 College Writing I **Credits: 3**

Total Credits: 15

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- Consider taking Gen. Ed. Courses during the summer.
- Take VMA-100 and VMA-132 as soon as possible.
- VMA majors cannot substitute VMA-161 for VMA-261

Semester 2

- ENG-112 College Writing II **Credits: 3**
- VMA-133 Typography II: Layout, Typesetting, and Systems **Credits: 3 ***
- VMA-129 Visual Design with HTML & CSS **Credits: 3 ***
- VMA-106 Digital Imaging for Artists and Designers **Credits: 3**
- VMA-102 Visual Design: Composition and Color **Credits: 3**

Total Credits: 15

Semester 2 Advising Note

- Students, please consult with a VMA faculty member before registering.
- Consider taking Gen. Ed. Courses during the summer.
- VMA majors should not substitute VMA-105 for VMA-106

Semester 3

- VMA-262 Video Techniques Lab **Credits: 3**
- VMA-263 Video Concepts Lab **Credits: 3**
- VMA-232 Visual Design Lab I **Credits: 3**
or
- VMA-275 Interactive Design I **Credits: 3**
Fall only
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Creative Work or Elective Menus.
- VMA-110 Audio for Media **Credits: 3**
- VMA-111 Introduction to Mass Media **Credits: 3**

Total Credits: 18

Semester 3 Advising Note

- Students, please consult with a VMA faculty member before registering.

- Consider taking Gen. Ed. Courses during the summer.

Semester 4

- **VMA-140 Media in Motion Credits: 3 ***
- **VMA-130 Social Media Strategy Credits: 3 ***
- **GenEd-QPS Quantitative Problem Solving Credits: 3**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one course from Quantitative Problem Solving Menu. Take in summer if possible.
- **VMA-115 The Moving Image Credits: 3 ***
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning menu.

Total Credits: 16

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

Upon the successful completion of the requirements of this option, graduates will be able to:

- Approach multimedia design as a responsive process of problem identification, ideation, creation and iteration.
- Apply basic skills in video, still images, visual design, typography, web/interactive design, storytelling and social media strategy to produce a portfolio of work that demonstrates their preparedness in industry-standard technical and critical-thinking skills.
- Demonstrate proficiency in software applications for image editing, and layout and content creation.
- Produce content using industry standard procedures for publication of content on electronic devices, websites and print.
- Use social media platforms for social media interaction and public relations and marketing strategy.
- Work within a team.
- Plan and execute projects to meet deadlines and design objectives.
- Practice effective communication and presentation skills necessary to engage in professional practice.
- Engage in creative and analytical discourse in order to communicate concepts to colleagues and clients.
- Produce portfolio content that is suitable for applying to four-year design programs, internships, and entry-level employment.
- Cultivate habits of independent learning and creativity

Career Outlook

The Integrated Media Design program addresses current demands for cross-disciplinary skills in the contemporary job market. Visual designers, interactive designers, social media specialists and many other professions require people to understand various aspects of content creation in video, web, and visual design, and social media strategy. People with a multimedia portfolio find work in advertising agencies, visual design firms, web design companies, publishing companies, game design companies, pre- and post-production houses, public relations firms, colleges, and many kinds of private, public, and non-profit companies. Examples of occupations that require cross-disciplinary skills are:

- The visual designer who needs to know web content management, social media, video, and motion graphics.
- The promotions manager who needs to know web architecture, video production and editing, social media strategy, and storytelling skills.
- The communications specialist, or journalist, who needs photography, video, sound and social media strategy
- The videographer who needs to know social media, typography and web content management.
- Interactive designer who needs to know animation, storyboarding, and content management.

Further, more concentrated study can lead to jobs such as animator, motion graphic designer, art director, advertising account manager, public relations specialist, communications specialist, journalist, multimedia designer, multimedia production artist, multimedia developer, illustrator, videographer, filmmaker, film video editor, sound designer, 3-D artist, web designer, multimedia coordinator, technical artist, multimedia developer, experience designer, game designer, storyboard artist, interface designer, virtual reality specialist, art director/creative director, web designer, broadcast designer, software application designer, interface designer, information designer, product designer, environmental designer, broadcast design, educator, instructional designer, artist, and special effects designer.

Transfer Options

MassTransfer A2B Link

- University of Massachusetts Lowell

Liberal Arts, A.A.

This concentration prepares students who have not yet chosen a major field of study to transfer to four-year colleges or universities. The college encourages students to take electives in disciplines in which they may major at a four-year institution. Graduates of this concentration may qualify to transfer using benefits of MassTransfer to a four-year state college or University of Massachusetts campus.

For current information on eligible programs, see Transfer Options below.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- HUM-120 Self, Culture and Society **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3 ***
- **GenEd-QPS Quantitative Problem Solving Credits: 3-4 ***
This course meets the General Education requirement for Quantitative Problem Solving
Choose one MAT course from Quantitative Problem Solving Menu.
- **GenEd-CCC Community & Cultural Contexts Credits: 3 ***
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu
- **GenEd-CW Creative Work Credits: 3 ***
This course meets the General Education requirement for Creative Work
Choose one course from the Creative Work Menu

Total Credits: 15-16

Semester 1 Advising Note

- Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously.
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.

Semester 2

- **ENG-112 College Writing II Credits: 3 ***
- **Elective- Elective Credits: 3**
Choose one college-level course.
The first semester of a two-semester global language sequence is recommended.
- **Elective- Humanities Elective Credits: 3**
Choose one course from the Humanities Electives menu.
- **Elective- Elective Credits: 3**
Choose one college-level course
- **GenEd-SR Scientific Reasoning Credits: 4 ***
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu

Total Credits: 16

Semester 2 Advising Note

- A two-semester language sequence is recommended for two of the electives.
- Students should consult their intended transfer institution to determine appropriate electives for this program.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair
- Meet with an advisor to begin career planning activities.

Semester 3

- **Elective- Literature Elective Credits: 3**
Choose one LIT course
- **Elective- Behavioral Science Elective Credits: 3**
Choose one PSY or SOC course
- **Elective- Social Science Elective Credits: 3**
Choose one course from Social Science Elective Menu
- **Elective- Lab Science Elective Credits: 3-4**
Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course
- **Elective- Elective Credits: 3**
Choose one college-level course.
The second semester of a two-semester global language sequence is recommended.

Total Credits: 15-16

Semester 3 Advising Note

- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- **Elective- Elective Credits: 3**
Choose one college-level course.
- **Elective- Elective Credits: 3**
Choose one college-level course.
- **Elective- Elective Credits: 3**
Choose one college-level course.
- **Elective- Elective Credits: 3**
Choose one college-level course.
- **Elective- Elective Credits: 3**
Choose one college-level course.

Total Credits: 15

Semester 4 Advising Note

- Students should consult their intended transfer institution to determine appropriate electives for this program.
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Discuss the interaction of history, culture, literature, economics, and science as studied within a broad liberal arts curriculum
- Develop skills as critical and creative thinkers, readers, and writers
- Construct ideas and arguments with intention, listen actively, and facilitate inclusive dialogue
- Discover interests, skills and values that may inform course selection, career choice and pathway to degree completion
- Demonstrate the ability to navigate a variety of digital tools that facilitate evaluation of information, creation of knowledge and expression of self
- Apply classroom learning to local and global challenges

Career Outlook

Graduates of this concentration qualify for a variety of careers depending upon the chosen major. A bachelor's degree is the usual minimum requirement for entry into most fields. Graduate work may be necessary, as well.

Transfer Options

Transfer Advising Guides

- Lesley University
- Suffolk University

MassTransfer A2B Map

- Bridgewater State University
- Fitchburg State University
- Framingham State University
- Massachusetts College of Liberal Arts
- Salem State University
- Westfield State University
- Worcester State University
- University of Massachusetts Amherst
- University of Massachusetts Dartmouth

MassTransfer A2B Link

- University of Massachusetts Boston
- University of Massachusetts Lowell

Management Option, A.S.

This program prepares students for employment and for transfer to four-year colleges and universities. The College has transfer articulation agreements with many of the four-year colleges and universities in the area. The College encourages students to meet with their advisors for additional information. This program makes a concentrated effort to demonstrate how the subject matter relates to the cultures of our diversified student population. The program places emphasis on student participation and creates an interactive forum in which to learn. This option prepares students with a solid foundation of managerial principles and concepts that are standard practice in business. The upper-level management courses focus on the case study approach, allowing students to analyze and solve realistic management problems. The college has transfer articulation agreements with many of the four-year colleges and universities in the area, allowing students to transfer in this option. Students should speak with the Department chair for specific transfer information.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENG-111 College Writing I **Credits: 3 ***
- ACC-101 Principles of Accounting I **Credits: 3 ***
- CIT-110 Applications/Concepts **Credits: 3**
- MAN-105 Principles of Marketing **Credits: 3**
- BUS-101 Introduction to Business **Credits: 3 ***

Total Credits: 15

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- Explore BHCC Student Activities offered i.e., BHCC's Entrepreneurship Club.
- Create and follow education plan.

Semester 2

- ENG-112 College Writing II **Credits: 3**
- ACC-102 Principles of Accounting II **Credits: 3**
- MAN-111 Principles of Management **Credits: 3**
- ECO-201 Macroeconomics **Credits: 3**
or
- ECO-202 Microeconomics **Credits: 3**
- **GenEd-QPS** Quantitative Problem Solving **Credits: 3-4 ***
This course meets the General Education requirement for Quantitative Problem Solving
Choose one MAT course from Quantitative Problem Solving Menu.

Total Credits: 15-16

Semester 2 Advising Note

- Complete a volunteer activity in an area of interest.
- Learn about Alpha Beta Gamma (Business Honor Society) and Alpha Kappa Mu (General Honor Society).
- Inquire about the Commonwealth Honors Program.
- Meet with an advisor to begin career planning activities
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair

Semester 3

- **GenEd-SR** Scientific Reasoning **Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu
- MAN-112 Organizational Behavior/Design **Credits: 3**
- BUS-201 Business Law I **Credits: 3**
- **GenEd-CW** Creative Work **Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu
- **Elective-** Career Elective **Credits: 3**
Choose one course from ACC or BUS or FIN or MAN

Total Credits: 16

Semester 3 Advising Note

- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Develop a financial plan for continued education and life after graduation.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- FIN-106 Introduction to Corporate Finance **Credits: 3**
- BUS-207 Professional Communication **Credits: 3**
- MAN-201 Management Seminar **Credits: 3**
or
- INT-299B Learn and Earn Business Internship **Credits: 3**
or
- MAN-299 Business Internship **Credits: 3**
- **Elective- Career Elective Credits: 3**
Choose one course from ACC or BUS or FIN or MAN
- **Elective- Career Elective Credits: 3**
Choose one course from ACC, BUS, FIN, or MAN

Total Credits: 15

Semester 4 Advising Note

- The Management Seminar in this program is a Capstone course and should be taken in the student's final semester.
- Gather recommendation letters from faculty and staff.
- Apply for Graduation.
- Finalize your resume and upload it to your ePortfolio and LinkedIn website.

Upon Completion of This Concentration Graduates Will Be Able To:

- Apply the concepts needed to direct, plan, organize, and control the operations of a business.
- Demonstrate the necessary leadership skills to mobilize and motivate employees to accomplish business goals.
- Employ effective decision-making techniques in the workplace.
- Utilize human relations techniques when working with individuals or groups to help meet business objectives and resolve conflicts.

Career Outlook

This option qualifies graduates to enter the workforce as productive entry-level managers.

Transfer Options

Transfer Advising Guides

- Boston College Woods College of Advancing Studies
- Northeastern CPS - B.S. Management
- Northeastern CPS - B.S. Healthcare Management
- Northeastern CPS - B.S. Project Management
- Suffolk University - B.S. Management

Mathematics Concentration, A.A.

This concentration prepares students to transfer to four-year colleges or universities to seek bachelors' degrees in mathematics. After transferring, students study to become more proficient in areas such as abstract algebra, complex variables, vector calculus, number theory and partial differential equations. Graduates of this concentration may qualify to transfer using benefits of MassTransfer to a four-year state college or University of Massachusetts campus. For current information on eligible programs, see Transfer Options below.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- **ENG-111 College Writing I Credits: 3**
- **MAT-281 Calculus I Credits: 4 ***
- **CSC-120 Intro to Comp Sci & Object Oriented Prog Credits: 4**
- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from the Community & Cultural Contexts Menu

Total Credits: 14

Semester 1 Advising Note

- General Education Requirements Quantitative Problem Solving and Scientific Reasoning satisfied by program.
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- This map assumes that students have completed MAT-197 or tested into MAT-281.

Semester 2

- **ENG-112 College Writing II Credits: 3**
- **MAT-282 Calculus II Credits: 4 ***
- **MAT-291 Linear Algebra Credits: 4**
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from the Creative Work Menu
- **Elective- Behavioral Science Elective Credits: 3**
Choose any PSY or SOC course

Total Credits: 17

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair

Semester 3

- MAT-283 Calculus III **Credits: 4 ***
- PHY-251 Physics I/Lab **Credits: 4 ***
- CSC-237 C++ Programming **Credits: 4**
or
- CSC-239 JAVA Programming **Credits: 4**
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose one course from Creative Work Menu

Total Credits: 15

Semester 3 Advising Note

- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- MAT-285 Ordinary Differential Equations **Credits: 4 ***
- **Elective-** Social Science Elective **Credits: 3**
Choose one course from the Social Science Elective menu
- PHY-252 Physics II/Lab **Credits: 4 ***
- **Elective-** Humanities Elective **Credits: 3**
Choose one course from the Humanities Elective menu

Total Credits: 14

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Solve quantitative problems using critical thinking skills and a variety of problem-solving strategies, incorporating technology when suitable.
- Develop complete logical arguments from hypothesis to conclusion, using appropriate mathematical language and notation.
- Interpret and solve problems relevant to other disciplines by applying analytical approaches used to solve abstract problems.
- Construct new mathematical knowledge through independent and collaborative work.

Career Outlook

Graduates of this concentration should transfer to a four-year college or university, as most entry-level employment opportunities in industry require a minimum of a bachelor's degree. Professional positions in education and research fields usually require a minimum of a master's degree.

Transfer Options

MassTransfer A2B Map

- Fitchburg State University
- Framingham State University
- Westfield State University
- University of Massachusetts Amherst
- University of Massachusetts Boston
- University of Massachusetts Dartmouth

MassTransfer A2B Link

- Bridgewater State University
- Massachusetts College of Liberal Arts

Medical Imaging, A.S.

The Medical Imaging Program prepares students in four different Associate in Science Degree options:

Cardiac Sonography Option Full-time, A.S. - 24 months.

General Sonography Option Full-time, A.S. - 24 months.

Medical Radiography Option Full-time, A.S. - 21 months.

Medical Radiography Option Part-time, A.S. - 35 months.

Program accreditations are as follows:

The Medical Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606- 3182, Phone: (312) 704-5300; Fax: (312) 704-5304, Email: mail@jrcert.org; URL: www.jrcert.org.

The program prepares students for entry-level positions in the respective fields. Graduates are eligible to apply to take the American Registry of Radiologic Technologists Exam (Medical Radiography) or the American Registry of Diagnostic Medical Sonography Exam (Sonography Options). Medical Radiography graduates are also eligible to apply to take the Massachusetts State Licensing Examination. The program begins in the fall semester, and didactic and clinical education are carefully correlated to provide reinforcement in the clinical setting of skills learned in the classroom. Students in the program must earn a numerical course grade of 80 percent or better in all imaging courses, and a minimum grade of C in all general education courses. Failure to meet clinical objectives or failure to meet the academic standard in any course will result in withdrawal from the program. Students may apply for readmission to the program one time, on a space-available basis. Prior to re-application students must successfully repeat failed course(s).

Readmission is considered on a case-by-case basis. All medical imaging students must undergo a physical examination, complete the necessary immunization forms, including the three (3) dose Hepatitis B immunization series, have CPR certification, carry

malpractice and health insurance, and undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. The application process for the Medical Imaging Program is highly competitive and selective. Potential applicants are ranked based on prerequisite grades, Test of Essential Academic Skills V (TEAS V) results in Reading, Math and English/Language, as well as grades earned in any program required noncore courses. The highest ranked students for each A.S. Program will be invited to complete the TEAS Allied Health test. Standby lists will be generated annually for each A.S. Degree option. Stand-by students not obtaining a seat in that year will be required to reapply for future admission to any Medical Imaging Program.

Prerequisites for all medical imaging options:

- Attend one MANDATORY information session within one year of application. (Refer to BHCC website for dates).
- Possess a high school diploma or GED certificate.
- Complete the following courses with a grade of C or better:
- One semester of any three credit College Algebra or statistics course.
- One semester of college level Anatomy/Physiology I/Lab (must be completed within five years of application unless currently working in related healthcare position).
- One semester of College Writing I (ENG-111) or equivalent with a grade of C or better.

After all prerequisites are completed:

- Prospective students must apply online through Admissions during the enrollment period. Approximate application dates for the Fall program are mid-October - mid-February for admission to the program for the next academic year. Check with Admissions for exact timelines.
- All applicants in each option must complete the TEAS Allied Health Test (TEAS). Job shadows will be recommended to accepted students and those on the stand-by list.
- Applicants must score at least 47.6% in reading, 46.7% in math and 47.6% in English/Language on the TEAS test to be considered for the Medical Imaging Programs.
- The Medical Imaging Admissions Committee will evaluate each candidate's record after completion of the TEAS V test. Admission to the Program will be based on overall ranking of applicants as described previously.
- Stand-by lists will be developed for each option annually. Stand-by students not offered a seat will need to reapply the next year for future consideration.
- Applicants not selected for admission to the Medical Imaging Program must meet with a member of the advising staff for guidance before reapplication.

Tuition and fees for Medical Imaging students*

Massachusetts Residents	\$12,500.00 for 2 years
Non-Massachusetts Residents	\$25,700.00 for 2 years
Uniforms	\$200.00
Malpractice/Liability Insurance	\$15.00 annually
Books/Software	\$900.00 annually

Medical Imaging Pin \$10.00

Certification Exam Fees \$200.00 Radiography

\$250.00 - \$500.00 Sonography

* Costs are estimated and subject to change. Please refer to Admissions and Enrollment Services for exact cost.

Note: A college physics course, with a grade of C or better, is required for accepted General Sonography or Cardiac Sonography students. For accepted Sonography students, MIG-111 Imaging Technology I (web-based), will be offered in the summer prior to the start of the program.

Medical Information Management Option, A.S.

The Medical Information Management Option prepares students to work as professionals within a medical office environment. The option prepares students in basic medical terminology, which is then applied using MediSoft computer applications, a patient accounting software package. It also prepares students in third-party billing and coding. Students participate in an internship in a medical office setting during their last spring semester to reinforce skills learned.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- OIM-103 Microsoft Word I **Credits: 3 ***
OIM-103 is a pre-requisite or co-requisite to the program, which should be taken prior to or during the first semester. An exemption exam is available through the Center for Self-Directed Learning (H-165) for students who type 40 words per minute or more with accuracy and know MS Word and document format.
- OIM-105 Skills for Administrative Success **Credits: 3**
- CIT-110 Applications/Concepts **Credits: 3 ***
- NHP-180 Medical Terminology **Credits: 3 ***
- OIM-132 Administrative Business Communication I **Credits: 3**

Total Credits: 15

Semester 1 Advising Note

- Some courses in this program are offered as hybrid or Web (online).
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.

Semester 2

- OIM-106 Records and Information Management **Credits: 3 ***
- OIM-112 Microsoft Word II **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3**
- OIM-200 Introduction to Physicians' Billing **Credits: 3 ***
- OIM-190 Medical Information Management **Credits: 3 ***

Total Credits: 15

Semester 2 Advising Note

- Some courses in this program are offered as hybrid or Web (online). Web (online) courses do not meet with the instructor - these courses involve extensive reading and independent work on assignments. For some courses, students need to come to campus to take exams.

Semester 3

- OIM-232 Administrative Business Communication II **Credits: 3 ***
- CIT-118 Principles of Internet & Info Security **Credits: 3**
- ENG-112 College Writing II **Credits: 3**
- CIT-128 Database Design with MS Access **Credits: 3**
or
- CIT-250 Collaboration, Communication, and Integrating **Credits: 3**
- OIM-115 Administrative Technology and Procedures **Credits: 3 ***

Total Credits: 15

Semester 4

- OIM-299 Office and Information Management Internship **Credits: 3 ***
- **GenEd-CCC** Community & Cultural Contexts **Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
PSY 107 is recommended
- **GenEd-QPS** Quantitative Problem Solving **Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one MAT course from Quantitative Problem Solving Menu.
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.
- **GenEd-SR** Scientific Reasoning **Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu
- **GenEd-CW** Creative Work **Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu

Total Credits: 19-20

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Demonstrate proficiency in computer operations and software applications unique to a medical setting.
- Demonstrate proficiency in understanding and using medical terminology.
- Use the complete range of Microsoft applications effectively and efficiently.
- Demonstrate proficiency in medical office operations and communication media

Career Outlook

Graduates of this option qualify for job opportunities in physicians' and dentists' offices, clinics, HMOs, community health agencies, long-term care facilities, and hospitals. Students also qualify for jobs in large corporations that provide on-site health services, engage in medical research, or produce medical products. Graduates qualify for entry-level positions such as medical receptionists, medical records management specialists, medical office managers, patient service representatives, and medical administrative assistants. Students also may qualify for at-home opportunities as medical transcriptionists.

Medical Laboratory Technician, A.S.

This program prepares students through lectures, laboratory activities and hospital-based clinical experience to become Clinical/Medical Laboratory Technicians. Students will acquire the skills and knowledge essential for working in a medical laboratory and performing tests that aid in the diagnosis and treatment of disease and the maintenance of health.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Admission Requirements

- **Diploma** High School diploma or GED
- **Session** Attend Mandatory information session
- **ENG-111 College Writing I Credits: 3 ***
- **MAT-181 Statistics I Credits: 3 ***
- **BIO-203 Anatomy/Physiology I & Lab Credits: 4**
Credits for Anatomy and Physiology/Lab that were earned more than five (5) years prior to enrollment in the Medical Laboratory Technician program are not accepted. Must earn a grade of C or better.
- **BIO-204 Anatomy/Physiology II & Lab Credits: 4 ***
Credits for Anatomy and Physiology/Lab that were earned more than five (5) years prior to enrollment in the Medical Laboratory Technician program are not accepted. Must earn a grade of C or better.
- **BIO-205 Microbiology & Lab Credits: 4 ***
- **CHM-120 Principles of Inorganic Chemistry & Lab Credits: 4 ***
Must earn a grade of C or better
- **CHM-121 Principles of Organic & Chemistry W/Lab Credits: 4 ***

Total Credits: 26

Admission Requirements Advising Note

- All Medical Laboratory Technician students are required to: undergo a physical examination, complete the necessary immunization forms, including a three (3) dose Hepatitis B immunization series; carry malpractice and health insurance

- As a prerequisite for a clinical placement or internship this program requires that all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>

Semester 1 Fall

- **MLT-101 Introduction to Medical Lab Science and Urinalysis Credits: 4 ***
Must earn a grade of B- or better.
- **MLT-213 Immunology & Serology Credits: 4 ***
Must earn a grade of B- or better.
- **ENG-112 College Writing II Credits: 3**
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.

Total Credits: 14

Semester 1 Fall Advising Note

- General Education Requirements Creative Work and Scientific Reasoning satisfied by program.

Semester 2 Spring

- **MLT-212 Medical Microbiology & Lab Credits: 4 ***
- **MLT-211 Hematology & Hemostasis Credits: 4 ***
- **MLT-241 Immunohematology Credits: 4 ***

Total Credits: 12

Semester 3 Summer

- **MLT-242 Clinical Chemistry Credits: 4 ***
- **MLT-243 Parasitology and Mycology Credits: 2**
- **PSY-101 Principles of Psychology Credits: 3**

Total Credits: 9

Semester 4 Fall

- **MLT-251 Clinical Laboratory Sciences Practicum Credits: 12**

Total Credits: 12

Upon Completion of This Concentration Graduates Will Be Able To:

- Collect and prepare clinical specimens for analysis.
- Operate laboratory instruments.
- Prepare a variety of diagnostic analyses according to prescribed methodology.
- Relate test results to other patient information to the extent required for understanding the analyses.

Career Outlook

Graduates of this program are eligible to take the CLT/MLT certification exam administered by the American Society of Clinical Pathology. Graduates are then qualified for employment in hospitals, clinics and health maintenance organizations.

Medical Radiography Option Full-time, A.S.

This option prepares students to perform general radiographic and fluoroscopic examinations on patients utilizing digital technology to produce diagnostic images in a diverse healthcare environment. Graduates of this option may apply to take the ARRT Certification Exam, and once experienced and certified in general radiography may elect to pursue advanced education and certification in computed tomography (CT), magnetic resonance imaging (MRI), mammography, cardiac interventional, or vascular interventional radiography.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Admission Requirements

- **Diploma** High School diploma or GED
- **Session** Attend a mandatory Information session
- **ENG-111** College Writing I **Credits: 3**
- **BIO-203** Anatomy/Physiology I & Lab **Credits: 4**
- **MATH** College Algebra or Statistics **Credits: 3**
Completion of any 3 credit College Algebra or Statistics course
- **TEAS** Complete the Test of Essential Academic Skills (TEAS) Allied Health

Total Credits: 10

Admission Requirements Advising Note

- TEAS scores must be at least 47.6 percent in Reading, 46.7 percent in Math and 47.6 percent in English/language
- Anatomy and Physiology must be completed within ten (10) years of application unless currently working in a related healthcare position
- Approximate application dates for the Fall program are mid-October through mid-February for admission to the program for the next academic year. Check with the Admissions office for exact timelines
- As a prerequisite for a clinical placement this program requires that all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>

Semester 1 Fall

- MIG-107 Introduction to Medical Radiography **Credits: 2 ***
- MIG-109 Patient Care for Medical Imaging **Credits: 4 ***
- MIG-122 Positioning I **Credits: 3 ***
- MIG-124F FT Medical Radiography Clinical I **Credits: 2 ***

Total Credits: 11

Semester 1 Fall Advising Note

- General Education Requirements Quantitative Problem Solving, Scientific Reasoning, Creative Work and Elective satisfied by program.
- Core courses (i.e. MIG prefix) are only offered once per year and must be taken as scheduled.
- If needed for financial aid (i.e. 12 credits for full-time) consider taking SOC-101 or ENG-112. If you have completed them, consider taking an introductory language course of interest, which would be valuable in the healthcare profession. Another reasonable alternative would be an art or music class for your personal enrichment and enjoyment.
- Choose sections that do not conflict with your core courses. Core courses will be demanding, so plan to spend 3-4 hours each day this semester studying outside of class to achieve success as you consider additional courses or work schedules.
- Keep course work for each class organized and readily accessible for review at the end of the program as you prepare for your national certification exam.

Semester 2 Spring

- BIO-204 Anatomy/Physiology II & Lab **Credits: 4**
- MIG-120 Radiologic Imaging I **Credits: 3**
- MIG-111 Imaging Technology I **Credits: 3**
- MIG-126 Positioning II **Credits: 3**
- MIG-128F Full Time Medical Radiography II **Credits: 2**

Total Credits: 15

Semester 2 Spring Advising Note

- This semester begins a series of challenging technical courses that are vital to your success, in addition to clinical and positioning class. Stay organized within each course, and plan to spend 4-5 hours of studying outside of class daily from this point in the program through degree completion.

Semester 3 Summer

- MIG-222F Full-Time Medical Radiography Clin III **Credits: 3 ***
- SOC-101 Principles of Sociology **Credits: 3**

Total Credits: 6

Semester 3 Summer Advising Note

- You may take and complete your required general education courses at any time, but they **MUST** be completed by the end of the Spring semester of the second year in order to graduate on time.

Semester 4 Fall

- MIG-220 Positioning III **Credits: 2 ***
- MIG-228F Full-Time Medical Radiography Clin V **Credits: 3 ***
- MIG-224 Radiologic Technology II **Credits: 3 ***
- MIG-226 Radiologic Imaging II **Credits: 3 ***
- MIG-227 Pharmacology of Radiology **Credits: 1 ***
- ENG-112 College Writing II **Credits: 3**

Total Credits: 15

Semester 5 Spring

- MIG-230 Radiation Protection **Credits: 3 ***
- MIG-236F FT Medical Radiography Clinical V **Credits: 3 ***
- MIG-234 CT/Cross Section Anatomy **Credits: 2 ***
- CIT-110 Applications/Concepts **Credits: 3**
- MIG-238 Advanced Medical Radiography Seminar **Credits: 2 ***

Total Credits: 13

Semester 5 Spring Advising Note

- MIG-234 is a web-based course.

Upon Completion of This Concentration Graduates Will Be Able To:

- Demonstrate clinical competence
- Apply critical thinking skills
- Demonstrate communication skills
- Model professionalism

Career Outlook

Graduates of this option qualify for employment in hospitals, HMOs, clinics, doctors' offices, mobile units, community health agencies, industrial x-ray, and equipment/film companies. Successful graduates will qualify to take the American Registry of Radiologic Technologists Registry Examination and the State of Massachusetts Licensing Examination for entry-level Radiologic Technologists.

Transfer Options

Transfer Advising Guide

- **Regis College**

Medical Radiography Option Part-time, A.S.

This option prepares students to perform general radiographic and fluoroscopic examinations on patients utilizing digital technology to produce diagnostic images in a diverse healthcare environment. Graduates of this option may apply to take the ARRT Certification Exam, and once experienced and certified in general radiography may elect to pursue advanced education and certification in computed tomography (CT), magnetic resonance imaging (MRI), mammography, cardiac interventional, or vascular interventional radiography

* **Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Admission Requirements

- **Diploma** High School diploma or GED
- **Session** Attend a mandatory Information session
- **ENG-111** College Writing I **Credits: 3**
- **BIO-203** Anatomy/Physiology I & Lab **Credits: 4**
- **MATH** College Algebra or Statistics **Credits: 3**
Completion of any 3 credit College Algebra or Statistics course
- **TEAS** Complete the Test of Essential Academic Skills (TEAS) Allied Health

Total Credits: 10

Admission Requirements Advising Note

- TEAS scores must be at least 47.6 percent in Reading, 46.7 percent in Math and 47.6 percent in English/language
- All pre-requisite courses must be completed with a grade of C or better.
- Anatomy and Physiology must be completed within ten (10) years of application unless currently working in a related healthcare position
- Approximate application dates for the Fall program are mid-October through mid-February for admission to the program for the next academic year. Check with the Admissions office for exact timelines
- As a prerequisite for a clinical placement or internship this program requires that all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>

Semester 1 Fall

- **MIG-109** Patient Care for Medical Imaging **Credits: 4 ***
- **MIG-107** Introduction to Medical Radiography **Credits: 2 ***

Total Credits: 6

Semester 1 Fall Advising Note

- General Education Requirements Quantitative Problem Solving, Scientific Reasoning, Creative Work and Elective satisfied by program
- Core Courses (i.e. MIG prefix) in this program are only offered once per year, and must be taken as scheduled.
- Required general education courses (i.e. ENG-112, SOC-101 and CIT-110) may be taken as scheduled, or when convenient for the individual student, with the exception of BIO-204 which must be completed by the end of Spring Year 2 to prepare the student for success in the clinical setting. They must be completed by the last semester of the program to graduate on time.
- Please remember that this is a part-time program, and that may impact financial aid options. Plan ahead financially for the last two daytime semesters of clinical, which are a mandatory requirement of this program.

Semester 2 Spring

- MIG-111 Imaging Technology I **Credits: 3 ***
- MIG-120 Radiologic Imaging I **Credits: 3 ***
- ENG-112 College Writing II **Credits: 3**

Total Credits: 9

Semester 3 Summer

- MIG-224 Radiologic Technology II **Credits: 3 ***
- SOC-101 Principles of Sociology **Credits: 3**
- CIT-110 Applications/Concepts **Credits: 3**

Total Credits: 9

Semester 4 Fall

- MIG-226 Radiologic Imaging II **Credits: 3 ***
- MIG-230 Radiation Protection **Credits: 3 ***

Total Credits: 6

Semester 5 Spring

- MIG-122 Positioning I **Credits: 3 ***
- MIG-124P Part Time Medical Radiography Clinical I **Credits: 1 ***
- BIO-204 Anatomy/Physiology II & Lab **Credits: 4 ***

Total Credits: 8

Semester 5 Spring Advising Note

- All didactic courses and clinical are held in the evenings this semester.

Semester 6 Summer

- MIG-126 Positioning II **Credits: 3 ***
- MIG-128P Part Time Medical Radiography Clin II **Credits: 1**
- MIG-227 Pharmacology of Radiology **Credits: 1 ***

Total Credits: 5

Semester 6 Summer Advising Note

- All didactic courses and clinical are held in the evening this semester.

Semester 7 Fall

- MIG-220 Positioning III **Credits: 2 ***
- MIG-222P Part Time Medical Radiography Clin III **Credits: 1 ***
- MIG-234 CT/Cross Section Anatomy **Credits: 2 ***

Total Credits: 5

Semester 8 Spring

- MIG-228P Part-Time Medical Radiography Clin V **Credits: 5 ***
- MIG-238 Advanced Medical Radiography Seminar **Credits: 2 ***

Total Credits: 7

Semester 9 Summer

- MIG-236P PT Medical Radiography Clinical V **Credits: 5 ***

Total Credits: 5

Upon Completion of This Concentration Graduates Will Be Able To:

- Demonstrate clinical competence.
- Apply critical thinking skills.
- Demonstrate communication skills.

- Model professionalism.

Career Outlook

Graduates of this option qualify for employment in hospitals, HMOs, clinics, doctors' offices, mobile units, community health agencies, industrial x-ray, and equipment/film companies. Successful graduates will qualify to take the American Registry of Radiologic Technologists Registry Examination and the State of Massachusetts Licensing Examination for entry-level Radiologic Technologists.

Transfer Options

Transfer Advising Guide

- Regis College

Music Concentration, A.A.

The Music concentration provides the practical and academic foundation for continued education or a career in music. Through group and individual instruction, students develop instrumental or vocal performance skills suitable for a variety of styles of music and professional roles. Additionally, students gain knowledge of the theory, history, and business of music.

This concentration prepares students for transfer to four-year programs in music, as well for entry-level positions in the music industry. For information on specific transfer agreements with four-year music programs in the area, see the Department Chair. Graduates of this concentration may qualify to transfer using benefits of MassTransfer to a four-year state college or University of Massachusetts campus. For current information on eligible programs, see Transfer Options below.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- MUS-101 Music Fundamentals **Credits: 3 ***
- MUS-180 Introduction to the Music Business **Credits: 3**
- MUS-151 Piano I **Credits: 2**
- **Elective-** Performance Ensemble Elective **Credits: 1**
See semester advising note
- MUS-195 Applied Music I **Credits: 1**
or
- MUS-295 Applied Music II **Credits: 1**
- ENG-111 College Writing I **Credits: 3 ***
- **GenEd-QPS - Quantitative Problem Solving Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one MAT course from Quantitative Problem Solving Menu

Total Credits: 16-17

Semester 1 Advising Note

- General Education Requirements Creative Work satisfied by program.
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- Students with basic keyboarding skills may replace Piano I with Piano II (MUS-152). Those with intermediate or advanced keyboarding skills may satisfy this requirement with 2 or more credits of Music Electives. See the department Chair for more information.
- Performance Ensemble Elective: Students are required to take four credits of performance ensemble electives and may repeat these electives. Students may be required to audition for performance ensemble electives. See the department Chair for more information.
- Applied Music Elective: Students are required to take four credits of applied music electives and may repeat these electives. Students should register for the section of Applied Music that fits the instrument (or voice) they would like to study. An audition may be required. See the department Chair for more information.

Semester 2

- MUS-105 Music Theory and Aural Skills I **Credits: 4 ***
- MUS-171 Intro to Music Technology **Credits: 3**
- **Elective-** Performance Ensemble Elective **Credits: 1**
See semester advising note
- MUS-195 Applied Music I **Credits: 1**
or
- MUS-295 Applied Music II **Credits: 1**
- ENG-112 College Writing II **Credits: 3**
- **GenEd-CCC** Community & Cultural Contexts **Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu

Total Credits: 15

Semester 2 Advising Note

- Performance Ensemble Elective: Students are required to take four credits of performance ensemble electives and may repeat these electives. Students may be required to audition for performance ensemble electives. See the department Chair for more information.
- Applied Music Elective: Students are required to take four credits of applied music electives and may repeat these electives. Students should register for the section of Applied Music that fits the instrument (or voice) they would like to study. An audition may be required. See the department Chair for more information.
- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.

Semester 3

- MUS-106 Music Theory and Aural Skills II **Credits: 4**
- MUS-133 Music History I **Credits: 3 ***
- **Elective-** Performance Ensemble Elective **Credits: 1**
See semester advising note.
- MUS-195 Applied Music I **Credits: 1**
or

- **MUS-295 Applied Music II Credits: 1**
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose any course from Scientific Reasoning Menu
- **Elective- Behavioral or Social Science Elective Credits: 3**
Choose one course from Behavioral or Social Science Elective Menu.

Total Credits: 16

Semester 3 Advising Note

- **Performance Ensemble Elective:** Students are required to take four credits of performance ensemble electives and may repeat these electives. Students may be required to audition for performance ensemble electives. See the department Chair for more information.
- **Applied Music Elective:** Students are required to take four credits of applied music electives and may repeat these electives. Students should register for the section of Applied Music that fits the instrument (or voice) they would like to study. An audition may be required. See the department Chair for more information.
- **Continue preparations for transfer:** write essays for transfer institution, collect letters of recommendation, apply for transfer.
- **Complete a pre-graduation check with an advisor in LifeMap**

Semester 4

- **MUS-134 Music History II Credits: 3**
- **Elective- Music Elective Credits: 3**
Choose one course with a MUS prefix. MUS-130 is not a qualifying music elective.
- **Elective- Performance Ensemble Elective Credits: 1**
See semester advising note.
- **MUS-195 Applied Music I Credits: 1**
or
- **MUS-295 Applied Music II Credits: 1**
- **GenEd-E General Education Elective Credits: 3-4**
This course meets the General Education requirement for General Education Elective.
Choose a course from the Scientific Reasoning Menu
- **Elective- Behavioral or Social Science Elective Credits: 3**
Choose one course from Behavioral or Social Science Elective Menu.

Total Credits: 14-15

Semester 4 Advising Note

- **Performance Ensemble Elective:** Students are required to take four credits of performance ensemble electives and may repeat these electives. Students may be required to audition for performance ensemble electives. See the department Chair for more information.

- Applied Music Elective: Students are required to take four credits of applied music electives and may repeat these electives. Students should register for the section of Applied Music that fits the instrument (or voice) they would like to study. An audition may be required. See the department Chair for more information.
- Apply for graduation.

Upon Completion of This Concentration Graduates Will Be Able To:

- Demonstrate foundational music skills suitable for a variety of situations including music notation and terminology, aural skills and sight-reading skills.
- Interpret core elements of a musical work.
- Demonstrate technical skills in various creative activities.
- Discuss the cultural context of music from a variety of styles and eras.
- Exhibit creativity and artistic sensitivity in their musical activity.
- Demonstrate facility in essential professional skills beyond those related to music.

Career Outlook

The Music concentration provides the core skills that lead to a variety of careers related to music, including performance, music education, music production, composition, and music management. Graduates of this program qualify for entry-level positions in various sectors of the music industry. Additionally, graduates are well-prepared to transfer to bachelor's programs in a variety of specializations within music.

Transfer Options

Transfer Advising Guides

- Berklee Online
- Bridgewater State University
- Salem State University

MassTransfer A2B Link

- Bridgewater State University
- Fitchburg State University
- Massachusetts College of Liberal Arts
- Westfield State University
- Worcester State University
- University of Massachusetts Amherst
- University of Massachusetts Lowell

Paralegal Studies, A.S.

This program prepares students for legal employment by training them to assist lawyers in gathering and analyzing factual data, drafting correspondence, researching legal questions, and preparing legal documents. Paralegal employment provides flexibility (full-time, part-time, per diem, temporary or freelance) and the opportunity to enter the legal field without first obtaining a law degree. Graduates of the program may directly enter the workforce or opt to continue their education and pursue a four year degree.

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Semester 1

- **ENG-111 College Writing I Credits: 3**
- **GenEd-QPS Quantitative Problem Solving Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one MAT course from Quantitative Problem Solving Menu.
- **PLG-101 Introduction to Law Credits: 3 ***
- **CIT-110 Applications/Concepts Credits: 3**
- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts menu
Recommended courses: PSY-101 or SOC-101

Total Credits: 15-16

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year

Semester 2

- **ENG-112 College Writing II Credits: 3**
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from the Scientific Reasoning Menu
Recommended courses: BIO-115 or ENV-105
- **Elective- Behavioral Science Elective Credits: 3**
Choose one course from PSY or SOC
Recommended: PSY-101 or SOC-101
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu
- **PLG-103 Litigation Credits: 3 ***
- **Elective- Paralegal Option Elective Credits: 3**
Paralegal Option Elective Courses:
CRJ-103 Criminal Law, PLG-201 Family Law, PLG-203 Real Estate Law, PLG-204 Wills, Estates and Trusts, PLG-299 Paralegal Internship, PLG-105 Practical Legal Writing

Total Credits: 19

Semester 3

- **Elective- Humanities Elective Credits: 3**
Choose one course from Humanities Elective Menu

- **Elective- Lab Science Elective Credits: 4**
Choose one course from Lab Science Menu
Recommended course: BIO-115 or ENV-105
- **Elective- Behavioral Science Elective Credits: 3**
Choose one course from PSY or SOC
Recommended course: PSY-107
- **PLG-104 Legal Ethics Credits: 3**
- **PLG-202 Business Organizations Credits: 3**

Total Credits: 16

Semester 4

- **Elective- Humanities Elective Credits: 3**
Choose one course from Humanities Elective Menu
- **PLG-102 Legal Research & Writing Credits: 3**
- **Elective- Paralegal Option Elective Credits: 3**
Paralegal Option Elective Courses:
CRJ-103 Criminal Law, PLG-201 Family Law, PLG-203 Real Estate Law, PLG-204 Wills, Estates and Trusts, PLG-299 Paralegal Internship, PLG-105 Practical Legal Writing
- **Elective- Paralegal Option Elective Credits: 3**
Paralegal Option Elective Courses:
CRJ-103 Criminal Law, PLG-201 Family Law, PLG-203 Real Estate Law, PLG-204 Wills, Estates and Trusts, PLG-299 Paralegal Internship, PLG-105 Practical Legal Writing
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.

Total Credits: 15

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Understand the legal process and the nature of law practice.
- Construct and evaluate logical arguments in support of specific positions.
- Conduct effective legal research and oversee legal projects.
- Understand, identify and resolve legal and ethical issues associated with the paralegal profession.

Career Outlook

Paralegals typically find jobs with law firms, corporations, government offices, non-profit entities, banks, health care organizations, bio-tech companies and financial institutions. Areas of specialization include litigation, corporate law, criminal law, regulatory compliance, intellectual property, bankruptcy, labor law, immigration, family law, and real estate. The number of

jobs in the paralegal field is expected to grow much faster than average through 2016, and the position of paralegal is consistently ranked among the best jobs in America. Boston is home to one of the top legal markets in the United States and BHCC's main campus is minutes away from many courthouses, law schools, law firms, and government offices.

Unauthorized Practice Of Law Statement

A Legal Studies graduate may work as a paralegal only under the supervision of an attorney and is not authorized to engage in the practice of law. The ABA (American Bar Association) defines a paralegal or legal assistant as "a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

Transfer Options

Transfer Advising Guides

- Suffolk University

MassTransfer A2B Link

- University of Massachusetts Lowell

Paramedic Studies, A.S.

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Admission Requirements

- **Diploma** High School Diploma or GED
- **Session** Attend a mandatory Information Session
- **License** Submit a copy of valid driver's license or obtain prior to the start of classes
- **EMT** Submit copy of valid EMT card or obtain prior to the start of classes
- **CPR** Possess a current American Heart Association, Basic Life Support Health Care Provider Card
- **BIO-108 Human Biology/Lab Credits: 4 ***
- **ENG-111 College Writing I Credits: 3 ***

Total Credits: 7

Admission Requirements Advising Note

- Submit letter of completion of one year experience as an EMT on company letterhead
- Ten panel drug testing and medical clearances
- As a prerequisite for a clinical placement or internship this program requires that all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>

Semester 1

- EMS-205 Principles of Paramedicine I **Credits: 10 ***
- EMS-214 Paramedic Clinical Rotation I **Credits: 3 ***

Total Credits: 13

Semester 1 Advising Note

- Successful completion of EMS-205 and EMS-214 with a grade of B- or higher is required to advance in the program.

Semester 2

- EMS-206 Principles of Paramedicine II **Credits: 10 ***
- EMS-215 Paramedic Clinical Rotation II **Credits: 3 ***

Total Credits: 13

Semester 2 Advising Note

- Successful completion of EMS-206 and EMS-215 with a grade of B- or higher is required to advance in the program.

Semester 3

- EMS-207 Principles of Paramedicine III **Credits: 4 ***
- EMS-216 Paramedic Clinical Rotation III **Credits: 1 ***

Total Credits: 5

Semester 3 Advising Note

- Successful completion of EMS-207 and EMS-216 with a grade of B- or higher is required to advance in the program.

Semester 4

- EMS-208 Principles of Paramedicine IV **Credits: 4 ***
- EMS-217 Paramedic Clinical Rotation IV **Credits: 1 ***

Total Credits: 5

- Successful completion of EMS-208 and EMS-217 with a grade of B- or higher is required to advance in the program.

Semester 5

- EMS-218 Paramedic Field Internship **Credits: 3 ***

Total Credits: 3

Semester 6

- ENG-112 College Writing II **Credits: 3 ***
- PSY-101 Principles of Psychology **Credits: 3 ***
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.
- MAT-181 Statistics I **Credits: 3 ***
- **GenEd-CW** Creative Work **Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu

Total Credits: 15-16

Upon Completion of This Concentration Graduates Will Be Able To:

- After successful completion of the program, the student will receive a Certificate of Completion enabling him or her to apply for and take the National Registry of Emergency Medical Technicians (NREMT) Paramedic written and practical examinations.
- Participants who successfully pass the NREMT certification examination may go onto practice with fire departments, private ambulance services, third service ambulance services, hospital emergency departments, and various clinical settings where advanced emergency care is required.

Career Outlook

The U.S. Bureau of Labor Statistics predicts that employment of emergency medical technicians (EMTs) and paramedics will grow nine percent between 2008 and 2018, which is about as fast as the average percentage for all occupations (www.BLS.gov). As our population ages and individuals face increased medical concerns, the likelihood of medical emergencies will increase; thus increasing the need for EMTs and paramedics. In addition emergency rooms are frequently overcrowded, which increases the amount of time that the EMTs and paramedics must spend with each patient. This is also likely to increase the number of potential positions. Job prospects are expected to be good since paid employees are needed to replace volunteers who have a high turnover rate.

Physics Concentration, A.A.

This concentration prepares students to transfer to four-year colleges or universities to seek bachelors' degrees in physical science or physics. After transferring, students study to become more proficient in one or more of the divisions of the physical sciences; e.g., theoretical physics, particle physics, astrophysics, biophysics, or applied physics. Graduates of the concentration may qualify to transfer using benefits of MassTransfer to one of the Massachusetts State Universities or the University of Massachusetts. For current information on eligible programs, see Transfer Options below.

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Semester 1

- ENR-101 Introduction to Engineering/Lab **Credits: 4**
or
- **Elective-** Computer Elective **Credits: 3-4**
Choose one CIT course
- ENG-111 College Writing I **Credits: 3**
- MAT-281 Calculus I **Credits: 4 ***
- **GenEd-CCC** Community & Cultural Contexts **Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu

Total Credits: 13-14

Semester 1 Advising Note

- Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously
- General Education Requirements Quantitative Problem Solving and Scientific Reasoning satisfied by Program.
- This map assumes a student enters the College ready to enroll in MAT 281.

Semester 2

- PHY-251 Physics I/Lab **Credits: 4 ***
- MAT-282 Calculus II **Credits: 4**
- ENG-112 College Writing II **Credits: 3**
- CHM-201 General Chemistry I & Lab **Credits: 4**
- **Elective-** Social Science Elective **Credits: 3**
Choose one course from Social Science Elective Menu.

Total Credits: 18

Semester 2 Advising Note

- Students with strong math background may want to start the Physics sequence during Semester 1.
- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair

Semester 3

- PHY-252 Physics II/Lab **Credits: 4**
- MAT-283 Calculus III **Credits: 4**
- MAT-291 Linear Algebra **Credits: 4**

- **Elective- Literature Elective Credits: 3**
Choose one LIT course
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
VMA-104 is strongly recommended due to the extensive diagram drawing involved in solving physics problems.

Total Credits: 18

Semester 3 Advising Note

- Student may want to discuss elective selection with Physics advisor.
- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with advisor.

Semester 4

- MAT-285 Ordinary Differential Equations **Credits: 4**
- CHM-202 General Chemistry II & Lab **Credits: 4**
- **Elective- Literature Elective Credits: 3**
Choose one LIT course.
- **Elective- Behavioral Science Elective Credits: 3**
Choose one PSY or SOC course
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Community and Cultural Context Menu

Total Credits: 17

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Demonstrate the connections between the major concepts and theories in the field of physics.
- Analyze and create solutions for problems involving principles of physics.
- Apply mathematical techniques in scientific problem solving.
- Properly report on the findings of a designed experiment.

Career Outlook

Graduates of this concentration should transfer to a four-year college or university because employment opportunities in physical science such as lab technicians usually require a minimum of a bachelor's degree. Professional positions such as researchers or college instructors usually require a minimum of a master's degree.

Transfer Options

MassTransfer A2B Map

- Bridgewater State University

MassTransfer A2B Link

- Massachusetts College of Liberal Arts
- Westfield State University
- University of Massachusetts Amherst

Political Science Concentration, A.A.

The Political Science degree introduces students to the four main fields in the discipline in most undergraduate programs in the United States: American Politics, Political Theory, Comparative Politics, and International Relations. The curriculum prepares students for further study in the discipline at our main transfer institutions, including University of Massachusetts at Boston, University of Massachusetts at Amherst, University of Massachusetts at Lowell, Simmons University, and Salem State University.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- HUM-120 Self, Culture and Society **Credits: 3**
or
- **Elective** - Humanities or Fine Arts Elective **Credits: 3**
This course satisfies Learning Communities requirement.
- ENG-111 College Writing I **Credits: 3**
- PSC-101 Government/Politics in US **Credits: 3 ***
- PSC-150 Introduction to Political Theory **Credits: 3**
- MAT-181 Statistics I **Credits: 3**

Total Credits: 15

Semester 1 Advising Note

- Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously.
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.

Semester 2

- PSC-210 State/Local Politics **Credits: 3**
or

- **Elective-** Approved PSC 200-level course **Credits: 3**
- **ENG-112 College Writing II Credits: 3**
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning.
- **PSC-220 Introduction to International Relations Credits: 3**
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work.

Total Credits: 16

Semester 2 Advising Note

- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.
- Meet with an advisor to begin career planning activities.
- PSC-210 is recommended for students interested in public policy.

Semester 3

- **GEO-101 World Regional Geography Credits: 3**
or
- **ECO-201 Macroeconomics Credits: 3**
or
- **ECO-202 Microeconomics Credits: 3**
- **PSC-211 Introduction to Comparative Politics Credits: 3 ***
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
- **Elective - Natural or Physical Science Elective Credits: 4**
- **Elective - Humanities and Fine Arts Elective Credits: 3**

Total Credits: 16

Semester 3 Advising Note

- Electives should be based on the career goals and interests of the student, e.g. Political Science, International Relations, Public Policy, Pre Law.
- PSC-211 serves as the capstone course for the concentration for those students who do not choose HON-200 as an elective or complete internships through the Community Engagement office.
- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- **REL-111 World Religions Credits: 3**
or

- HIS-111 History of Pre-Modern World **Credits: 3**
or
- HIS-112 Modern World History **Credits: 3**
or
- HIS-151 US History: Colonization through the Civil War **Credits: 3**
or
- HIS-152 US History: Reconstruction to Present **Credits: 3**
- **Elective** - Humanities and Fine Arts Elective **Credits: 3**
- **Elective** - Elective **Credits: 3**
- **Elective** - Elective **Credits: 3**
- **Elective** - Elective **Credits: 3**

Total Credits: 15

Semester 4 Advising Note

- Electives should be based on the career goals and interests of the student, e.g. Political Science, International Relations, Public Policy, Pre Law.
- A third Humanities and Fine Arts elective will not be necessary if taken during first semester.
- See an advisor about World Studies emphasis certification
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Articulate the legal, ideological, and theoretical basis for different governing systems.
- Interpret what the US Constitution and other foundational documents mean in light of current social issues and debates.
- Exhibit a fundamental knowledge of the dynamics of governmental institutions and politics at the national and international levels.
- Engage in dialogue about contemporary policy issues such as finance, economic development, education, criminal justice, social justice, healthcare, and environmental policy.
- Research the development and implementation of public policy.
- Analyze the dynamics of participatory democracy by engaging the institutions of civil society.
- Explain how the various channels of citizen influence operate at each level of government.
- Generate scholarly arguments about enduring and contemporary political questions.

Career Outlook

Graduates of this concentration qualify for entry-level positions with an associate's degree, and are encouraged to transfer to a four-year college or university to earn a bachelor's degree for further career advancement. Degrees in political science prepare students for careers in fields including public policy, government, journalism, activism, polling and research, community advocacy, labor organizing, and international relations. Political science is often described as a "pre-law" major, an ideal foundation for students planning to go to law school.

Psychology Concentration, A.A.

The Department of Behavioral Sciences aspires to develop and foster a passion for lifelong learning and academic excellence. The department integrates students' diverse backgrounds into the teaching and learning experience, creating a

civically engaged community of learners who are able to think critically of current issues in our complex world. Graduates of the program will carry with them a strong sense of collegiality and responsibility that will help them succeed in their long-term academic, professional, and personal goals.

The vision of our department is carried out through our mission of:

- teaching foundational behavioral science courses that support the general education mission of the college and engage our students in the broad domains and applications of Psychology, Sociology, and Cultural Anthropology;
- offering concentration courses that help our students develop a firm understanding of the various fields within a specific behavioral science discipline;
- engaging our students in research that allows them to apply critical thinking skills using scientific approaches;
- supporting our majors as they prepare to transfer to four-year institutions and/or successfully navigate the professional world through the application of the principles, concepts and theories that they have learned from the program;
- supporting our students to apply what they have learned towards becoming civically engaged and lifelong learners.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- HUM-120 Self, Culture and Society **Credits: 3 ***
or
- **Elective** - Natural & Physical Sciences OR Humanities & Fine Arts OR Behavioral & Social Sciences **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3 ***
- PSY-101 Principles of Psychology **Credits: 3 ***
- SOC-101 Principles of Sociology **Credits: 3**
- MAT-181 Statistics I **Credits: 3 ***

Total Credits: 15

Semester 1 Advising Note

- Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously.
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning CommunityCluster within their first year.

Semester 2

- PSY-235 Introduction to Behavioral Research **Credits: 3 ***
- ENG-112 College Writing II **Credits: 3**
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.
A Social Science elective is highly recommended in order to comply with Mass Transfer guidelines.
- **GenEd-SR** Scientific Reasoning **Credits: 4 ***
This course meets the General Education requirement for Scientific Reasoning
Choose one course from the Scientific Reasoning Menu

- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from the Creative Work Program Menu

Total Credits: 16

Semester 2 Advising Note

- Upload in ePortfolio required Psychology majors courses artifacts PSY-235 onwards
- PSY-235 introduces students to research methods
- Participate in Psychology discipline conference offered by department
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.
- Meet with an advisor to begin career planning activities.

Semester 3

- PSY-209 Child Psychology **Credits: 3 ***
or
- PSY-224 Adolescent & Adult Development **Credits: 3 ***
- **Elective- Psychology Elective Credits: 3**
Elective Options:
PSY-201 Learning and Memory, PSY-203 Psychology of Personal Adjustment, PSY-215 Counseling, PSY-223 Personality, PSY-227 Abnormal Psychology, PSY-233 Intro to Psychiatric Rehabilitation
- **Elective- Humanities Elective Credits: 3**
Choose one course from the Humanities electives
Sequence courses in a foreign language starting at 102 levels are highly recommended as most four-year colleges require intermediate proficiency in a foreign language.
- **Elective- Liberal Arts Elective Credits: 3**
Choose one course from the Liberal Arts electives menu
- **Elective- Lab Science Elective Credits: 4**
Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course

Total Credits: 16

Semester 3 Advising Note

- Select the career elective from PSY, HSV, or ECE courses. The Department encourages students to take a computer course for one of the three electives.
- PSY-213 Human Growth and Development does not satisfy the A.A. Psychology concentration requirements. It is offered only to non-Psychology majors.
- Complete a Learn and Earn Internship or Community Engagement activity in any of your Psychology courses
- Upload in ePortfolio required Psychology major courses artifacts

Semester 4

- **Elective- Psychology Elective Credits: 3**
Elective Options:
PSY-201 Learning and Memory, PSY-203 Psychology of Personal Adjustment, PSY-215 Counseling, PSY-223 Personality, PSY-227 Abnormal Psychology, PSY-233 Intro to Psychiatric Rehabilitation
- **PSY-219 Social Psychology Credits: 3**
- **Elective- Humanities Elective Credits: 3**
Choose one course from the Humanities electives
Sequence courses in a foreign language starting at 102 levels are highly recommended as most four-year colleges require intermediate proficiency in a foreign language.
- **Elective- Humanities Elective Credits: 3**
Choose one course from the Humanities electives
- **Elective- Literature Elective Credits: 3**
Choose one LIT course

Total Credits: 15

Semester 4 Advising Note

- Select the career elective from PSY, HSV, or ECE courses. The Department encourages students to take a computer course for one of the three electives.
- PSY-219 - ePortfolio to be completed and presented
- See an advisor about World Studies emphasis certification
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- a basic knowledge and understanding of the different principles and concepts of Psychology (foundational knowledge)
- the ability to apply learned concepts to the intrapersonal and interpersonal experiences embedded within diverse cultural contexts
- the ability to evaluate, compare and contrast, critique various theoretical perspectives and complex/debatable and current issues as they relate to the various domains of Psychology
- the ability to use learned knowledge to actively engage in and produce scientific research.

Career Outlook

Graduates of this concentration should plan to transfer to a four-year college or university because entry-level positions in the general field of psychology require a bachelor's degree. Career positions generally require a master's degree.

Transfer Options

Transfer Advising Guides

- Boston College Woods College of Advancing Studies
- Lesley University
- Suffolk University

MassTransfer A2B Map

- Fitchburg State University
- Framingham State University
- Westfield State University
- Worcester State University
- University of Massachusetts Boston
- University of Massachusetts Dartmouth
- University of Massachusetts Lowell

MassTransfer A2B Link

- Bridgewater State University
- Massachusetts College of Liberal Arts

Registered Nursing Program: Day/Alternative Options, A.S.

This program includes 39 credits of nursing theory and clinical practice in health care facilities. Each nursing course requires clinical practice. Clinical practice requirements can vary from 90 to 157.5 hours per semester. Students must earn a grade of 78 or higher in all NUR courses. Students who fail to meet either the clinical objective or the grade requirement of an NUR course fail that course. To ensure currency, credits for BIO-203, 204 and 205 earned more than ten years prior to enrollment in the nursing clinical sequence are not accepted. Note that there are many requirements that must be met for acceptance to the nursing programs. These requirements are spelled out in detail in the Associate in Science Degree: Nursing Program description.

The Associate Degree Registered Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; telephone: 404-975-5000; fax: 404-975-5020; email: info@acenursing.org; URL: acenursing.org, and approved by the Massachusetts Board of Registration in Nursing, 239 Causeway Street, Suite 500, 5th Floor, Boston, MA 02114; telephone: 617-973-0900; or 1-800-414- 0168; fax: 617-973-0984 URL: mass.gov/dph/boards/rn

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Admission Requirements

- **Diploma** High School diploma or GED
- **Session** Attend mandatory information session, must have attended in the last year.
- **TEAS** Complete the ATI Test of Essential Academic Skills (TEAS) Nursing
- **ENG-111** College Writing I **Credits: 3 ***
- **BIO-203** Anatomy/Physiology I & Lab **Credits: 4 ***
- **Chem** One year of high school chemistry with lab or one semester of college chemistry with lab **Credits: 0 ***
- **Math** MAT-097 Foundations of Algebra or placement above MAT 097 **Credits: 0 ***

Total Credits: 7

Admission Requirements Advising Note

- Complete TEAS VI Exam with a score of 60 percent in each of the four sections (Reading, Math, Science and English). All courses for admissions requirements must be completed with a C or better.

- Credits for Anatomy and Physiology/Lab that were earned more than ten (10) years prior to enrollment in the nursing program are not accepted.
- As a prerequisite for a clinical placement this program requires that all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>
- View the Nurse Education department page for more information - <https://www.bhcc.edu/nursing/>

Semester 1

- NUR-120 Foundation of Patient Centered Care **Credits: 10 ***
- BIO-204 Anatomy/Physiology II & Lab **Credits: 4 ***
- PSY-101 Principles of Psychology **Credits: 3**

Total Credits: 17

Semester 1 Advising Note

- General Education Requirements Creative Work and Scientific Reasoning satisfied by program.

Semester 2

- NUR-150 Patient Ctr Care-Adult & Mental Health **Credits: 10 ***
- BIO-205 Microbiology & Lab **Credits: 4 ***
- PSY-213 Human Growth and Development **Credits: 3**

Total Credits: 17

Semester 3

- NUR-220 Patient Ctr Care-Adults & Families **Credits: 10 ***
- SOC-101 Principles of Sociology **Credits: 3**
- ENG-112 College Writing II **Credits: 3**

Total Credits: 16

Semester 4

- NUR-250 Patient Ctr Care-Adults W Multisystem **Credits: 9 ***
- **GenEd-QPS** Quantitative Problem Solving **Credits: 3**
This course meets the General Education requirement for Quantitative Problem Solving. Statistics is recommended. Choose one MAT course from Quantitative Problem Solving Menu.

Total Credits: 12

Upon Completion of This Concentration Graduates Will Be Able To:

- Evaluate nursing care provided to patients and families from diverse backgrounds in a variety of settings to ensure that it is compassionate, age and culturally appropriate and based on a patient's preferences, values and needs.
- Collaborate with members of the interprofessional health care team to manage and coordinate the provision of safe, quality care for patients and families.
- Use current evidence from scientific, peer reviewed sources and clinical expertise when making clinical decisions in the provision of patient-centered care.
- Use evidence-based quality improvement processes to effect change in the delivery of patient-centered care.
- Analyze effective use of strategies to mitigate errors and reduce the risk of harm to patients, self and others in a variety of settings.
- Use evidence-based information and patient care technology to communicate relevant patient information, manage care and mitigate error in the provision of safe, quality patient-centered care.
- Integrate integrity and accountability into practices that uphold established regulatory, legal, and ethical principles while providing patient-centered, standard-based nursing care.
- Use leadership, management and priority-setting skills in the provision and management of safe, quality patient-centered care.

Career Outlook

Graduates of this option qualify for employment in hospitals, long-term care facilities, HMOs, clinics, doctors' offices, and other community health agencies.

Transfer Options

Transfer Advising Guides

- Emmanuel College
- Fitchburg State
- Framingham State
- UMass Boston
- Westfield State University

Sociology Concentration, A.A.

The Department of Behavioral Sciences aspires to develop and foster a passion for lifelong learning and academic excellence. The department integrates students' diverse backgrounds into the teaching and learning experience, creating a civically engaged community of learners who are able to think critically of current issues in our complex world. Graduates of the program will carry with them a strong sense of collegiality and responsibility that will help them succeed in their long-term academic, professional, and personal goals.

The vision of our department is carried out through our mission of:

- Teaching foundational behavioral science courses that support the general education mission of the college and engage our students in the broad domains and applications of Psychology, Sociology, and Cultural Anthropology;
- Offering concentration courses that help our students develop a firm understanding of the various fields within a specific behavioral science discipline;
- Engaging our students in research that allows them to apply critical thinking skills using scientific approaches;

- Supporting our majors as they prepare to transfer to four-year institutions and/or successfully navigate the professional world through the application of the principles, concepts, and theories that they have learned from the program;
 - Supporting our students to apply what they learn towards becoming civically engaged and lifelong learners.
- * Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- HUM-120 Self, Culture and Society **Credits: 3 ***
or
- **Elective** - Natural & Physical Sciences OR Humanities & Fine Arts OR Behavioral & Social Sciences **Credits: 3 ***
- SOC-101 Principles of Sociology **Credits: 3 ***
- PSY-101 Principles of Psychology **Credits: 3**
- ENG-111 College Writing I **Credits: 3 ***
- MAT-181 Statistics I **Credits: 3 ***

Total Credits: 15

Semester 1 Advising Note

- Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously.
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- HUM-120 satisfies the Learning Community Requirement
- Attend Behavioral Sciences Group Advising Workshop: Transfer, Job Shadowing / Internship, Educational Planning
- The department encourages students to explore curricular or extra curricular Student and Community Engagement Activities (recommendation: join Behavioral Sciences Club).
- Create Eportfolio and Upload participation.

Semester 2

- SOC-109 Cultural Anthropology **Credits: 3 ***
- SOC-211 The Family **Credits: 3 ***
- **GenEd-SR** Scientific Reasoning **Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.
- ENG-112 College Writing II **Credits: 3**

Total Credits: 16

Semester 2 Advising Note

- Upload in ePortfolio required Sociology majors courses artifacts SOC-109 and SOC-211

- Participate in Sociology Discipline conference offered by department
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.
- Meet with an advisor to begin career planning activities.

Semester 3

- **Elective- Elective Credits: 3 ***
- **Elective- Behavioral Science Elective Credits: 3**
Choose one PSY or SOC course
- **Elective- Math Elective Credits: 3-4**
Recommended: MAT-171 or MAT-172 or MAT-173
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu
- **Elective- Literature Elective Credits: 3**
Choose one course from LIT

Total Credits: 15-16

Semester 3 Advising Note

- Upload in ePortfolio: required Sociology majors courses artifacts from SOC-204 and/or Learn and Earn Placement; conference participation
- SOC-204 is recommended or students unable to do a Learn and Earn Internship because of required hours. This course provides job shadowing opportunities to explore career options in Sociology.
- Speak to an Advisor about the World Studies Emphasis certification.
- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.

Semester 4

- SOC-203 Social Problems **Credits: 3 *** Capstone Course
- SOC-227 The Sociology of Race and Ethnicity **Credits: 3 ***
- **Elective- Lab Science Elective Credits: 4**
Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course
- COM-171 Public Speaking and Professional Comm **Credits: 3**
- **Elective- Literature Elective Credits: 3**
Choose one LIT course

Total Credits: 16

Semester 4 Advising Note

- SOC-203 - ePortfolio to be completed and presented
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- a basic knowledge and understanding of the different principles and concepts of Sociology (foundational knowledge)
- the ability to apply learned concepts to intrapersonal experiences, social institutions, and social issues embedded within diverse cultural contexts
- the ability to evaluate, compare and contrast, critique various theoretical perspectives and complex/debatable and current issues as they relate to the various domains of Sociology
- the ability to use learned knowledge to actively engage in and produce scientific research

Career Outlook

Graduates of this concentration qualify for entry-level positions in the general field of Sociology. Students will be able to choose which career track they intend to pursue by taking classes that are relevant to their interest. Graduates may wish to transfer to a four-year college or university, or will be able to work in the community with an associate's degree.

Transfer Options

Transfer Advising Guides

- Suffolk University

MassTransfer A2B Map

- Bridgewater State University
- Fitchburg State University
- Westfield State University
- Worcester State University
- University of Massachusetts Boston
- University of Massachusetts Dartmouth
- University of Massachusetts Lowell

Sport Management Option, A.S.

This option introduces students to the principles and concepts of sport management operations. The program provides students with a comprehensive foundation in business management along with specialized courses in the areas that are critical for success in the sport management industry. Students will gain a comprehensive business foundation combined with specific competencies in management, marketing, communications and operations as they relate to the sport and leisure industry. Students will have the foundation to continue their education at a four-year institution or seek entry-level positions in the field.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENG-111 College Writing I **Credits: 3 ***
- ACC-101 Principles of Accounting I **Credits: 3 ***
- CIT-110 Applications/Concepts **Credits: 3**
- SPM-101 Principles of Sport Management **Credits: 3 ***

- BUS-101 Introduction to Business **Credits: 3 ***

Total Credits: 15

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- Explore BHCC Student Activities offered i.e., BHCC's Entrepreneurship Club.
- Create and follow education plan.

Semester 2

- SPM-211 Sport Facility and Event Management **Credits: 3**
- SPM-215 Sport Marketing and Promotion **Credits: 3**
- ENG-112 College Writing II **Credits: 3 ***
- ACC-102 Principles of Accounting II **Credits: 3**
- BUS-201 Business Law I **Credits: 3**

Total Credits: 15

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair
- Complete a volunteer activity in an area of interest.
- Learn about Alpha Beta Gamma (Business Honor Society) and Alpha Kappa Mu (General Honor Society).
- Inquire about the Commonwealth Honors Program.

Semester 3

- SPM-201 Psychology of Sport **Credits: 3**
- MAT-181 Statistics I **Credits: 3 ***
- ECO-201 Macroeconomics **Credits: 3**
- BIO-108 Human Biology/Lab **Credits: 4**
- PSY-101 Principles of Psychology **Credits: 3 ***

Total Credits: 16

Semester 3 Advising Note

- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.

- Develop a financial plan for continued education and life after graduation.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- BUS-207 Professional Communication **Credits: 3**
- **GenEd-CW Creative Work Credits: 3**
This course meets the General Education requirement for Creative Work
Choose one course from Creative Work Menu
- MAN-107 Introduction to Entrepreneurship **Credits: 3**
- SPM-217 Seminar in Sport Management **Credits: 3**
or
- SPM-299 Sport Management Internship **Credits: 3**
- VMA-130 Social Media Strategy **Credits: 3**
or
- CIT-130 Data Visualization **Credits: 3**
or
- MAN-112 Organizational Behavior/Design **Credits: 3**

Total Credits: 15

Semester 4 Advising Note

- Gather recommendation letters from faculty and staff.
- Apply for graduation
- Finalize your resume and upload it to your ePortfolio and LinkedIn website.

Upon Completion of This Concentration Graduates Will Be Able To:

- Integrate principles of management to organize people and resources to succeed in the sport management industry.
- Apply the concepts needed to plan, lead, organize, control and staff the operations of a sport management enterprise.
- Understand the basic principles of sport management as they relate to legal issues, managing and marketing a sports organization, communications and administration.

Career Outlook

This option prepares students to seek employment in many entry-level positions in the areas of health and fitness, sport and leisure, park and recreation and the professional sport industry including opportunities in the management of professional, college, secondary school and community sports.

Studio Arts Option, A.S.

The program offers foundation training for artists, photographers, media-creators, and studio designers by providing traditional and digital based art instruction and conceptual ideation towards individual expression. Gaining technical mastery over the foundational basic elements of art and principles of design provides them the flexibility to produce compelling artwork in any

medium; skills with obvious, translatable commercial value. Graduates of this option may qualify to transfer using benefits of MassTransfer Pathways to a four-year state college or University of Massachusetts campus.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- VMA-100 Cultures and Careers in Visual Art **Credits: 3**
Satisfies Learning Community Requirement
- VMA-104 Drawing from Observation **Credits: 3 ***
- VMA-102 Visual Design: Composition and Color **Credits: 3 ***
- VMA-103 Elements of Form **Credits: 3**
- ENG-111 College Writing I **Credits: 3**

Total Credits: 15

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- Students, please consult with a VMA faculty member before registering.
- VMA-100 and VMA-104 should be completed as soon as possible.
- VMA-104 is pre-requisite for multiple courses.
- Consider taking Gen. Ed. courses during Summer.

Semester 2

- VMA-205 Inventive Drawing **Credits: 3**
- VMA-207 Figure Drawing **Credits: 3 ***
Spring only
- VMA-111 Introduction to Mass Media **Credits: 3**
- **GenEd-QPS** Quantitative Problem Solving **Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one course from Quantitative Problem Solving Menu
- ENG-112 College Writing II **Credits: 3**

Total Credits: 15-16

Semester 2 Advising Note

- Students, please consult with a VMA faculty member before registering.
- Consider taking Gen. Ed. courses during Summer.

Semester 3

- **VMA-221 Multimedia Paint & Theory Credits: 3 ***
Fall only
- **VMA-118 Elements of Time Credits: 3**
- **Elective - Career Elective Credits: 3**
Choose one VMA course not already required for the program.
- **VMA-112 Art History: Prehistoric to Medieval Credits: 3**
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Creative Work, Community/Cultural Contexts, Scientific Reasoning and Elective menus.

Total Credits: 15

Semester 3 Advising Note

- Students, please consult with a VMA faculty member before registering.
- Student should select electives based on their specialization in order to strengthen portfolio.
- Consider taking Gen. Ed. courses during Summer.

Semester 4

- **VMA-227 Studio Portfolio Credits: 3**
Spring Only
- **VMA-225 Painting Concepts Credits: 3 ***
Spring only
- **Elective- Career Elective Credits: 3**
Choose one VMA course not already required for the program.
- **VMA-113 Art History: Renaissance-Contemporary Credits: 3**
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose one course from Scientific Reasoning Menu

Total Credits: 16

Semester 4 Advising Note

- Students, please consult with a VMA faculty member before registering.
- Student should select electives based on their specialization in order to strengthen portfolio.
- Consider taking Gen. Ed. courses during Summer.

Upon Completion of This Concentration Graduates Will Be Able To:

- Develop a portfolio in preparation for transfer to a four-year college or university.
- Adapt the fundamental elements and principles of design to individual aesthetic.
- Demonstrate proficiency in Drawing, painting, and creating works in traditional as well as digital technologies and experimental forms.

- Apply the basic principles of color theory.
- Combine conceptual and critical thinking skills as applied to Studio Art

Career Outlook

Graduates of this option qualify to transfer to bachelor's degree-granting colleges or universities. Potential entry level careers in the visual arts, which vary according to the chosen major, may include: Fine Arts, Commercial Arts, Graphic/visual Design, Photography, Sculpture/3-D Designer, Illustration, Animation, Filmmaker, Videography, Architecture/Interior Architecture, Fashion Designer, Art Therapy, Art Education, Art Criticism and Theory, Art Historian, Art Critic, Curator, Gallerist/Art Dealer, Video Game Designer, Audio/Visual Artist, Audio Technician, Web Designer, Display Designer, Product Designer, and more. Students of all these tracks receive the same foundational curriculum within a typical four-year art college.

Transfer Options

MassTransfer A2B Map

- Bridgewater State University
- Massachusetts College of Liberal Arts
- Westfield State University
- Worcester State University
- University of Massachusetts Amherst

MassTransfer A2B Link

- University of Massachusetts Lowell

Surgical Technology Option, A.S.

Through classroom teaching, lab observation and practice, and clinical experience, this full-time, Associate Degree program prepares students to work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel to deliver patient care in the operating room. The program prepares students to handle the instruments, supplies, and equipment necessary during the surgical procedure; to understand the procedures being performed and anticipate the needs of the surgeon; to have the necessary knowledge and ability to provide quality patient care during the operative procedure and to maintain sterile technique. Students will have four semesters of clinical experience starting the second semester of the program.

This is a Selective Program. View the Selective Admission Program Requirements

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Admission Requirements

- Diploma** High School diploma or GED
- Session** Attend Mandatory information session
- Test** Take College Placement Test
- BIO-108 Human Biology/Lab **Credits: 4**
- MAT-097 Foundations of Algebra **Credits: 3**

Total Credits: 7

Admission Requirements Advising Note

Students must maintain a grade of B- or better in all surgical technology courses. Applicants to this program are required to undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check.

The outcome of the CORI check may impact the student's ability to participate in the clinical experience. For further information, see the Department chair.

Students must apply to the program through BHCC's Admissions Office and:

- Possess a high school diploma or GED certificate.
- Attend an information session.
- Complete Human Biology and Lab (BIO-108).
- Complete Foundations of Algebra (MAT-097) or exemption by placing into higher level course.

After completion of the admission requirements, qualified applicants will be evaluated using an admissions rubric.

Semester 1

- SGT-105 Surgical Technology I **Credits: 4 ***
- NHP-180 Medical Terminology **Credits: 3 ***
- SGT-115 Asepsis for Surgical Technology **Credits: 2 ***
- ENG-111 College Writing I **Credits: 3 ***
- BIO-203 Anatomy/Physiology I & Lab **Credits: 4 ***

Total Credits: 16

Semester 1 Advising Note

- The Surgical Technology Program has a Fall semester start date.
- General Educational requirement Scientific Reasoning satisfied by program requirements.

Semester 2

- SGT-106 Surgical Technology II **Credits: 6 ***
- PSY-101 Principles of Psychology **Credits: 3**
- PMT-103 Pharmacology for the Surgical Technologist I **Credits: 1 ***
- BIO-204 Anatomy/Physiology II & Lab **Credits: 4 ***

Total Credits: 14

Semester 3

- SGT-107 Surgical Technology III **Credits: 4 ***

Total Credits: 4

Semester 3 Summer Advising Note

- Students must earn a grade of B- or better in all Surgical Technology (SGT) courses for progression in the program.

Semester 4

- PMT-105 Pharmacology for the Surgical Technologist II **Credits: 1 ***
- SGT-208 Surgical Technology IV **Credits: 5 ***
- **GenEd-QPS** Quantitative Problem Solving **Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving.
Choose one course from Quantitative Problem Solving Menu
- ENG-112 College Writing II **Credits: 3**

Total Credits: 12-13

Semester 5

- SGT-216 Surgical Seminar **Credits: 4**
- SGT-251 Principles of Surgical Technology - Clinical **Credits: 4**
- **GenEd-CW** Creative Work **Credits: 3**
This course meets the General Education requirement for Creative Work.
Choose one course from Creative Work Menu
- **GenEd-E** General Education Elective **Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Creative Work, Community/Cultural Contexts, Scientific Reasoning and Elective menus.

Total Credits: 14

Semester 5 Spring Advising Note

- Apply for graduation.

Upon Completion of This Concentration Graduates Will Be Able To:

- Assist the operative team during the pre-operative, intra-operative, and post-operative phases of surgery.
- Prepare equipment and supplies for use during surgery.
- Function as "first scrub" on most surgical procedures.

Career Outlook

Graduates of this program qualify for surgical technologist positions in hospitals. The prospect for jobs is very good at the present time as the cost of health care rises. Graduates of the program qualify to take the national certification exam.

Theatre Concentration, A.A.

This concentration prepares students to transfer to four-year colleges or universities to seek bachelor's degrees in theatre arts, theatre education (elementary or secondary), early childhood education, literature/drama, public speaking, or communication. Students should complete the requirements for the associate's degree before transferring to a four-year institution for the bachelor's degree. Graduates of this concentration may qualify to transfer using benefits of MassTransfer to a four-year state college or University of Massachusetts campus. For current information on eligible programs, see Transfer Options below.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- HUM-120 Self, Culture and Society **Credits: 3 ***
or
- **Elective - Elective Credits: 3 ***
HUM-120 satisfies the Learning Community Requirement OR Choose one college-level course as an elective.
- THR-107 Acting I **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3 ***
- **GenEd-CCC Community & Cultural Contexts Credits: 3**
This course meets the General Education requirement for Community & Cultural Contexts
Choose one course from Community and Cultural Contexts Menu
- **GenEd-QPS Quantitative Problem Solving Credits: 3-4 ***
This course meets the General Education requirement for Quantitative Problem Solving
Choose one course from Quantitative Problem Solving Menu

Total Credits: 15-16

Semester 1 Advising Note

- Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously.
- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.

Semester 2

- THR-109 Play Production Workshop **Credits: 3**
- COM-171 Public Speaking and Professional Comm **Credits: 3**
- ENG-112 College Writing II **Credits: 3 ***
- **Elective- Mathematics Elective Credits: 3-4**
Choose a college-level MAT course
- THR-108 Acting II **Credits: 3**

Total Credits: 15-16

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair

Semester 3

- **Elective- Theatre Elective Credits: 3**
Choose a course with a prefix of THR (Elective may not be a required Theatre course)
- **Elective- Behavioral or Social Science Elective Credits: 3**
Choose one course from Behavioral or Social Science Electives menu
- **Elective- Literature Elective Credits: 3**
Choose one LIT course
- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
Choose any course from the Scientific Reasoning Menu
- **Elective- Humanities Elective Credits: 3**
Choose one course from Humanities Electives menu

Total Credits: 16

Semester 3 Advising Note

- Continue preparations for transfer: write essays for transfer institution, collect letters of recommendation, apply for transfer.
- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- **Elective- Theatre Elective Credits: 3**
Choose a course with a prefix of THR (Elective may not be a required Theatre course)
- **Elective- Elective Credits: 3**
Choose one college level course
- **Elective- Literature Elective Credits: 3**
Choose one LIT course
- **Elective- Behavioral or Social Science Elective Credits: 3**
Choose one course from Behavioral or Social Science Electives menu
- **GenEd-E General Education Elective Credits: 4**
This course meets the General Education requirement for General Education Elective.
Choose a course from the Scientific Reasoning Menu

Total Credits: 16

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Apply fundamental technique to the practice of theatre
- Demonstrate the ability to engage in the collaborative process
- Create work that demonstrates artistic intent
- Express and understanding of the connection between theatre and society'

Career Outlook

Graduates of this concentration with a strong theatre background qualify for careers in all aspects of print and broadcast journalism; radio/TV production; dance and expressive movement; art and art therapies, as they are related to counseling and psychology; elementary and secondary teaching; communication; and literature.

Transfer Options

MassTransfer A2B Link

- University of Massachusetts Lowell

Visual Design Option, A.S.

The Associate in Science Degree in Visual Design is intended to prepare students for transfer to 4-year design schools and for entry into the field of visual design. This program is comparable to the first two years of a typical four-year design program. It provides students with rigorous foundation and design courses, and pragmatic experience. Working through the program, students will produce a portfolio of design work that demonstrates their preparedness in industry-standard technical and visual-thinking skills essential for transfer into undergraduate design programs, and entry-level jobs.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- VMA-100 Cultures and Careers in Visual Art **Credits: 3 ***
Satisfies the Learning Community Requirement
- VMA-132 Typography I, Form, Style, & Hierarchy **Credits: 3 ***
- VMA-102 Visual Design: Composition and Color **Credits: 3**
- VMA-104 Drawing from Observation **Credits: 3**
- VMA-114 History of Graphic Design **Credits: 3**

Total Credits: 15

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 credits or more must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- VMA-132 Typography I, Form, Style, & Hierarchy and VMA-104 Drawing from Observation must be successfully completed to move through the program.
- Consider taking Gen. Ed. Courses during the summer.

Semester 2

- VMA-133 Typography II: Layout, Typesetting, and Systems **Credits: 3 ***
- VMA-129 Visual Design with HTML & CSS **Credits: 3 ***
- VMA-135 Digital Illustration **Credits: 3**
- VMA-106 Digital Imaging for Artists and Designers **Credits: 3**
- ENG-111 College Writing I **Credits: 3**

Total Credits: 15

Semester 2 Advising Note

- Students, please consult with a VMA faculty member before registering.
- Consider taking Gen. Ed. Courses during the summer.
- VMA-105 is not for VMA majors - do not take. VMA-129 required for VMA-275 in semester 3 (Fall).
- VMA-133 required for VMA-232 in semester 3 (fall semester).

Semester 3

- VMA-232 Visual Design Lab I **Credits: 3 ***
- VMA-275 Interactive Design I **Credits: 3**
- **Elective - Career Elective Credits: 3**
Career Elective Courses:
VMA-103, VMA-118, VMA-130, VMA-140, VMA-205, VMA-207, VMA-261, VMA-262, VMA-299G
- ENG-112 College Writing II **Credits: 3**
- VMA-111 Introduction to Mass Media **Credits: 3**
- **GenEd-QPS Quantitative Problem Solving Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving.
Choose one course from Quantitative Problem Solving Menu

Total Credits: 18-19

Semester 3 Advising Note

- Students, please consult with a VMA faculty member before registering.
- Consider taking Gen. Ed. Courses like ENG-112 and GenEd-QPS during the summer.
- VMA-232 only offered in the Fall. Must have VMA-232 for VMA-233 .

Semester 4

- VMA-233 Visual Design Lab II **Credits: 3**
- **Elective - Career Elective Credits: 3**
Career Elective Courses:
VMA-103, VMA-118, VMA-130, VMA-140, VMA-205, VMA-207, VMA-261, VMA-262, VMA-299G

- **GenEd-SR Scientific Reasoning Credits: 4**
This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
Choose one course from Scientific Reasoning Menu
- **GenEd-E General Education Elective Credits: 3-4**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.

Total Credits: 13-14

Semester 4 Advising Note

- Students, please consult with a VMA faculty member before registering.
- Consider taking Gen. Ed. Courses during the summer.
- At least one Gen Ed will have to be taken over the semester; the program is 64 credits.
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Approach visual design as a responsive process of problem identification, ideation, and creation.
- Apply design skills in typography, color, image, form, and materials to print and digital media projects.
- Produce portfolio content that is suitable for applying to four-year design programs, internships, and design-related employment.
- Demonstrate proficiency in software applications for drawing, image editing, and layout.
- Use industry standard procedures to produce files and materials for print and digital production.
- Plan and execute projects to meet deadlines and design objectives.
- Practice effective communication and presentation skills necessary to engage in professional visual design practice.
- Engage in creative and analytical discourse about design in order to communicate concepts to colleagues and clients.
- Cultivate habits of life-long learning and creativity.

Career Outlook

Graduates of this program will produce a portfolio of design work demonstrating foundation and entry-level skills and knowledge needed for careers in fields such as: advertising, print and digital book design, editorial design, environmental design, experience design, identity design, illustration, information design, in-house design, interaction design, motion graphics, packaging, print design, product design, typography, UX design, and web design.

Transfer Options

Transfer Advising Guides

- **Lesley University Visual Design Graphic-Interactive Program**
- **Lesley University Visual Design UX-Design Program**

MassTransfer A2B Map

- Bridgewater State University
- Salem State University
- Westfield State University

MassTransfer A2B Link

- University of Massachusetts Lowell

Web Development Option, A.S.

This program prepares students for entry level positions in firms that specialize in web-based delivery and development of products, services, and web technologies. Additionally, students may fill entry-level positions in businesses that employ in-house staff to support and develop their own web delivery mechanisms for such support services as company directories and real time content presentation. The program also provides students with a sound basis to enter the ever-growing opportunities available for independent web development. Students are trained in the concepts and applications of leading-edge web delivery mechanisms such as HTML5, CSS3, JavaScript, PHP/MySQL, and XML (Extensible Markup Language) languages, advanced graphical techniques and database incorporation into web delivery technologies. The program prepares students to apply their knowledge towards the pursuit of Webmaster certification through an independent certification agency.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENG-111 College Writing I **Credits: 3 ***
- CMT-111 HTML5 **Credits: 3 ***
- COM-171 Public Speaking and Professional Comm **Credits: 3 ***
- VMA-105 Digital Imaging With Photoshop **Credits: 3**
- **GenEd-QPS** Quantitative Problem Solving **Credits: 3-4**
This course meets the General Education requirement for Quantitative Problem Solving
Choose one course from Quantitative Problem Solving Menu

Total Credits: 15-16

Semester 2

- ENG-112 College Writing II **Credits: 3**
- CMT-113 JavaScript **Credits: 3 ***
- CMT-125 Cascading Style Sheets **Credits: 3 ***
- **GenEd-SR** Scientific Reasoning **Credits: 4**
This course meets the General Education requirement for Scientific Reasoning
- **GenEd-CW** Creative Work **Credits: 3 ***
This course meets the General Education requirement for Creative Work

Total Credits: 16

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities.

Semester 3

- CMT-225 jQuery **Credits: 3 ***
- CMT-228 Web Design With Ajax **Credits: 3**
- CMT-241 PHP/MySQL **Credits: 3**
- VMA-111 Introduction to Mass Media **Credits: 3 ***
- CMT-117 XML **Credits: 3 ***

Total Credits: 15

Semester 3 Advising Note

- Complete a pre-graduation check with an advisor in LifeMap

Semester 4

- CMT-227 Javascript Object Notation **Credits: 3**
- CMT-235 Node.js **Credits: 3**
- CMT-250 Mobile Web Applications **Credits: 3**
- **Elective- Career Elective Credits: 3**
Career Elective Options:
VMA-132 Typography I, Form, Style, & Hierarchy, CMT-299 Web Development Internship
- **GenEd-E General Education Elective Credits: 3**
This course meets the General Education requirement for General Education Elective.
Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.

Total Credits: 15

Semester 4 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Design, implement, publish, and maintain websites in support of creating a web presence for businesses and organizations.
- Create animated, event driven multimedia content for web delivery.
- Construct, extract, transform, and present database resident content directly into a web delivery mechanism.
- Construct event driven action scripts within a web page to respond to user stimulations and provide dynamic results in a real time environment.

Career Outlook

Graduates of this program will qualify as web developers and for web development support positions, and will have a solid basis for pursuing certification as a Webmaster

Certificate

Accounting Information Certificate

This program prepares students for entry-level training positions in firms where accounting departments may be specialized or all-inclusive (examples: accounts payable, accounts receivable, or inventory control). In addition, the program certifies those who are currently performing bookkeeper functions at their present employment.

The certification enhances students' opportunities for growth. The program prepares graduates with skills directly transferable to the workplace through a combination of technical accounting training and financial accounting. The certificate program prepares students who feel that a degree program is not an appropriate choice.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ACC-101 Principles of Accounting I **Credits: 3 ***
- CIT-110 Applications/Concepts **Credits: 3 ***
- MAT-181 Statistics I **Credits: 3 ***

Total Credits: 9

Semester 2

- ACC-102 Principles of Accounting II **Credits: 3 ***
- ACC-105 Accounting Information Systems **Credits: 3**
- CIT-234 Decision Support Using MS Excel **Credits: 3**

Total Credits: 9

Semester 3

- ACC-201 Intermediate Accounting I **Credits: 3 ***
- **Elective- Concentration Elective Credits: 3**
Choose Concentration Elective from:
ACC-202 Intermediate Accounting II, ACC-207 Cost Accounting, ACC-203 Personal Income Tax, FIN-210 Financial Management, CIT-128 Database Design with MS Access
- **Elective- Concentration Elective Credits: 3**
Choose Concentration Elective from:
ACC-202 Intermediate Accounting II, ACC-207 Cost Accounting, ACC-203 Personal Income Tax, FIN-210 Financial Management, CIT-128 Database Design with MS Access

Total Credits: 9

Semester 3 Advising Note

- Gather recommendation letters from faculty and staff.
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Describe and demonstrate an understanding of cash vs. accrual accounting.
- Compare and contrast different concepts of depreciation of property, plant and equipment assets.
- Explain in detail the nature of receivables, payables and inventory.
- Analyze and evaluate revenues, expenses cash flows, and behavior of cost.
- Assess and analyze integrated accounting systems, setup, and applications.
- Use spreadsheet models addressing a range of practical and business applications.
- Record transactions and input data from initial investment in the business cycle, ending entries that are necessary to ready the books for period-ending financial statements.
- Prepare and evaluate financial statements and process and maintain computerized records, accounts, and information.

Career Outlook

This program qualifies graduates for entry-level accounting, billing, or advanced bookkeeping positions. Students may also transfer many of these courses into the following degrees: Associate in Science Degree: Business Administration Accounting option or Business Administration Management option.

Android Mobile App Certificate

This program prepares students to be able to have an entry-level position as a mobile app developer in an Android environment.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- CIT-102 IT Career Exploration **Credits: 1**
- CIT-113 Information Technology Problem Solving **Credits: 3 ***
or
- CIT-110 Applications/Concepts **Credits: 3 ***
or
- CSC-120 Intro to Comp Sci & Object Oriented Prog **Credits: 4 ***

- CSC-129 Mobile App Development **Credits: 3 ***
- CSC-131 Introduction to Creating Mobile Apps **Credits: 3 ***

Total Credits: 10

Semester 2 Spring

- CSC-135 Design for Mobile Devices **Credits: 3 ***
This course is only offered during the Spring Semester
- CSC-229 Programming With Android I **Credits: 3 ***
This course is only offered during the Spring Semester

Total Credits: 6

Semester 2 Spring Advising Note

- Apply for graduation
- Any BHCC CIT programming course may be used as a prerequisite for CSC-229

Upon Completion of This Concentration Graduates Will Be Able To:

- Tackle large problems by systematically breaking them down into smaller, more manageable problems.
- Use their knowledge, skills, and resources to effectively adapt to change.
- Utilize a foundation in programming practices and principles.
- Utilize skills and competencies required to program basic Android applications in Java.
- Utilize skills and competencies required to design basic mobile applications on several device platforms.

Career Outlook

This Certificate Program is designed to align with the needs specified by industry partners. This option will have stackable credentials ideal for the working professional who is not seeking a degree, but looking to enhance their existing information technology skills.

Apple Mobile App Starter Certificate

This program prepares students to be able to have an entry-level position as a mobile app developer in an iOS (Apple device) environment.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- CSC-120 Intro to Comp Sci & Object Oriented Prog **Credits: 4**
or
- CIT-110 Applications/Concepts **Credits: 3**
or
- CIT-113 Information Technology Problem Solving **Credits: 3**
- CSC-129 Mobile App Development **Credits: 3 ***
Fall - Taught in class
Spring - Taught online

- CSC-131 Introduction to Creating Mobile Apps **Credits: 3 ***
- CIT-102 IT Career Exploration **Credits: 1**

Total Credits: 10

Semester 2

- CSC-135 Design for Mobile Devices **Credits: 3 ***
NOTE: VMA-275 Interactive Design I can also satisfy this requirement
CSC-135 Taught in Spring Only
- CSC-238 Programming for iOS I **Credits: 3 ***
Taught in Spring Only

Total Credits: 6

Semester 2 Advising Note

This certificate is intended to be completed in two semesters.

Suggested courses to take:

- CSC-125 Python Programming **Credits: 3**
- CSC-236 SQL Programming **Credits: 3**
- CSC-239 JAVA Programming **Credits: 4**

Upon Completion of This Concentration Graduates Will Be Able To:

- Tackle large problems by systematically breaking them down into smaller, more manageable problems.
- Use their knowledge, skills, and resources to effectively adapt to change.
- Utilize a foundation in programming practices and principles.
- Utilize skills and competencies required to program basic iOS applications.
- Utilize skills and competencies required to design basic mobile applications on several device platforms.

Career Outlook

This Certificate Program is designed to align with the needs specified by industry partners. This option will have stackable credentials ideal for the working professional who is not seeking a degree, but looking to enhance their existing information technology skills.

Central Processing Certificate

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Admission Requirements

- **Diploma** High School diploma or GED
- **Session** Attend mandatory information session
- **Test** Complete the College Placement Test
- **ENG-090 Writing Skills I Credits: 3**

Total Credits: 3

Admission Requirements Advising Note

- Program offered at the Chelsea Campus as a part-time evening program.
- As a prerequisite for a clinical placement or internship this program requires that all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>

Semester 1

- SGT-109 Central Processing I **Credits: 2 ***
- SGT-109A Central Processing I Clinical **Credits: 2 ***
- NHP-180 Medical Terminology **Credits: 3 ***
- CIT-110 Applications/Concepts **Credits: 3**

Total Credits: 10

Semester 1 Advising Note

- Students must maintain a grade of C or better in all surgical technology courses.
- Program offered at the Chelsea Campus as a part-time evening program.

Semester 2

- SGT-110 Central Processing II **Credits: 2 ***
- SGT-110A Central Processing II Clinical **Credits: 2 ***
- SGT-111 Central Processing Clinical **Credits: 2 ***
- AHE-117 Communication Skills for Health Care **Credits: 3**

Total Credits: 9

Semester 2 Advising Note

- Students must maintain a grade of C or better in all surgical technology courses.
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Qualify for the CBSPD Central Processing Technician certifying exam.
- Support the operative team during surgical procedures.
- Prepare equipment and supplies for use throughout the hospital.
- Assist in resource allocation and budget preparation for central processing.

Career Outlook

Graduates of this program qualify as Central Processing Technicians who perform duties in one or more of the functional areas of sterile processing and distribution, materials management, and distribution. Graduates qualify for positions in healthcare facilities and industry. Graduates qualify for advanced responsibilities within the profession, and job prospects are excellent.

Data Analytics Certificate

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Semester 1

- CIT-113 Information Technology Problem Solving **Credits: 3 ***
or
- CIT-110 Applications/Concepts **Credits: 3**
or
- CSC-120 Intro to Comp Sci & Object Oriented Prog **Credits: 4**
- MAT-181 Statistics I **Credits: 3 ***

Total Credits: 6

Semester 2

- CSC-236 SQL Programming **Credits: 3 ***
- CIT-137 Intro to Big Data with R & R-Studio **Credits: 4 ***
- CIT-234 Decision Support Using MS Excel **Credits: 3 ***
- CIT-268 Operating Systems **Credits: 3 ***

Total Credits: 13

Semester 3

- CSC-125 Python Programming **Credits: 3 ***
- CIT-187 Data Analytics and Predictive Analysis **Credits: 3 ***
- CSC-240 Database Programming **Credits: 3 ***

Total Credits: 9

Upon Completion of This Concentration Graduates Will Be Able To:

- Design and code complex queries in SQL and PSQL
- Demonstrate the use of procedures, cursors, triggers, collections, and manipulation of tables
- Utilize existing databases, and convert the data into analyzable formats in R and Python
- Demonstrate the use of Pandas and scikit-learn libraries in Python
- Design basic algorithms associated with machine learning such as CART and Regression in R

Career Outlook

Students who complete this program will be prepared for internships and entry-level data analysis positions in a wide variety of companies and organizations.

Data Management (Fast-Track) Certificate

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Semester 1

- CIT-110 Applications/Concepts **Credits: 3 ***
or
- CIT-113 Information Technology Problem Solving **Credits: 3 ***
or
- CSC-120 Intro to Comp Sci & Object Oriented Prog **Credits: 4 ***

Total Credits: 3-4

Semester 2

- MAT-181 Statistics I **Credits: 3 ***
- CIT-137 Intro to Big Data with R & R-Studio **Credits: 4 ***
- CSC-236 SQL Programming **Credits: 3 ***
- CIT-234 Decision Support Using MS Excel **Credits: 3 ***

Total Credits: 13

Semester 2 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Design and code complex queries.
- Find databases, and convert the data into readable and analyzable formats.

- Support Excel functions and databases.
- Support basic data gathering and manipulation with R programming.

Career Outlook

Graduates of this program qualify for entry-level database and spreadsheet support positions in a wide range of organizations.

Early Childhood Development Certificate

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Semester 1

- ECE-103 Child Growth and Development **Credits: 3 ***
- ECE-106 Program Environments **Credits: 3 ***
- ENG-111 College Writing I **Credits: 3 ***
- HUM-120 Self, Culture and Society **Credits: 3**
or
- **Elective** Career Elective **Credits: 3**
See career elective options in semester note

Total Credits: 12

Semester 1 Advising Note

- Employment in Early Childcare and Education requires criminal background checks to ensure the safety of young children. Where this program does not require students to undergo a CORI background check, students with concerns about completing a CORI background check prior to entering employment in the field should contact the Department Chair before beginning this program.
- ECE-103 and ECE-106 are courses required to be certified by Massachusetts Department of Early Education and Care (DEEC).
- No other developmental Psychology courses may be substituted for ECE-103. Only ECE-103 is allowed for this degree plan and others will not be counted toward qualifications for certification by Massachusetts DEEC.
- Career electives: ECE-108, ECE-151 through ECE-168, ECE-207, ECE-209, ECE-210, ECE-223, EDU-102 or INT-123

Semester 2

- ECE-101 Guidance and Discipline **Credits: 3 ***
- ECE-104 Curriculum in Early Childhood Education **Credits: 3 ***

Total Credits: 6

Semester 2 Advising Note

- ECE-101 and ECE-104 may not be taken unless student has received a C or better in ECE-103 in previous semester. Students without C or better in any ECE course will be barred from practicum until this measure is completed.
- ECE-101 and ECE-104 are courses required to be certified by the Massachusetts Department of Early Education and Care.
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Use knowledge of child development and relationships with children and families to understand children as individuals and plan for their unique development by organizing environments which facilitate development in all developmental areas.
- Design and implement developmentally appropriate learning experiences using methods and materials which promote growth and development.
- Work with parents, families, and community leaders to support growth and development of children by engaging each child in meaningful experiences.
- Observe children in their care to analyze and synthesize information about those children so as to improve their work with children, families, and communities.
- Analyze, evaluate and strengthen their work with children by reflecting upon effective practices and collaborating with other professionals in the field.

Career Outlook

Graduates of this program qualify as teacher's aides in the State of Massachusetts. For more information on minimal requirements for employment, contact the Department chair.

Criminal Offender Record Information and Sex Offender Registry Information Checks

As a prerequisite for a clinical placement in the Childhood Development Certificate Program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice Information Services, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178 B, to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C- 178P.

For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193.

Early Childhood Development with Child Development Associate Credential Certificate

The Early Childhood Development Associate (CDA) Credential Certificate program at Bunker Hill Community College prepares students who wish to be certified by the CDA Council for Professional Recognition. The CDA is a performance-based assessment of childcare workers, home visitors, center, and family childcare providers. Our CDA program provides students with the 120 hours of training needed for the CDA credentialing program. Our program includes formal supervised practicum and portfolio development in Early Childhood Education centers to help students gain hours of professional work required by the Council for Professional Recognition. Student will earn 150 hours of work experience in the required ECE-223 CDA

Professional Portfolio&Practicum development course. Students requiring more work experience in the field will take ECE-224 CDA Professional Portfolio&Practicum2 for an additional 150 hours.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Admission Requirements

- **Age** Must be 18 years of age
- **Diploma** High School diploma or GED
- **Hours** Must have completed specific number of hours in ECE - see note
- **Courses** Completed minimum of three ECE courses with C or better

Admission Requirements Advising Note

- Must be at least 18 years of age and have U.S. Work Authorization
- Must have completed 120 hours of formal training in Early Childhood Education in subject areas covered by the Early Childhood Development with Child Development Associate Credential Certificate
- Must have completed within the last 3 years 300 hours of professional work experience in a group setting supervised by a professional Early Childhood educator
- As a prerequisite for a clinical placement or internship this program requires that all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>

Semester 1

- ECE-103 Child Growth and Development **Credits: 3 ***
- ECE-106 Program Environments **Credits: 3 ***

Total Credits: 6

Semester 1 Advising Note

- Employment in Early Childcare and Education requires criminal background checks to ensure the safety of young children. Students in the Early Childhood Development program will undergo CORI background checks before starting ECE-223 CDA Professional Portfolio&Practicum, and ECE 224 - CDA Professional Portfolio&Practicum2. Students with concerns about this requirement should contact the Department Chair before beginning this program.
- ECE-103 and ECE-106 are courses required to be certified by Massachusetts Department of Early Education and Care (EEC).
- PSY-209 Child Psychology may not be substituted for ECE-103 Child Growth and Development.

Semester 2

- ECE-104 Curriculum in Early Childhood Education **Credits: 3 ***

Total Credits: 3

Semester 2 Advising Note

- ECE-104 is required to be certified by the Massachusetts Department of Early Education and Care (EEC).

Semester 3

- ECE-223 CDA Professional Portfolio&Practicum **Credits: 3 ***
- **Elective- Early Childhood Elective Credits: 3**
Early Childhood Elective Options: ECE-101 Guidance and Discipline, ECE-108 Infant/Toddler Curriculum Development, ECE-224 CDA Professional Portfolio&Practicum2
- **Elective- Early Childhood Elective Credits: 3**
Early Childhood Elective Options: ECE-101 Guidance and Discipline, ECE-108 Infant/Toddler Curriculum Development, ECE-224 CDA Professional Portfolio&Practicum2

Total Credits: 9

Semester 3 Advising Note

- ECE-101 is a course required to be certified by the Massachusetts Department of Early Education and Care (EEC).
- ECE-108 is required to be certified as an infant toddler teacher by the Massachusetts Department of Early Education and Care (EEC).
- ECE-223 and ECE-224 require that students are working in a classroom for development of portfolio and completion of the credentialing requirements. Students are required to pay their own credentialing fee at the end of the program upon taking the national test and sitting for other requirements of the CDA Council for Professional Recognition. Usually, it is recommended that students complete ECE-223 before moving to ECE-224, however, a waiver of this requirement is possible if student is completing program and will be ready to graduate at the end of this third semester.

Upon Completion of This Concentration Graduates Will Be Able To:

- Use knowledge of child development and relationships with children and families to understand children as individuals and plan for their unique development by organizing environments which facilitate development in all developmental areas.
- Design and implement developmentally appropriate learning experiences using methods and materials which promote growth and development.
- Work with parents, families, and community leaders to support growth and development of children by engaging each child in meaningful experiences.
- Observe children in their care to analyze and synthesize information about those children so as to improve their work with children, families, and communities.
- Analyze, evaluate and strengthen their work with children by reflecting upon effective practices and collaborating with other professionals in the field.

Career Outlook

Graduates of this certificate program may qualify for employment in a variety of settings, including day care centers, preschools, head start programs, family home care. Upon completion of this enhanced certificate, graduates are eligible to apply for the national program known as Child Development Associate Credential and will be recognized by DEEC as lead teacher qualified.

General Advising Notes For This Program

- All developmental courses: RDG-090, RDG-095 or ESL-098, ENG-090 and ENG-095 must be taken and completed with a grade of C or higher before beginning the first semester towards a two semester certificate plan.
- Students are encouraged to take fewer courses and go slower if they have life responsibilities with family, work and personal challenges; these part-time students and/or those taking 1, 2 or 3 per semester are encouraged to use a longer route to completion to assure quality work.
- ECE-103 must be completed in first semester with a C or better to move to other ECE courses in subsequent semesters. All ECE courses after the first semester require ECE-103 to be completed with this grade requirement.
- No other developmental Psychology courses may be substituted for ECE-103. Only ECE-103 is allowed for this degree plan and will not be counted toward qualifications for certification by Massachusetts DEEC.

Entrepreneurship Certificate

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Semester 1

- ACC-101 Principles of Accounting I **Credits: 3 ***
- CIT-110 Applications/Concepts **Credits: 3**
- MAN-107 Introduction to Entrepreneurship **Credits: 3 ***
- MAN-105 Principles of Marketing **Credits: 3 ***
- MAN-111 Principles of Management **Credits: 3**

Total Credits: 15

Semester 2

- MAN-204 Entrepreneurship and Innovation **Credits: 3**
- **Elective- Career Elective Credits: 3**
Choose one course from ACC, BUS, FIN, or MAN.
- ACC-105 Accounting Information Systems **Credits: 3**
- MAN-112 Organizational Behavior/Design **Credits: 3**
or
- BUS-201 Business Law I **Credits: 3**

Total Credits: 12

Upon Completion of This Concentration Graduates Will Be Able To:

- Analyze viability of opportunities from various points of view.
- Understand the leadership skills and personal characteristics needed for success in starting and managing a small business.
- Develop and implement a business plan.
- Prepare a set of financial statements for a service, merchandising or manufacturing business that is structured as a sole proprietorship, partnership or a corporation.

- Analyze a set of financial statements to determine strengths or weaknesses of the business.
- Understand the basic principles of business law, contracts and agency, intellectual property and product liability.
- Demonstrate proficiency in computer applications as required to operate and manage a small business.
- Examine management theory and practice, and explain basic business methodology and management issues.
- Be able to identify and analyze the marketing strategies of an organization that can be used to advance its mission.
- Understand the techniques useful in achieving the full potential from limited resources and improving productivity and effectiveness.

Career Outlook

This certificate prepares graduates to start and manage a small business, and to move into management and supervisory positions.

Excel Applications Support Specialist Certificate

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Semester 1

- CIT-110 Applications/Concepts **Credits: 3 ***
- CIT-133 Introduction to Microsoft Office **Credits: 3 ***
- CIT-162 CISCO Networking I **Credits: 3 ***
- CIT-182 PC Hardware & Software **Credits: 3 ***
- OIM-100 PC Keyboarding Techniques **Credits: 1**

Total Credits: 13

Semester 1 Advising Note

- Students can also complete the Challenge Exam for OIM-100. Please email pla@bhcc.edu for more information.

Semester 2

- CIT-118 Principles of Internet & Info Security **Credits: 3 ***
- CIT-230 Help Desk Techniques **Credits: 3 ***
- CIT-234 Decision Support Using MS Excel **Credits: 3 ***
- CIT-250 Collaboration, Communication, and Integrating **Credits: 3**
- ACC-101 Principles of Accounting I **Credits: 3**

Total Credits: 15

Semester 2 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Use spreadsheet models, analyze and evaluate revenues, expenses and cash flows.
- Understand and utilize collaboration techniques of the Microsoft Office Suite.
- Understand the requirements of securing data and computer systems.

Career Outlook

Most organizations, across all industry segments have increased utilization of Excel software. As a result, the employment prospects for students completing this certificate program are extremely high. Over 1,500 requests for Excel skills can be found through Boston-area searches of job placement websites.

Fire Protection and Safety Certificate

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Semester 1

- ENG-111 College Writing I **Credits: 3**
- FPS-111 Fire Service, This Century and the Next, What Should We Expect? **Credits: 3 ***
- FPS-119 Principles of Fire and Emergency Services Safety and Survival **Credits: 3 ***
- FPS-123 Principles of Emergency Services **Credits: 3 ***
- FPS-135 Fire Behavior and Combustion **Credits: 3 ***

Total Credits: 15

Semester 1 Advising Note

- This program is offered in the late afternoon and evening.

Semester 2

- FPS-133 Fire Protection Systems **Credits: 3 ***
- FPS-223 Building Construction for Fire Protection **Credits: 3 ***
- **Elective Career Elective Credits: 3 ***
Choose from the following options:
FPS-125 Hazardous Materials Chemistry, FPS-127 Fire Protection Hydraulics and Water Supply, FPS-221 Strategy and Tactics
- FPS-139 Fire Prevention Services Safety and Survival **Credits: 3 ***

Total Credits: 12

Semester 2 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Understand the principles of fire protection and safety.
- Demonstrate preparedness to be a fire company officer.
- Understand the principles of arson investigation.
- Demonstrate familiarity with inspections for fire prevention.
- Demonstrate preparedness to take promotional civil service fire exams.

Career Outlook

Graduates of this program qualify for careers in municipal, state and federal agencies, industry, and insurance companies. Graduates also qualify to transfer to the two-year Fire Protection and Safety Program, A.S. This program also prepares fire fighters who wish to upgrade their career status.

Health IT Systems Support Certificate

The Health IT Systems Support Certificate Program is designed for students who wish to enter the Healthcare IT field and for current healthcare workers who wish to apply Healthcare IT competencies to their current skillset. The program will provide students with the knowledge and skills concerning Healthcare IT privacy, security, networking, and mobility to successfully understand the Healthcare IT industry and provide hardware, software, networking, security and systems support in the healthcare environment. Students will also gain the skills in health information management and workflow analysis needed to utilize Healthcare IT effectively to manage patient care, improve communications, and support secure information sharing. The Health IT Systems Support Certificate Program is designed to be "Stackable", allowing students to apply completed courses to additional IT degrees and IT certificates.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- CIT-113 Information Technology Problem Solving **Credits: 3 ***
or
- CIT-110 Applications/Concepts **Credits: 3 ***
- CIT-183 Healthcare IT Concepts I **Credits: 3**
- CIT-182 PC Hardware & Software **Credits: 3 ***
- CIT-162 CISCO Networking I **Credits: 3 ***

Total Credits: 12

Semester 1 Advising Note

- CIT-182 is the equivalent to Ciscos' IT Essentials A+
- CIT-162 is the equivalent to Cisco's CCNA R&S Semester 1
- Upon completion of CIT-182, prepare and take the CompTiA A+ certifications
- Speak to an Advisor about internship and career opportunities.

Semester 2

- CIT-167 CISCO Networking II **Credits: 3 ***
- CIT-288 Healthcare IT Concepts II **Credits: 3 ***
- CIT-262 Wireless Technology **Credits: 3**
- CIT-267 CISCO Networking III **Credits: 3**

Total Credits: 12

Semester 2 Advising Note

- CIT-167 is the equivalent to Cisco's CCNA R&S Semester 2
- Upon completion of CIT-167, prepare and take the Cisco Certified Networking Technician certification.
- Upon completion of CIT-288, prepare and take the Certified Healthcare Technology Specialist certification.
- Speak to an Advisor about internship and career opportunities.
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Apply for entry-level Healthcare IT positions.
- Apply for entry-level Healthcare IT Systems Support positions.
- Apply for entry-level Healthcare Hardware/Software Support positions.
- Apply for entry-level Healthcare Network Support positions.
- Achieve the national Healthcare Technology and Information Management competencies.
- Apply Healthcare IT competencies to current Healthcare positions.
- Prepare to take the CompTIA A+ Certification Examination(s).
- Prepare to take the Cisco CCENT Certification Examination

Career Outlook

The Health Information Technology Certificate Program prepares students for entry-level Healthcare IT careers in a variety of healthcare settings including physician offices, clinics, hospitals, and with third-party contractors. Students also gain the knowledge and skills needed to achieve the national Health Information Technology competencies and will be prepared to take multiple IT certification exams.

Hotel and Restaurant Management Certificate

This option prepares students in skills training and decision making in such crucial areas as guest services, human resources, and hotel and restaurant operations. A variety of teaching methods lead students to a better understanding of the importance of the hotel and restaurant industry as an economic growth vehicle and as a method of working with a culturally diverse workforce.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENG-111 College Writing I **Credits: 3 ***
- HRT-121 Business in Hospitality **Credits: 3 ***
- ACC-101 Principles of Accounting I **Credits: 3**
- HRT-131 Front Office Operations **Credits: 3**
- HRT-112 Food and Beverage Management **Credits: 3**

Total Credits: 15

Semester 2

- HRT-231 Advanced Lodging Operations **Credits: 3**
Spring course
- CIT-110 Applications/Concepts **Credits: 3**
- CUL-111 Food Service Sanitation and Skills **Credits: 3**
- HRT-134 Culinary Operations **Credits: 4**

Total Credits: 13

Upon Completion of This Concentration Graduates Will Be Able To:

- Perform technical skills in basic cooking and kitchen operations, basic skills in front desk, reservations and housekeeping procedures.
- Perform administrative skills in basic business bookkeeping procedure, business cost controls, and planning and coordinating hotel and restaurant operations.
- Demonstrate conceptual skills necessary to understanding the needs of the hotel and restaurant industry.

Career Outlook

Graduates of this option qualify for entry level managerial positions as well as for management training programs in hotels and restaurants. Students also qualify to transfer all credits to the Associate in Science Degree in Hospitality Management.

IT Support Certificate

The purpose of this IT Support Certificate program is to provide our students the necessary courses and skills so that they can earn an IT industry certification credential. Having that industry credential increases the likelihood that our students will land an entry level job in the IT Support field. IT industry credentials that are well-known industry wide for which this program will prepare students include the following; Comp TIA A+, Comp TIA Network+, Comp TIA Security+, Certified Wireless Network Associate (CWNA), and RedHat Linux CSA/CE certifications.

The first courses in this certificate program build a solid foundation in Computer Systems and Applications. PC Hardware and Software, entry level networking, and Operating Systems and Systems Administration activities. The second semester goes much deeper in the areas of Cisco networking, including Wireless technology. Students will also gain detailed knowledge in IT Security, and Linux Systems Administration skills medium and enterprise class IT organizations.

The IT Support Certificate program will provide our students with focused, current, and relevant technical expertise and skills to prepare for and earn industry-recognized certification credentials, and enable our students to land entry-level jobs as IT Support technicians in the IT field. Lastly, students who complete this certificate program can complete the Networking and Security Certificate Program by successfully completing only four additional courses.

Semester 1

- CIT-110 Applications/Concepts **Credits: 3**
- CIT-182 PC Hardware & Software **Credits: 3**
- CIT-162 CISCO Networking I **Credits: 3 ***
- CIT-230 Help Desk Techniques **Credits: 3**

Total Credits: 12

Semester 1 Advising Note

- Part-time students should take CIT-162 CISCO Networking I first because it is a pre- or co-requisite for many classes in this certificate.
- CIT-182 is the equivalent to Cisco's IT Essentials, preparing students for the CompTIA A+ certification;
- CIT-162 is the equivalent to Cisco's CCNA Course 1;
- CIT-230 prepares students for Zendesk Support Administrator certification.

Semester 2

- CIT-167 CISCO Networking II **Credits: 3**
- CIT-262 Wireless Technology **Credits: 3**
- CIT-268 Operating Systems **Credits: 3**
- CIT-264 IT Security **Credits: 3**

Total Credits: 12

Semester 2 Advising Note

- CIT-167 is the equivalent to Cisco's CCNA Course 2;
- CIT-262 prepares students for the Certified Wireless Network Administrator (CWNA) or equivalent certification;
- CIT-264 prepares students for the CompTIA Security+ certification exam;
- CIT-268 prepares students for Red Hat Certified System Administrator certification exam.

Upon Completion of This Certificate Graduates Will Be Able To:

- Troubleshoot, repair, update, and build a complete PC computer system
- Build, analyze, troubleshoot, computer networks
- Create, test, analyze, debug, and successfully develop Python programs to solve problems in Networking and Information Security
- Build, install, and provide system administration duties for both desktop and server class computers
- Demonstrate deep understanding of Cisco network technology and systems including wireless systems
- Demonstrate a deep understanding of Information Security threats, countermeasures, mitigation strategies, and "Best Practices" for Information Security practitioners in today's environment

Career Outlook

The IT Support Certificate prepares students with knowledge and skills required for entry and associate level IT support positions. Completing credentialing exams will make students stronger candidates for a broad range of IT support positions including Network and Computer Systems Administrators, Computer Network Support Specialists, and Computer Support Specialists. In 2021, the U.S. Department of Labor reported the following median wages for positions in the Greater Boston Area for the following positions: Computer Support Specialists (\$62,400), Computer Network Support Specialist (\$89,870), and Network and Computer Systems Administrator (\$100,670).

Magnetic Resonance (MR) Certificate

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Admission Requirements

- **AART Card** Submit copy of current ARRT
- **Letter** Submit letter of interest
- **Recommendation** Submit letter of recommendation from a supervisor on letterhead
- **Clinical** Submit a letter of guarantee of clinical site for the Clinical Internship

Admission Requirements Advising Note

- All MR students are required to undergo a physical examination; complete the necessary immunization forms, including three (3) Hepatitis B series; have malpractice and health insurance
- As a prerequisite for a clinical placement or internship this program requires that all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>

Semester 1 Fall

- MRC-111 MR Concepts I **Credits: 3 ***

Total Credits: 3

Semester 2 Spring

- MRC-211 MR Concepts II **Credits: 3 ***
- MRC-299 MR Clinical Internship **Credits: 3 ***

Total Credits: 6

Semester 2 Spring Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Demonstrate competence in the essential aspects of MR imaging at the entry-level.
- Understand the importance of life-long continuing education in the field of MR imaging.

Career Outlook

It is expected that the number of positions in this modality will continue to grow in the near future. Opportunities exist in hospitals, outpatient clinics and free-standing medical imaging facilities.

Medical Assistant Certificate

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Admission Requirements

- **Diploma** High School diploma or GED
- **Session** Attend Mandatory information session
- **ENG-095 Writing Skills II Credits: 3**

Total Credits: 3

Admission Requirements Advising Note

- This program is Offered for a Fall and Spring start at the Chelsea Campus only
- Prior to clinical placement this program requires that all students undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>

Semester 1

- AHE-110 Principles of Clinical Practice **Credits: 3 ***
- AHE-112 Medical Assistant Skills **Credits: 3 ***
- NHP-180 Medical Terminology **Credits: 3 ***
- AHE-104 Understd Hum Beh for Health Care Prof, Behavior for the Health Care Professional **Credits: 3 ***
or
- PSY-213 Human Growth and Development **Credits: 3 ***
- OIM-102 Medical Computer Applications **Credits: 3 ***
or
- CIT-110 Applications/Concepts **Credits: 3 ***

Total Credits: 15

Semester 1 Advising Note

- Students must achieve a B- in AHE-110 and AHE-112 to proceed to the second semester.
- Review graduation requirements with Program Coordinator

Semester 2

- AHE-201 Advanced Clinical Skills **Credits: 3 ***
- AHE-205 Practicum Medical Assistant **Credits: 3 ***
- AHE-209 Allied Health Practicum Seminar **Credits: 1 ***
- OIM-170 Medical Office Procedures **Credits: 3 ***
- **Elective- Elective Credits: 3**
Choose one college-level course. Recommended: College Writing 1 (ENG-111); Principles of Sociology (SOC-101); Human Biology/Lab (BIO-108).

Total Credits: 13

Semester 2 Advising Note

- Attend a resume writing workshop
- Participation in employer panel
- Review graduation requirements with Program Coordinator
- Submit graduation application online

Upon Completion of This Concentration Graduates Will Be Able To:

- Assist with the examination and treatment of patients in clinical areas, phlebotomy, and EKG.
- Perform computer and medical office tasks.

Career Outlook

Graduates of this program qualify for employment in hospitals, clinics, health maintenance organizations, and physicians' offices as multi-skilled workers, medical assistants, medical aides, clinical assistants, and clinical practice assistants.

Medical Information Management Assistant Certificate

This certificate program is designed to prepare students to work as professionals within a medical office environment. Students learn basic medical terminology, which is then applied using MediSoft patient accounting software, a patient accounting software package. It also prepares students in third-party billing and coding. All program requirements may be applied to the Associate in Science Degree: Office and Information Management Program.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- OIM-103 Microsoft Word I **Credits: 3 ***
- OIM-105 Skills for Administrative Success **Credits: 3**
- CIT-110 Applications/Concepts **Credits: 3 ***
- NHP-180 Medical Terminology **Credits: 3 ***
- OIM-132 Administrative Business Communication I **Credits: 3 ***

Total Credits: 15

Semester 2

- OIM-106 Records and Information Management **Credits: 3 ***
- OIM-112 Microsoft Word II **Credits: 3 ***
- OIM-190 Medical Information Management **Credits: 3**
- OIM-200 Introduction to Physicians' Billing **Credits: 3**

Total Credits: 12

Semester 2 Advising Note

- Apply for graduation.

Upon Completion of This Certificate Graduates Will Be Able To:

- Demonstrate proficiency in computer operations and software applications unique to a medical setting.
- Demonstrate proficiency in understanding and using medical terminology.
- Use the complete range of Microsoft applications effectively and efficiently.
- Have demonstrated proficiency in medical office operations and communication media.

Career Outlook

Graduates of the program qualify for job opportunities in physicians' and dentists' offices, clinics, HMOs, community health agencies, long-term care facilities, and hospitals. They also qualify for jobs within large corporations that provide on-site health services, engage in medical research, or produce medical products. Graduates will qualify for entry-level positions such as medical receptionists, medical records management specialists, patient service representatives, and medical administrative assistants. Students also may qualify for at-home opportunities as medical transcriptionists.

Medical Laboratory Assistant Certificate

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Admission Requirements

- **Diploma** High School diploma or GED
- **Session** Attend Mandatory information session
- BIO-108 Human Biology/Lab **Credits: 4**

Total Credits: 4

Admission Requirements Advising Note

Students are encouraged to meet with the Program Director to discuss the application process and to explore the profession.

If you are accepted into the program, you must complete the following steps:

- Complete a CORI Form during the first semester in the Program.
- Complete the first page of a Student Health Form - this form must go to your doctor, and when completed, must be brought to Room E154 at the Charlestown Campus of BHCC. Health clearance is required to participate in clinical internships.

Semester 1

- MLA-120 Medical Terminology Clinical Lab Prof **Credits: 1 ***
- MLA-121 MLA I: Phlebotomy & Specimen Processing **Credits: 4 ***
- ENG-111 College Writing I **Credits: 3**

Total Credits: 8

Semester 1 Advising Note

- MLA-120 and MLA-121 must be completed with a B- or higher.

Semester 2

- MLA-222 MLA II: Clinical Laboratory Techniques **Credits: 4 ***
- BIO-203 Anatomy/Physiology I & Lab **Credits: 4**

Total Credits: 8

Semester 2 Advising Note

- MLA-222 must be completed with a B- or higher.
- Credits for Anatomy and Physiology/Lab that were earned more than five (5) years prior to enrollment in the Medical Laboratory Assistant Certificate program are not accepted. Must earn a grade of C or better.

Semester 3 Summer

- MLA-223 MLA III: Clinical Practicum **Credits: 4**
- MAT-181 Statistics I **Credits: 3**

Total Credits: 7

Semester 3 Summer Advising Note

- MLA-223 must be completed with a B- or higher.

Upon Completion of This Concentration Graduates Will Be Able To:

- Develop an attitude of professionalism and be knowledgeable of the ethical considerations of dealing with patient and laboratory information.
- Correctly perform basic venipuncture techniques using a variety of blood drawing apparatuses.
- Explain the proper method to process and store various specimens used for laboratory testing.
- Describe the routine workflow of the clinical laboratory.
- Describe the importance of and correctly utilize a laboratory information system (LIS).
- Discuss the various types of laboratory equipment that would be best utilized for various testing procedures.
- Describe the roles of laboratory staff.
- Discuss the advantages and disadvantages of instrumentation.
- Discuss the importance of and how to perform maintenance and quality control on instrumentation.
- Perform assigned procedures, demonstrating competency in the performance of the test, understanding the underlying principles of the test, and the determination of appropriate actions necessary in handling and reporting of sensitive data.
- Demonstrate organizational skills in the performance of assigned workload in a timely manner.

Career Outlook

A Medical Lab Assistant (MLA) is someone who works in a laboratory setting and assists in the processing of patient samples and the preparation of tests that need to be done. They play a key role in aiding the medical technologist and allowing for everything to run as efficiently as possible. They perform phlebotomy, specimen processing, testing preparation for the Medical Technologist to perform the actual testing, maintenance and calibration of instrumentation, and work with the Laboratory Information System (LIS).

Microsoft Applications Support Specialist Certificate

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Semester 1

- CIT-110 Applications/Concepts **Credits: 3 ***
- CIT-133 Introduction to Microsoft Office **Credits: 3 ***
- OIM-100 PC Keyboarding Techniques **Credits: 1**

Total Credits: 7

- For students proficient in keyboarding techniques, a challenge exam is available. For more information please email pla@bhcc.edu

Semester 2

- CIT-233 Advanced Microsoft Office **Credits: 3 ***
- CIT-250 Collaboration, Communication, and Integrating **Credits: 3 ***
- CIT-230 Help Desk Techniques **Credits: 3 ***

Total Credits: 9

Semester 2 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Understand in-depth and support the most common desktop Office Applications.
- Understand and support the Integration features among all Microsoft Office applications.
- Set-up, support and conduct on-line meetings.
- Troubleshoot end-user Office application problems.
- Demonstrate good communication skills and professional behavior while working with customers.
- Qualify to take the Microsoft Office Word, Excel & Outlook Certification Examinations.

Career Outlook

Graduates completing this certificate may find employment in information support services departments in organizations large and small as applications support and/or "Help Desk" specialists.

Networking and Security Certificate

The purpose of this Networking and Security Certificate program is to provide our students the necessary courses and skills so that they can earn an IT industry certification credential. Having that industry credential increases the likelihood that our students will land an entry level job in the IT Networking and Information Security field. IT industry credentials that are well-known industry wide this program will prepare our students include the following; Comp TIA A+, Comp TIA Network+, Comp TIA Security+, Cisco CCENT, Cisco CCNA, Cisco Wireless, and RedHat Linux CSA/CE certifications.

The first semester courses in this certificate program build a solid foundation in PC Hardware and Software, entry level networking, Python Programming, and Operating Systems and Systems Administration activities. The second semester goes much deeper in the areas of Cisco networking, both for small business networks as well as enterprise class networks, strategies, and processes. Students will also gain detailed knowledge in Information Security., security threats, mitigation strategies, and "Best Practices" for Information Security practitioners, Additionally, Linux technologies are in wide use in industry, and two courses in the program provide a deep understanding of Linux systems configuration, administration, troubleshooting, networking and Linux Security.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- CIT-182 PC Hardware & Software **Credits: 3**
- CIT-162 CISCO Networking I **Credits: 3 ***
- CSC-125 Python Programming **Credits: 3**

- CIT-268 Operating Systems **Credits: 3**

Total Credits: 12

Semester 1 Advising Note

- Part-time students should take CIT-162 CISCO Networking I first because it is a pre-or co-requisite for many classes in this certificate.
- CIT-182 is the equivalent to Cisco's IT Essentials, preparing students for the CompTIA A+ certification;
- CIT-162 is the equivalent to Cisco's CCNA Course 1;
- CIT-268 prepares students for Red Hat Certified System Administrator certification exam

Semester 2

- CIT-167 CISCO Networking II **Credits: 3**
- CIT-262 Wireless Technology **Credits: 3**
- CIT-267 CISCO Networking III **Credits: 3**
- CIT-270 Linux Administration/Lab **Credits: 4**
- CIT-279 Cisco Network Security **Credits: 3**

Total Credits: 16

Semester 2 Advising Note

- CIT-167 is the equivalent to Cisco's CCNA Course 2;
- CIT-262 prepares students for the Certified Wireless Network Administrator (CWNA) or equivalent certification;
- CIT-279 prepares students for CompTIA Network+ certification exam;
- CIT-267 is the equivalent to Cisco's CCNA Course 3;
- CIT-270 prepares students for the Red Hat Certified Engineer (RHCE) exam
- Students are prepared to take Cisco Certified Network Administrator (CCNA) exam upon completion of CIT-162, CIT-167, and CIT-267.

Upon Completion of This Certificate Graduates Will Be Able To:

- Use inquiry to identify technical issues and implement solutions.
- Communicate with audiences of all levels of technical ability.
- Collaborate with diverse teams in high-tech environments.
- Understand career trajectory for Networking and Security and know how to access additional training or education to further their careers.
- Prepare for industry-recognized credentialing exams
- Troubleshoot, repair, update, and build a complete PC computer system
- Build, analyze, troubleshoot, computer networks
- Create, test, analyze, debug, and successfully develop Python programs to solve problems in Networking and Information Security
- Build, install, and provide system administration duties for both desktop and server class computers
- Demonstrate deep understanding of Cisco network technology and systems.including wireless systems

- Demonstrate a deep understanding of Information Security threats, countermeasures, mitigation strategies, and "Best Practices" for Information Security environment.

Career Outlook

The Networking and Security Certificate prepares students with knowledge and skills required for entry and associate level network operations positions. Earning industry recognized credentials by successfully completing credentialing exams will make students stronger candidates for a broad range of network operations positions including Network and Computer Systems Administrators, Computer Network Support Specialists, and Information Security Engineers. In 2021, the U.S. Department of Labor reported the following median wages for positions in the Greater Boston Area for the following positions: Computer Network Support Specialist (\$89,870), Information Security Engineers (\$99,640), and Network and Computer Systems Administrator (\$100,670).

Object Oriented Computer Programming and Design Certificate

This certificate prepares students with in-depth knowledge of object oriented programming and design. Within two semesters of entering the program, students are expected to demonstrate acceptable keyboarding proficiency.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- CSC-120 Intro to Comp Sci & Object Oriented Prog **Credits: 4 ***

Total Credits: 4

Semester 1 Advising Note

- Based on Accuplacer results for Math, student may need to take MAT-194 or MAT-197.

Semester 2

- CSC-237 C++ Programming **Credits: 4 ***
- CSC-239 JAVA Programming **Credits: 4 ***

Total Credits: 8

Semester 2 Advising Note

- Based on Accuplacer results for Math, student may need to take MAT-197.

Semester 3

- CSC-284 Advanced C++/OOP **Credits: 3 ***
- CSC-242 Data Structures **Credits: 3 ***
Department strongly recommends students complete CSC-239 with a B- or better.
- CSC-285 Advanced Java Programming **Credits: 3 ***
- CSC-244 Android Development With Kotlin **Credits: 3 ***
- CSC-287 Survey New Popular OOPL for Programmers **Credits: 3 ***
May need department chair approval if taking at the same time as CSC-285 and CSC-284.

Total Credits: 15

Upon Completion of This Concentration Graduates Will Be Able To:

- Design, implement, and maintain software solutions for realistic problems by applying principles of object oriented programming.
- Write sophisticated and efficient code using the latest object oriented programming languages such as C++ and Java.
- Work in both Unix and Windows environments.

Career Outlook

Graduates of this certificate qualify as entry-level programmers who can analyze complex problems and design, implement, and run viable solutions using any of the most common object oriented languages.

Paralegal Studies Certificate

This program introduces students to paralegal practice and procedures. Students develop paralegal skills and knowledge that enables them to assist lawyers in conducting research and in preparing legal documents. The program is intended for students with an associate or bachelor's degree.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Admission Requirements

- **Degree** Proof of a completed Associate's or Bachelor's degree
- **Letter** Submission of a Letter of Interest
- **Resume** Submission of a Professional Resume
- **References** Three (3) Letters of Reference

Admission Requirements Advising Note

- Student may enroll full-time or part-time
- As a prerequisite for a clinical placement or internship this program requires that all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>

Semester 1

- **PLG-101 Introduction to Law Credits: 3 ***
- **Elective- Concentration Elective Credits: 3**
Paralegal Option Electives:
PLG-201 Family Law, PLG-203 Real Estate Law, CRJ-103 Criminal Law, PLG-204 Wills, Estates and Trusts, PLG-105 Practical Legal Writing, PLG-299 Paralegal Internship
- **Elective- Concentration Elective Credits: 3**
Paralegal Option Electives:
PLG-201 Family Law, PLG-203 Real Estate Law, CRJ-103 Criminal Law, PLG-204 Wills, Estates and Trusts, PLG-105 Practical Legal Writing, PLG-299 Paralegal Internship
- **Elective- Concentration Elective Credits: 3**
Paralegal Option Electives:
PLG-201 Family Law, PLG-203 Real Estate Law, CRJ-103 Criminal Law, PLG-204 Wills, Estates and Trusts, PLG-105 Practical Legal Writing, PLG-299 Paralegal Internship

Total Credits: 12

Semester 1 Advising Note

- Program chair approval may be required to register for elective courses as well as PLG-103 and PLG-202.

Semester 2

- **PLG-102 Legal Research & Writing Credits: 3**
- **PLG-103 Litigation Credits: 3 ***
- **PLG-104 Legal Ethics Credits: 3**
- **PLG-202 Business Organizations Credits: 3**
- **Elective- Concentration Elective Credits: 3**
Paralegal Option Electives:
PLG-201 Family Law, PLG-203 Real Estate Law, CRJ-103 Criminal Law, PLG-204 Wills, Estates and Trusts, PLG-105 Practical Legal Writing, PLG-299 Paralegal Internship

Total Credits: 15

Semester 2 Advising Note

- Program chair approval may be required to register for elective courses as well as PLG-103 and PLG-202.
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Understand the legal process and the nature of law practice
- Construct and evaluate logical arguments in support of specific positions.
- Conduct effective legal research and oversee legal projects.

Career Outlook

Paralegals typically find jobs with law firms, corporations, government offices, non-profit entities, banks, health care organizations, bio-tech companies and financial institutions. Areas of specialization include litigation, corporate law, criminal law, regulatory compliance, intellectual property, bankruptcy, labor law, immigration, family law, and real estate.

The number of jobs in the paralegal field is expected to grow much faster than average through 2016, and the position of paralegal is consistently ranked among the best jobs in America. Boston is home to one of the top legal markets in the United States and BHCC's main campus is minutes away from many courthouses, law schools, law firms, and government offices.

Unauthorized Practice Of Law Statement

A Legal Studies graduate may work as a paralegal only under the supervision of an attorney and is not authorized to engage in the practice of law. The ABA (American Bar Association) defines a paralegal or legal assistant as "a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

Paramedic Certificate

The Paramedic is a health care professional who cares for those injured or suddenly taken ill in the pre-hospital setting. BHCC's Paramedic Studies Program is a sixteen month program that includes classroom, in hospital clinical rotations and a field internship. The program prepares the student to be eligible to sit for the National Registry of Emergency Medical Technician Paramedic Certification examinations.

Paramedic Studies Program

Located at the Bunker Hill Community College's Chelsea Campus, the 16 month Paramedic Studies Program provides instruction in advanced emergency medical skills.

The program, which follows the National Standard EMT Paramedic Curriculum, meets and/or exceeds the requirements set forth by the Commonwealth of Massachusetts Office of Emergency Medical Services.

BHCC's experienced instructors utilize state-of-the art equipment, including a self-contained ambulance simulator and manikins. BHCC is committed to preparing graduates with the knowledge, skills and professional attributes associated with entry-level paramedic positions. The program has been approved by the Massachusetts Office of Emergency Medical Services (OEMS), and is accredited by the Committee on the Accreditation of Educational Programs for the Emergency Medical Services (CoAEMSP), Program #600796, a subsidiary of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), a non-profit, non-governmental agency, who reviews and accredits over 2000 educational programs in nineteen (19) health science occupations. CAAHEP issues accreditation to Paramedic education programs, based on the review and upon its recommendation from the CoAEMSP.

Admission

The Paramedic Certificate and Associate Degree in Paramedic Studies is a selective admissions program.

Please contact Jesse Briggs, MPAS, NRP, I/C, PA-C, Department Chair, Department of Emergency Medical Studies, Chelsea Campus, 70 Everett Avenue Room 344, Chelsea, MA 02150, 617-336-5131, jb240217@bhcc.edu regarding application and entrance requirements. All potential candidates for admission to the program must apply through the college. The Paramedic Studies Certificate program is sixteen months and awards forty-six credits. An Associate Degree in Paramedic Studies is available upon completion of an additional five courses.

Candidates for the Paramedic program must have achieved their EMT certification prior to application, maintain EMT certification throughout the program, submit all required health records/utilizations prior to the start of the program, attend an information session and submit to a CORI/SORI check.

Program Notes

Minimum Grades: A grade of B- (80%) or higher must be earned and maintained for the term of the program. Pre/corequisites: College Writing; ENG-111 & Human Biology/Lab, BIO-108.

Scope of Practice

The Paramedic is a highly trained individual who provides both in hospital and out of hospital: Patient assessment, Advanced Airway Management, Vascular access, EKG Interpretation and Treatment, Emergency Pharmacology, and Management of Medical and Trauma Emergencies.

Tuition & Fees

Tuition cost is \$9,062 for the Certificate and \$12,017 for the Associate Degree. Students are responsible for the purchase of texts, equipment, uniforms, certification and exam fees.

GI Bill®

Bunker Hill Community College is an approved institution for veterans' education benefits. For specific information on how the GI Bill® works, and to apply for benefits please visit the United States Department of Veterans Affairs GI Bill® Site at gibill.va.gov.

Program Goals and Objectives

- Provide individuals with a career preparation associated with Entry-Level and Advanced Practitioner Paramedic care competencies with consideration of the needs and expectations of the program's communities of interest.
- Provide a curriculum that leads to eligibility for the national credentialing process, entry into the Massachusetts licensure process, and employment in paramedicine
- Promote the development of those intellectual skills that foster critical thinking and problem solving that are necessary for life-long learning
- Provide the development of life-long professional attitudes and values
- Understand and manage self, to function effectively in social and professional environments and to make reasonable judgments on understanding the diversity of the world community
- Locate, understand, evaluate, synthesize, information and data in a technological and data driven society.

The Paramedic Studies Certificate program is sixteen months and awards forty-six credits and sixty one credits for an Associate Degree in Paramedic Studies.

Nationwide Employment Opportunities

National Registry certification allows an individual reciprocity in most of the United States.

Career Opportunities

The United States Bureau of Labor Statistics reports that the number of jobs in 2012 was 239,100. The job growth from 2012-2022 is projected to grow by 23% (faster than the national average of 11%) Projected Employment Change of new Paramedics from 2012-2022 is expected to be 55,300.

Job Opportunities

Municipalities, Fire Departments, private ambulance companies, hospitals and clinics.

Salary Outlook

According to the Journal of Emergency Medical Services (JEMS), the national average salary is \$42,618.00 per year (2018).

Related Job Titles

EMT-Paramedic, Paramedic.

National Registry of Emergency Medical Technicians

Year	Number of Students	Percentage Passed
2018	As of July 2019	N/A
	First Attempt Written	89%
	First Attempt Practical 8	100%

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Admission Requirements

- **Diploma** High School diploma or GED
- **Session** Attend mandatory information session
- **License** Submit a copy of valid driver's license or obtain prior to the start of classes
- **EMT** Submit copy of valid EMT card or obtain prior to the start of classes
- **CPR** Possess a current American Heart Association, Basic Life Support Health Care Provider Card
- **ENG-111** College Writing I **Credits: 3**
- **BIO-108** Human Biology/Lab **Credits: 4**

Total Credits: 7

Admission Requirements Advising Note

- Submit letter of completion of one year experience as an EMT on company letterhead
- Submit copy of EMT and CPR card
- The more non-core courses taken before applying to the program, the higher your score on the admissions rubric.
- Ten panel drug testing and medical clearances required.
- As a prerequisite for a clinical placement this program requires that all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>

Semester 1 Fall

- EMS-205 Principles of Paramedicine I **Credits: 10 ***
- EMS-214 Paramedic Clinical Rotation I **Credits: 3 ***

Total Credits: 13

Semester 2 Spring

- EMS-206 Principles of Paramedicine II **Credits: 10 ***
- EMS-215 Paramedic Clinical Rotation II **Credits: 3 ***

Total Credits: 13

Semester 2 Spring Advising Note

- Successful completion of ESM-205 and EMS-214 with a grade of B- or better.

Semester 3 Summer

- EMS-207 Principles of Paramedicine III **Credits: 4 ***
- EMS-216 Paramedic Clinical Rotation III **Credits: 1 ***

Total Credits: 5

Semester 3 Summer Advising Note

- Successful completion of EMS-206 and EMS-215 with a grade of B- or better.

Semester 4 Summer

- EMS-208 Principles of Paramedicine IV **Credits: 4 ***
- EMS-217 Paramedic Clinical Rotation IV **Credits: 1 ***

Total Credits: 5

Semester 4 Summer Advising Note

- Successful completion of EMS-207 and EMS-216 with a grade of B- or better.

Semester 5 Fall

- EMS-218 Paramedic Field Internship **Credits: 3 ***

Total Credits: 3

Semester 5 Fall Advising Note

- Successful completion of EMS-208 and EMS-217 with a grade of B- or better.
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- After successful completion of the program, the student will receive a Certificate of Completion enabling him or her to apply for and take the National Registry of Emergency Medical Technicians (NREMT) Paramedic written and practical examinations.
- Participants who successfully pass the NREMT certification examination may go onto practice with fire departments, private ambulance services, third service ambulance services, hospital emergency departments, and various clinical settings where advanced emergency care is required.

Career Outlook

The U.S. Bureau of Labor Statistics predicts that employment of emergency medical technicians (EMTs) and paramedics will grow nine percent between 2008 and 2018, which is about as fast as the average percentage for all occupations (www.BLS.gov). As our population ages and individuals face increased medical concerns, the likelihood of medical emergencies will increase; thus increasing the need for EMTs and paramedics. In addition emergency rooms are frequently overcrowded, which increases the amount of time that the EMTs and paramedics must spend with each patient. This is also likely to increase the number of potential positions. Job prospects are expected to be good since paid employees are needed to replace volunteers who have a high turnover rate.

Patient Care Technician Certificate

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Admission Requirements

- **Diploma** High School diploma or GED
- **Session** Attend Mandatory information session
- ENG-095 Writing Skills II **Credits: 3**

Total Credits: 3

Admission Requirements Advising Note

- This program is Offered for a Fall and Spring start at the Chelsea Campus Only.
- Medical and CORI clearances. Prior to clinical placement this program requires that all students undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. For more information, please contact the College CORI/SORI Officer at 617-228-2193 or visit <https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/>

Semester 1

- AHE-110 Principles of Clinical Practice **Credits: 3 ***
- AHE-111 Patient Care Skills **Credits: 3 ***
- AHE-106 CNA Practicum Patient Care **Credits: 1 ***
- AHE-104 Understd Hum Beh for Health Care Prof, Behavior for the Health Care Professional **Credits: 3 ***
or
- PSY-213 Human Growth and Development **Credits: 3 ***
- NHP-180 Medical Terminology **Credits: 3 ***

Total Credits: 13

Semester 2

- AHE-201 Advanced Clinical Skills **Credits: 3 ***
- AHE-204 Patient Care Technician **Credits: 3 ***
- AHE-209 Allied Health Practicum Seminar **Credits: 1 ***
- CIT-110 Applications/Concepts **Credits: 3**
or
- OIM-102 Medical Computer Applications **Credits: 3 ***
- Elective- Elective **Credits: 3 ***

Total Credits: 13

Semester 2 Advising Note

- Attend a resume writing workshop
- Participation in employer panel
- Review graduation requirements with Program Coordinator
- Submit graduation application on-line

Upon Completion of This Concentration Graduates Will Be Able To:

- Perform direct patient care competently.
- Perform basic computer skills.

Career Outlook

Graduates of this program qualify for employment in hospitals, clinics, chronic care facilities, and the home environment as multi-skilled workers, patient care technicians, patient care associates, medical aides, certified nursing assistants, and home health aides. The program prepares students in Healthcare Provider CPR Certifications. Graduates are eligible to sit for certification exams for State Nurse Aide and Home Health Aide.

Pharmacy Technician Certificate

* Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.

Admission Requirements

- **Diploma** Possess a High School Diploma or GED
- **Session** Attend a mandatory Information session
- ENG-095 Writing Skills II **Credits: 3**

Total Credits: 3

Semester 1

- PMT-111 Pharmacy Practice for Pharmacy Technicians I **Credits: 4 ***
- PMT-112 Pharmacy Practice for Pharmacy Technicians II **Credits: 4 ***
- PMT-113 Pharmacy Practice for Pharmacy Technicians III **Credits: 4 ***
- PMT-299 Pharmacy Practicum/Seminar **Credits: 4 ***

Total Credits: 16

Semester 1 Advising Note

- Pre-requisites: ENG-095 or placement.
- These courses are REQUIRED to be taken in this order.
- This certificate program is designed as a one-semester program and it generally cannot be taken on a part time basis.

Upon Completion of This Concentration Graduates Will Be Able To:

- Upon completion of the certificate program and after attaining a 75% or better score on the Board of Pharmacy Qualification Exam, the student will be able to apply and be licensed as a Pharmacy Technician in Massachusetts.
- Graduates are prepared to apply and sit for the National Pharmacy Technician Certification Board (PTCB).
- Upon passing the National PTCB Exam graduates will be able to be registered as a Pharmacy Technician in Massachusetts.

Career Outlook

According to the Bureau of Labor and Statistics (BLS), employment of pharmacy technicians is expected to increase by 4 percent for the period 2019-2029.

Professional Human Services Work Certificate

This certificate prepares students for direct service jobs in human services providing the delivery of services to participants in human service organizations.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- ENG-111 College Writing I **Credits: 3 ***
- HSV-101 Intro Human Services W/Field Practice **Credits: 3 ***
- PSY-101 Principles of Psychology **Credits: 3 ***

Total Credits: 9

Semester 1 Advising Note

- CORI/SORI/fingerprints after acceptance to program, before practicum course can be completed are required of all students in program. Those with concerns about this requirement should see the College's CORI officer before beginning the program.
- ENG-111 is required at the beginning semester as degree program requires much reading and writing and student must be fully prepared for intense writing assignments in HSV courses.
- HSV-101 and PSY-101 must be completed in first semester to move onto other HSV courses in subsequent semesters.

Semester 2

- PSY-227 Abnormal Psychology **Credits: 3**
- PSY-215 Counseling **Credits: 3 ***
- HSV-112 Addiction **Credits: 3 ***

Total Credits: 9

Semester 3

- HSV-214 Ethics in Human Services **Credits: 3**
- HSV-218 Case Management in Human Services **Credits: 3**
- **Elective - Career Elective Credits: 3**
Career Elective Options:
PSY-233 Intro to Psychiatric Rehabilitation, HSV-215 Introduction to Substance Abuse Counseling, HSV-219 Current Issues for the Community Health Worker,
AHE-104 Understd Hum Beh for Health Care Prof, Behavior for the Health Care Professional

Total Credits: 9

Semester 3 Advising Note

- Career elective choices should fit students human service interests: PSY-233 Intro to Psychiatric Rehabilitation for those interested in working with developmentally disabled or in mental health care or HSV-215 Introduction to Substance Abuse Counseling. AHE-104 may be used as a career elective in this program, but is a freshmen seminar and should be taken in the first semester and is only allowed for those students still with freshman status and with little or no college experience; if student is transferring or has prior college experience, student should take PSY-233 or HSV-215.
- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Use assessment practices to respond to the needs of participants and enhance these individuals in leading a life that involves self-empowerment, assertiveness, and strong decision-making skills.
- Communicate effectively and establish collaborative relationships to allow planning, implementation of support services, and interventions with participants, agency supports, and other community resources.
- Demonstrate knowledge of supports available, while understanding the challenges facing participants, assist in gaining resources for aid, advocate by overcoming challenges and providing supports through community and educational resources.
- Demonstrate skill in handling crisis prevention, intervention and resolution techniques to solve problems and keep detailed documentation of the process and outcome of each situation.
- Participate in the life of a human services agency, being familiar with the mission and "best" practices of human services organizations, demonstrating these skills in professional activities.

Career Outlook

Students completing the Professional Human Services Work Certificate Program qualify for generalist careers in social welfare, mental health, community development or other similar human service organizations in the community serving families and children, adolescents, elders or other specific populations in need of services through community programming.

Criminal Offender Record Information and Sex Offender Registry Information Checks

As a prerequisite for a clinical placement in the Professional Human Services Work Certificate Program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice Information Services, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For more information regarding the College's CORI/SORI check process, please contact the College CORI/SORI Officer at 617-228-2193.

Sport Management Certificate

This certificate will introduce students to the principles and concepts of sport management operations. It will provide a foundation for students interested in this field. The discipline specific courses will provide students with an introduction to areas that are critical for success in the sport management industry.

Students will gain specific competencies in management, marketing, communications and operations as they relate to the sport and leisure industry. Students will have the foundation to continue their education whether it is to complete their A.S. degree or seek entry-level positions in the field.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- BUS-101 Introduction to Business **Credits: 3 ***
- SPM-101 Principles of Sport Management **Credits: 3 ***
- CIT-110 Applications/Concepts **Credits: 3**
- **Elective - Elective Credits: 3**
Elective Options:
ACC-101 Principles of Accounting I, FIN-112 Personal Finance

Total Credits: 12

Semester 2

- SPM-211 Sport Facility and Event Management **Credits: 3 ***
- BUS-201 Business Law I **Credits: 3**
- SPM-215 Sport Marketing and Promotion **Credits: 3 ***
- MAN-107 Introduction to Entrepreneurship **Credits: 3**

Total Credits: 12

Semester 2 Advising Note

- Apply for graduation

Upon Completion of This Concentration Graduates Will Be Able To:

- Apply the foundational concepts of managerial, marketing and leadership skills to a sport management enterprise/environment.
- Understand the basic principles of sport management and apply research and theory to solve sport and event management issues.
- Integrate principles of management to organize people and resources to succeed in the sport management industry.

Career Outlook

This option prepares students to seek employment in many entry-level positions in the areas of health and fitness, sport and leisure, park and recreation and the professional sport industry including opportunities in the management of professional, college, secondary school and community sports.

Web Development Certificate

This certificate program provides students with a sound basis for employment in the field of Web Development. The program trains students in the concepts and applications of leading-edge web delivery mechanisms. This certificate program would also be beneficial to professionals with degrees in other disciplines who are seeking new career options. In addition, the knowledge gained can be applied toward the pursuit of Webmaster Certification through a certification agency.

*** Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.**

Semester 1

- CMT-111 HTML5 **Credits: 3 ***
- VMA-105 Digital Imaging With Photoshop **Credits: 3**

Total Credits: 6

Semester 1 Advising Note

- Due to course prerequisites and the order required courses are sequenced, it is not possible to complete this certificate program in two semesters.

Semester 2

- CMT-125 Cascading Style Sheets **Credits: 3**
- CMT-113 JavaScript **Credits: 3 ***

Total Credits: 6

Semester 3

- CMT-117 XML **Credits: 3**
- CMT-225 jQuery **Credits: 3 ***
- CMT-228 Web Design With Ajax **Credits: 3**
- CMT-241 PHP/MySQL **Credits: 3**

Total Credits: 12

Semester 4

- CMT-250 Mobile Web Applications **Credits: 3 ***

Total Credits: 3

Upon Completion of This Concentration Graduates Will Be Able To:

- Design, implement, publish, and maintain websites in support of creating a web presence for businesses and organizations.
- Create animated, event driven multimedia content for web delivery.
- Construct, extract, transform, and present database resident content directly into a web delivery mechanism.
- Construct event driven action scripts within a web page to respond to user stimulations and provide dynamic results in a real time environment.

Career Outlook

Graduates of this program will qualify as entry-level web developers and web development support personnel.

Course Descriptions

Accounting

ACC-101 Principles of Accounting I

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.

Prerequisites RDG-095 or ELL-103

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ACC-102 Principles of Accounting II

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 are 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.

Prerequisites ACC-101

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ACC-104 Introduction to Accounting Software

This course introduces students to Accounting Software with an emphasis on specific applications for accounting software. The modules covered include, among other topics: customer and vendor information, bill pay, and banking. It includes recording transactions, payroll and inventory control in a variety of business situations.

Prerequisites ENG-095 or placement and ELL-103 or RDG-095

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

ACC-105 Accounting Information Systems

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 ACC-101 and ENG-095 or ELL-103 or RDG-095

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ACC-107 Accounting Forensics

This course introduces students to the auditing process and prepares them to perform forensic audit and examination in conformity with pertinent industry standards. Students will learn comprehensive perspectives and skills in regards to occupational fraud and the technicality of fraud examination including searching accounting information, obtaining documentary evidence, interviewing witnesses and potential suspects, and conducting forensic document examination. This course will also provide electronic techniques required to audit.

Prerequisites ACC-102

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ACC-201 Intermediate Accounting I

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.

Prerequisites ACC-102

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ACC-202 Intermediate Accounting II

A continuation of Intermediate Accounting I (ACC-201), this course discusses accounting problems for long-term assets, current, and long-term liabilities. Issues in investments 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.

Prerequisites ACC-201

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ACC-203 Personal Income Tax

This course provides a comprehensive explanation of tax principles dealing with individuals and small businesses. The course covers modules in federal and state income tax processes, concepts, and applications as well as other topics.

Prerequisites ACC-102

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ACC-204 Business Income Tax

This course discusses the theoretical tax concepts that are applicable to corporations, partnerships, and trusts. The course covers both effective tax research and planning techniques for these types of entities.

Prerequisites ACC-102

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ACC-205 Volunteer Income Tax Assistance

This VITA internship provides an opportunity for students to perform a community service in cooperation with the Internal Revenue Service and the Massachusetts Department of Revenue. The course trains students to assist taxpayers in filling out tax returns. There are several mandatory trainings that take place prior to the start of classes.

Prerequisites ACC-203

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ACC-207 Cost Accounting

After an introduction to the nature of cost accounting and key definitions, this course covers the accumulation of costs through a job order system and a process system. It also covers the accounting for and control of materials, labor, and factory overhead.

Prerequisites ACC-102

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ACC-216 Managerial Accounting

This course examines the needs of management and provides students with the necessary analytical skills that become critical to the financial decision-making process. The course covers such areas as budgetary planning and control, cost information, management decision-making, cost volume profit analysis, capital budgeting decisions, and control of decentralized organizations.

Prerequisites ACC-207

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Allied Health

AHE-095 Topics in Health Care

This course increases understanding across a broad spectrum of health care topics using readings and writings as related to the core curriculum.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

AHE-101 Medical Interpreting I

This course is designed for bilingual students interested in becoming integral members of the health care team in bridging the language and cultural gap between patients and providers. Students will examine issues related to interpreter ethics and the role of the interpreter in a variety of clinical settings. Topics include anatomy and physiology, pathophysiology, diagnoses, and medical treatments. Activities are designed to develop listening, memory, language-switching skills, and decision-making. This course will familiarize students with the cultural dimensions of health and illness in preparation for their being assigned to an internship where they perform live interpreting under the direct supervision of a professional interpreter and mentor.

Prerequisites ENG-095 and RDG-095 or ELL-103

Gen. Ed. Course No

Mass Transfer Course No

Notes A grade of B- or better in this course is required for progression in the program.

Credits: 3

AHE-102 Medical Interpreting II

A continuation of Medical Interpreting I, this course includes an in depth discussion of cross-cultural communication including values and attitudes toward non-traditional health beliefs. Students will examine issues such as giving bad news to patients, and dealing with difficulties between patients and health care providers. Other topics of discussion include prescription medicines, measurements for medical dosages, therapies and treatments, and medical insurance verbiage. Finally, chronic conditions such as asthma/COPD, HIV and diabetes as well as medical specialties such as mental health and obstetrics/gynecology are discussed.

Prerequisites AHE-101 with minimum grade of B-

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

AHE-104 Understd Hum Beh for Health Care Prof, Behavior for the Health Care Professional

This course introduces students to the challenges and responsibilities of healthcare professionals and college students. Discussions center on cross-cultural issues, human growth and development; and psychological and sociological factors involved in the patient healthcare professional relationship.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

AHE-106 CNA Practicum Patient Care

This course consists of a clinical practicum of 21 hours at a skilled nursing facility to fulfill the State Nurse Aide Certification requirement. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites AHE-110 and AHE-111

Corequisites AHE-110 and AHE-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

AHE-110 Principles of Clinical Practice

This course includes topics in the anatomy and physiology of body systems, diseases and conditions, ethics in health care, communications, medical terminology and abbreviations, standard and transmission-based precautions, CPR, and selected clinical skills. Additional expenses may include supplies, equipment, and/or uniforms. The course is open to Allied Health certificate program students only.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

AHE-111 Patient Care Skills

This course, taken with CNA Practicum (AHE-106) and Principles of Clinical Practice (AHE-110), covers the patient care theory and skills required to take the Certified Nurse Aide and Home Health exams.

Corequisites AHE-110 and AHE-106

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

AHE-112 Medical Assistant Skills

This course covers the skills and theory necessary for medical assistants in hospitals and clinics. Topics include setting up and assisting for physical and specialty examinations, minor surgical procedures, routine laboratory tests, and related medical terminology and abbreviations.

Corequisites Take AHE-110

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

AHE-115 Phlebotomy/Medical Lab Theory

This course teaches anatomy and physiology of the circulatory system and the process of collecting blood samples.

This course meets the requirements necessary to sit for a phlebotomy certification exams offered by several private certification groups. Certification is the responsibility of the student.

Prerequisites RDG-090, ENG-095, and MAT-097

Pre/Corequisites AHE-110

Corequisites AHE-112

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

AHE-117 Communication Skills for Health Care

This course provides the student with the skills to communicate effectively as an Allied Health Professional. The course includes discussions of verbal and non-verbal communication, professional communication and behavior, interviewing techniques, adapting communication to a patient's ability to understand, patient education, cultural sensitivity, electronic communication, and fundamental writing skills.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

AHE-201 Advanced Clinical Skills

This course covers advanced theory and skills for the patient care technician and medical assistant. Students are cross-trained in EKG and Phlebotomy.

Prerequisites AHE-111 or AHE-112 with a minimum grade of B-

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

AHE-204 Patient Care Technician

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 AHE-111
Corequisites AHE-201

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

AHE-205 Practicum Medical Assistant

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 AHE-112
Pre/Corequisites AHE-201
Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

AHE-206 Practicum Phlebotomy Technician

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 AHE-110 and AHE-115
Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

AHE-209 Allied Health Practicum Seminar

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.

Pre/Corequisites AHE-205 must be taken either prior to or at the same time as AHE-209 for Medical Assistant Certificate Program. AHE-204 must be taken either prior to or at the same time as AHE-209 for Patient Care Technician Certificate Program.
Gen. Ed. Course No
Mass Transfer Course No
Credits: 1

AHE-299 Medical Interpreting Internship

Students will be placed in a 30-hour internship to be completed over the course of the semester at a local healthcare facility under the direct supervision of a professional interpreter and mentor. This internship will consist entirely of active interpreting.

Pre/Corequisites AHE-102

Gen. Ed. Course No
Mass Transfer Course No
Credits: 1

Arabic

ARB-101 Elementary Arabic I

This course is a beginning class in modern standard Arabic. The course begins with exposure to the alphabet, basic vocabulary, and expressions of greetings. The course then focuses on the spoken and written language used in contemporary life in Arab countries. The course works on all skill areas: listening, speaking, reading, and writing, presenting pertinent grammar in context. The course is not intended for native speakers or students who have studied this language within the last three years.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

ARB-102 Elementary Arabic II

A continuation of Elementary Arabic I (ARB-101), this course emphasizes conversational skills and sentence structure. The course stresses practical applications of the Arabic language. This course meets the General Education requirement for Creative Work.

Prerequisites ARB-101

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

Astronomy

AST-102 Astronomy/ Lab

This course covers an introductory study of basic astronomy, including the planets, the apparent motions of celestial objects, the seasons, constellations, comets and meteors, stars, galaxies, and the large-scale structure of the universe. The course includes current events in space exploration. The course meets the General Education requirement for Scientific Reasoning.

Class Meets 3 hours lecture; 3 hours lab.

Prerequisites Grade of C or higher in ELL-103 and MAT-097 or a grade of C or higher in ENG-095 and MAT-097.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 4

Biology

BIO-105 Introduction to Biology

This course will investigate the major biological concepts that connect all forms of life and is designed for students with little or no background in science. Topics will include the process of scientific inquiry, the cell as the basic unit of life, metabolism, cellular reproduction, genetics, evolutionary theory and principles of ecology. Laboratory work will

introduce students to the basic investigative techniques used to study life's processes. There will be no animal dissection in this course. This course meets the General Education requirement for Scientific Reasoning (previous area title: Science & Technology) for all programs and may be used to satisfy the biology prerequisite for Anatomy and Physiology I (BIO-203). This course will not satisfy the general biology requirement of the Associate in Science: Biological Science program.

Class Meets 3 hours lecture; 3 hours lab

Prerequisites Grade of C or higher in MAT-093; and RDG-095/ENG-095 or ESL-098/ENG-095 or ELL-103; or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 4

BIO-108 Human Biology/Lab

****Additional Fee covers the cost of all course materials.**** This course introduces students to the basic concepts of biology and how these concepts relate to the structure and function of the human body. Topics include cell structure & function, molecular biology, metabolism, cellular reproduction, and genetics. An introduction to human anatomy and physiology will also be presented. Students will integrate structure and function among all levels of biological organization. This course is specifically designed to provide students with the necessary background in basic biological concepts and molecular biology to be successful in the anatomy & physiology and microbiology prerequisite courses require by allied health programs such as nursing and medical imaging. This course does not substitute for programs that require BIO-203 &and BIO-204. This course meets the General Education requirement for Scientific Reasoning (previous area title: Science & Technology) for all programs.

Class Meets 3 hours lecture; 3 hours lab.

Prerequisites Grade of C or higher in MAT-093; and RDG-095/ENG-095 or ESL-098/ENG-095 or ELL-103; or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Notes May be used as a prerequisite for Anatomy & Physiology I/Lab (BIO-203).

Credits: 4

BIO-111 Food/Nutrition

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.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

BIO-115 Nutrition Science & Lab

This course is a study of plant and animal sources of human food, their nutritional values and how the body in health and disease utilizes them. Topics include: chemistry and biology of food, personal nutrition evaluation, nutrition-related health problems and global food and nutrition issues. Laboratory exercises are used to 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. This course meets the General Education requirement for Scientific Reasoning (previous area title: Science & Technology) for all programs.

Class Meets 3 hours lecture; 3 hours lab.

Prerequisites Grade of C or higher in MAT-093; and RDG-095/ENG-095 or ESL-098/ENG-095 or ELL-103; or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 4

BIO-120 Introduction to Biotechnology

This course offers an introduction to the field of biotechnology. General principles of biology, recombinant DNA technology, and the applications of biotechnology will be presented. The medical, social, political and ethical implications of recombinant DNA technology and the Human Genome Project will be discussed. Work practices and career opportunities in the biotechnology industry will also be outlined. Students will be introduced to industry-specific laboratory skills and basic investigative techniques and procedures used in research through labs designed to reinforce lecture concepts. ***This course is designed for students in the A.S. Biological Sciences program. However this course is open to any student interested in exploring careers in biotechnology. This course does not satisfy the General Education "Scientific Reasoning" requirement and may not be appropriate as a lab science elective for Associate in Arts degrees.

Class Meets 3 hrs. lecture; 3 hrs. lab.

Prerequisites MAT-099 and ELL-103; or RDG-095 and ENG-095 and MAT-099.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

BIO-195 General Biology I & Lab

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 introduction to genetics and the molecular 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 Introduction to Biology (BIO-105) or Human Biology/Lab (BIO-108).

Class Meets 3 hrs. lecture; 3 hrs. lab.

Prerequisites ENG-095 and RDG-095; or ELL-103; and a grade of C or higher in MAT-194.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

BIO-196 General Biology II & Lab

As a continuation of General Biology I/Lab (BIO-195), this course investigates adaptive evolution, speciation, phylogeny & systematics, and the natural 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.

Prerequisites Grade of C or higher in BIO-195.

Gen. Ed. Course No

Mass Transfer Course Yes
Credits: 4

BIO-203 Anatomy/Physiology I & Lab

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, and 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.

Class Meets 3 hrs. lecture; 3 hours. Lab.

Prerequisites Grade of C or higher in BIO-105 or BIO-108 or BIO-195.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

BIO-204 Anatomy/Physiology II & Lab

As a continuation of Anatomy/Physiology I (BIO-203), 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 student's comprehension of the structure and function of the human body.

Class Meets 3 hrs. Lecture; 3 hrs. lab.

Prerequisites BIO-203 with a minimum grade of C

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

BIO-205 Microbiology & Lab

This course is intended for students entering health care careers and the biotechnology industry. This course will provide a solid foundation of basic physiological and biochemical activities of bacteria, viruses, fungi, and protozoa. The fundamentals of microbial physiology, genetics, and immunology will be presented with emphasis placed on virulence factors and the mechanisms in which these microorganisms establish disease. Microbiology in the workplace will be covered through a discussion of methods of physical and chemical control of microorganisms, microbial growth and enumeration. The use of anti-viral drugs and antibiotics, the host immune response to infection, and the effectiveness of various vaccination strategies will also be discussed. The course will be completed by investigating the importance of human pathogens in patient care and nosocomial infection while looking at several major diseases. Exercises in the laboratory portion of the course deal with aseptic techniques, microbial cultivation and growth characteristics, staining and bacterial isolation techniques, differential biochemical tests, identification of unknown bacterial species, and testing effectiveness of antimicrobial agents.

Class Meets 3 hours lecture; 3 hours lab.

Prerequisites Grade of C or higher in BIO-195 or BIO-203.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

BIO-207 Cell Biology & Lab

A study of cell structure and function including the following topics: organelles, membrane function, metabolism, gene action, communication, and regulation of growth. Some specialized cells will be discussed. The laboratory will include biotechnological, molecular, and cellular experiments.

Class Meets 3 hours lecture; 3 hours lab.

Prerequisites MAT-197 and BIO-195 and either BIO-196 or BIO-120.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

BIO-208 Genetics and Lab

This course offers a broad understanding of classical, molecular and evolutionary genetics. Highlighted topics will include the molecular and chromosomal basis of inheritance, extranuclear inheritance, gene mapping and analysis, control of gene expression in pro- and eukaryotes, Chi square analysis, probability theory, DNA mutation and repair, genetics of cancer, and population and human genetics. Experimental work will focus on the theory and practice of current techniques in genetics.

Class Meets 3hrs. lecture; 3hrs. lab.

Prerequisites Grade of C or higher in BIO-196.

Pre/Corequisites BIO-207

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

BIO-210 Population Ecology & Lab

This course is designed to give students an overview of the science of population biology. The course covers topics related to: distribution and abundance of species; mathematical models of logistic and exponential growth; the application of the Hardy-Weinberg principle to describe changes in gene frequencies via natural selection or other processes on populations; life-history strategies, interspecific interactions; population regulation and sustainable ecosystems; and human impact on the sustainability of wild populations. Laboratory activities include basic field techniques for collection and estimation of populations, basic statistical analysis, computer simulation, and formal lab exercises. Lab experiments are designed to facilitate an understanding of basic scientific field research and principles of population ecology. This course is designed for advanced science students and may be taken as an elective for the general biology transfer program.

Class Meets 3hrs. lecture; 3 hrs. Lab.

Prerequisites BIO-196

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

BIO-261 Advanced Laboratory Techniques in Biotechnology

Laboratory activities will emphasize proper laboratory protocol and documentation, inquiry based investigations, formal laboratory report writing, and standard laboratory skills used both in industry and in biotechnology research such as media and buffer preparation, protein purification, cell culture and immunological techniques. The course will also focus on career opportunities and hiring trends in the biotechnology industry and require that students work on their job readiness skills. Upon completion of this course, students will be qualified for entry level employment or internships in the biotechnology field. Depending on the college, both BIO-261 and BIO-262 may need to be completed for credits to transfer.

Class Meets 1hr lecture/2.5 hrs. lab. Students in the Biotechnology option must complete BIO-120 before taking BIO-261.

Prerequisites BIO-195 and a grade of C or higher in BIO-120 or BIO-207.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

BIO-262 Principles of Molecular Biotechnology

The emphasis in this course will be on major concepts of molecular biology and their relationship to the field of biotechnology. The course will focus on recombinant DNA technology, genetically engineered organisms, sequencing, gene expression in prokaryotes and eukaryotes, protein expression and analysis, and genomics. Advanced topics will include bioinformatics, protein engineering, RNA interference and biological products as therapeutic agents. This course will also expand on the concepts and applications presented in Introduction to Biotechnology (BIO-120) and Advanced Laboratory Techniques in Biotechnology (BIO-261). Upon completion of this course, students will be qualified for entry level employment or internships in the biotechnology field. Depending on the college, both BIO-261 and BIO-262 may need to be completed for credits to transfer.

Class Meets 3hrs. lecture.

Prerequisites Grade of C or higher in BIO-207.

Pre/Corequisites BIO-208 and BIO-261

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

BIO-270 Biotechnology Laboratory Simulations

This multidisciplinary laboratory course will focus on providing theoretical and hands-on experience in advanced laboratory techniques and technologies such as High Pressure Liquid Chromatography (HPLC), Polymerase Chain Reaction (PCR), Real-Time PCR and bioreactors. This course will include laboratory simulations that will mimic a real-world work experience. Laboratory activities will reinforce an understanding of theory and basic principles as well as method development, operations, applications and instrumentation. Key industry skills including documentation, current Good Manufacturing Practices (cGMP), Standard Operating Procedures (SOPs) and Validation will be emphasized and reinforced. Advanced scientific writing and oral presentation skills will also be developed.

Class Meets 6 hrs lab.

Prerequisites Grade of C or higher in BIO-207 and BIO-208 and BIO-261.

Pre/Corequisites BIO-262

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

Biomedical Engineering

BME-100 Biomedical Engineering I

A first course in Biomedical Engineering (BME), this course introduces students to preliminary Biomedical Engineering topics. Topics include: the BME profession, morals and ethics, anatomy and physiology, static biomechanics, rehabilitation engineering, static bioinstrumentation, biosensors, biosignal processing, and models of neurons. MATLAB is used for ease in problem solving. Laboratory involves using a virtual instrument (Biopac) to record and analyze signals from the body.

Class Meets 3 hrs. lecture; 3 hrs. laboratory.

Prerequisites Grade of C or higher in MAT-281 and CHM-201.

Pre/Corequisites MAT-282

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

BME-200 Biomedical Engineering II

This course explores the techniques for analysis and modeling of biomedical systems with applications of advanced mathematics including Differential Equations, Difference Equations, State-Variables, and computer-aided methods to study problems at the interface of engineering and biology. Other topics include elements of physiological modeling and the solution of the transient and forced response for a variety of biomechanical and bioelectrical systems.

Class Meets 3 hrs. lecture.

Prerequisites Grade of C or higher in BME-100 and MAT-282.

Pre/Corequisites MAT-283

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

Business

BUS-101 Introduction to Business

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, 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 ESL-098 and ESL-099 or RDG-095 and ENG-090; or ELL-103 or exemption from reading or writing requirements by placement testing.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

BUS-106 International Business I

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.

Prerequisites ECO-201 or ECO-202

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

BUS-111 Globalization

This course is an exploration of the nature, reasons for and consequences of globalization. Subjects such as global economic integration, cultural convergence, global institutions, multinational corporations and global business will be discussed. Students will acquire an understanding of globalization's key aspects and trends in history, geography, politics, culture, and technology, as well as its impact on labor, standards of living and the environment. This course will also enable students to explore career options in international 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 higher in RDG-095 or ESL-098 and a grade of C or higher in ESL-099 or ENG-090; or ELL-103; or exemption by placing into higher level courses.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

BUS-201 Business Law I

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 ENG-095 or placement and RDG-095; or ELL-103.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

BUS-207 Professional Communication

This course gives students a comprehensive understanding of the use and importance of effective communication in business. Students study types of written, oral, and electronic communication and develop a variety of professional communication skills essential to success in business. The course also addresses ethical and cultural issues associated with business communications.

Prerequisites ENG-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Chemistry

CHM-120 Principles of Inorganic Chemistry & Lab

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.

Class Meets 3 hrs. lecture; 3 hrs. lab.

Prerequisites ENG-095 and ESL-098 or RDG-095; or ELL-103; and MAT-097 or placement

Gen. Ed. Course No

Mass Transfer Course Yes

Notes This course does not satisfy the chemistry requirement of the AS Biological Sciences or AS Engineering programs or the AA Chemistry/Physics concentrations.

Credits: 4

CHM-121 Principles of Organic & Chemistry W/Lab

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.

Class Meets 3hrs. lecture 3hrs. lab.

Prerequisites CHM-120 or CHM-201 with a minimum grade of C

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

CHM-151 Basic Chemistry (Non-Lab)

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.

Prerequisites Grade of C or higher in MAT-097 or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CHM-201 General Chemistry I & Lab

This course is a rigorous introductory course as part of a two-semester sequence that studies chemical principles. Topics include atomic structure, reaction types and equations, stoichiometry, gas laws, thermochemistry and bonding theory. Students are required to purchase approved safety goggles.

Prerequisites MAT-197 with a minimum grade of C

Pre/Corequisites MAT-281 (Recommended) and ENG-111

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

CHM-202 General Chemistry II & Lab

This course is a continuation of General Chemistry I and Lab (CHM-201). Topics include solids, solutions, kinetics, equilibrium, acid-base and solubility equilibrium, thermodynamics and electrochemistry. Students are required to purchase approved safety goggles.

Class Meets 3 hours lecture; 3 hours lab.

Prerequisites CHM-201 with a minimum grade of C or better

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

CHM-251 Organic Chemistry I and Lab

This course studies the chemistry of carbon compounds including nomenclature, molecular structure and functional groups. Topics include the reactivity and properties of saturated and unsaturated hydrocarbons, stereochemical relationships and nucleophilic substitution and elimination reactions. Mechanisms are presented as a unifying principle for these reactions. Students are required to purchase approved safety goggles.

Class Meets 3 hours lecture; 3 hours lab.

Prerequisites CHM-202 and ENG-112 with a grade of C or better

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

CHM-252 Organic Chemistry II and Lab

This course is a continuation of Organic Chemistry I and Lab (CHM-251). Topics include aromatic substitution reactions, carbonyl addition reactions, acid derivatives, amines, and carbohydrates. Both the laboratory and lecture use instrumental methods for the structural analysis of organic compounds. Students are required to purchase approved safety goggles.

Class Meets 3 hours lecture; 3 hours lab.

Prerequisites CHM-251 with a minimum grade of C or better

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

Communication

COM-101 Film As Art

This course provides an introduction to the appreciation of film as an art form. It covers film techniques, terminology, and criticism, using film from the turn of the 20th century to the present. Students are exposed to film beyond the American canon, including African American, Asian, Latinx and international works. This course meets the General Education requirement for Creative Work.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

COM-102 American Cinema

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 the

General Education requirement for Creative Work.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

COM-110 Introduction to Communication

This course inspires students to study communication as a means to transform their lives and the world. Communication becomes a tool for cultural and professional competence, and human rights activism. Students examine how human beings have communicated with one another throughout history, and how gender, immigration, media and culture influence communication. With love, justice and empathy, students engage in storytelling and collaborate on a human rights project in the community. Students also explore ways to participate in the creative industry and other fields of communication. This course fulfills the Learning Community requirement.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

COM-171 Public Speaking and Professional Comm

This course helps students to speak and write in an effective, ethical and professional manner. Students develop their abilities to deliver an effective speech, present for the camera, draft a resume, create and organize professional presentations, and adapt to different speaking contexts. This course draws from global classical rhetorics, using multiple world philosophies such as indigenous, western African, Hebrew, Nahua, and/or northern European. Students explore inclusive public speaking excellence and engage workplace ethics, human rights, disability and neurodiversity from a critical studies perspective.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

COM-210 Interpersonal Communication

This course focuses on communication in everyday interactions. Students develop verbal and nonverbal communication skills in various interpersonal and intercultural contexts. This course addresses the sense of self and how the self is influenced by others and one's own communication. It reviews basic aspects of message production and interpretation. Throughout the course, students will be encouraged to analyze their own communication behaviors and improve upon their own communication skills. Students explore their everyday interactions with issues of ethics and human rights. Students have dialogue that engages their identities, including dis/ability, race, political affiliation, religion, sexual orientation, and gender. Students have the opportunity to apply interpersonal communication skills to their career interests in the field of communication.

Prerequisites COM-110

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

COM-241 Introduction to Today's Journalism

This course combines reading and engaging journalism with practice writing news stories. It provides students with a foundation in the art of journalism with an emphasis on critical reading and writing. Students engage local, national, and global news. Topics covered include proofreading and drafting, audience trends, misinformation, data journalism,

representation and human rights. Students collaborate and use social media platforms to tell the stories they witness in their daily lives and in their communities.

Prerequisites ENG-095 and RDG-095 or ELL-103, or placement into ENG-111

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

COM-242 Multimedia Journalism

This is a journalism course where students focus on producing media for the school newspaper, including text, videos, photography, podcasts and social media posts. This is an emerging media course designed for students to get acquainted with doing the projects freelance and staffers regularly publish. Using legacy media and new media, students investigate news, plan out stories, and conduct interviews. Students consider fair representation, human rights and multiple points of view. Students develop portfolios of their work.

Prerequisites COM-241

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

COM-250 Analyzing Media

This course gives students the opportunity to analyze mass media products, including digital and print media, podcasts, radio, television, visual art and music. Students deconstruct and evaluate media to develop an intellectual comprehension of communication and how various mass media are produced, and how they connect to society and culture. The course engages the process of mass communication and media literacy, including its history and evolution. Through discussions and projects, students engage with multiple views, experiences, and beliefs. Students explore ethical and human rights issues in order to become critical consumers and producers of media and art in our multicultural world. This course uses communication theory and media products for analysis.

Prerequisites ENG-095 and RDG-095 or ELL-103, or placement into ENG-111

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

COM-254 Digital Media & Performance

This course uses digital media and live performance as tools for storytelling and creative expression. This course first grounds students in a foundation of media theory and studies, developing their vocabulary to discuss media power, systems, culture, and representation. Students are exposed to performance studies from a communication perspective and use media theory to construct digital and transformative stories. Students engage performance text and media from diverse content producers. Human rights and racial justice will be considered, as students use media as a device to create storytelling in (auto)ethnography, marketing, advertising and/or public relations. Students will find opportunities to use multiple media to create their performances, such as video, image, spoken word, social media, writing, and music. Classes include basic level hands-on instruction in image, audio, and introduce video production/editing techniques in a project-based, collaborative learning environment. This course culminates in a performance project.

Pre/Corequisites COM-110

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

COM-299 Internship

This course enhances the academic experience for students. Field placement is in the creative industry, including local media organizations or on campus. The course allows students enrolled in Communication to apply what they have learned to the workplace environment. All internships take place at pre-approved sites. Site experience requires 120-150 hours, as well as a personal project related to the internship.

Prerequisites COM-171

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

Computers

CIT-101 Computer Essentials

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 CITDept@bhcc.edu.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-102 IT Career Exploration

This is a hands-on workshop class that provides students with the tools necessary to explore Information & Communications Technology (ICT) industry career and employment opportunities. Students will engage in activities and assignments designed to assess and evaluate personal values, skills and interests as they relate to the world of work. Students will utilize resources on the College Student portal and beyond to explore careers, research employers and navigate the local job market in the ICT industry. Course assignments and activities will culminate in each student having a thorough understanding of the characteristics that make up a viable career plan that will enhance their gainful employment opportunities. This class is open to anyone with an interest in guided career exploration and a desire to be employed within the field of Information & Communications Technology.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

CIT-110 Applications/Concepts

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.edu. For additional information and/or a course syllabus contact CITDept@bhcc.edu.

Prerequisites ESL-098 or RDG-095 or ELL-103

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-112 Information Technology Fundamentals

This is a survey course covering major aspects of the Information Technology (IT) industry and provides students with an overview and introduction to the core aspects of Information Technology including Network and Infrastructure Systems, Information Support and Services Interactive Media and Programming and Software Development. This course focuses on an understanding and appreciation of the duties of information technology professionals and how each IT area relates to and interacts with the others. Upon completion of this course students will have the knowledge necessary to make educational choices about continued study in IT as well as understanding of the impact of technology on society and organizations of all types. Students taking this course are expected to have a solid knowledge of basic computer terminology, internet navigation and e-mail, operating system and file Management skills. All Skill and Knowledge Statements in the course are published and approved by the Massachusetts Department of Education Vocational Technical Education Frameworks for the Information Technology Service cluster. These frameworks are published at <http://www.mcte.org/frameworks>. This course is eligible for Massachusetts Tech Prep advanced placement credit. For additional information and/or a course syllabus contact CITDept@bhcc.edu.

Prerequisites ESL-098 or RDG-095

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-113 Information Technology Problem Solving

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. Designed for first-time, full-time Computer Technology students, this course will fulfill the Learning Community Seminar requirement for the Computer Information Technology Department. For additional information and/or a course syllabus contact CITDept@bhcc.edu.

Prerequisites RDG-095 or ESL-098 or ELL-103

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-118 Principles of Internet & Info Security

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 i-SAFE.Org certification. For additional information and/or a course syllabus contact CITDept@bhcc.edu.

Prerequisites CIT-110 or CIT-113 or CSC-120

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-121 Introduction to Computer Forensics

This is an introductory course in Computer Forensics. Forensics Computing, Digital Forensics, or Computer Forensics is the name for a newly emerging field of study and practice that incorporates many areas of expertise. Some of these areas have been called network security, intrusion detection, incident response, infrastructure protection, disaster recovery, continuity planning, software engineering, cyber security, and computer crime investigation. It is an area of practice in public law enforcement at the federal, state and local levels that deals with cybercrime, cyber vandalism, cyber predators, and cyber terrorism. In the private sector, it deals with critical infrastructure such as business, hospitals, utilities transportation, finance, education, and other key institutions. Taught in the College's hands-on laboratory students will gain an in-depth knowledge of the principles, procedures, and techniques used in digital forensic analysis.

Prerequisites CIT-110 or CIT-112 or CIT-113 or CSC-120

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-128 Database Design with MS Access

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 functionalities 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. For additional information and/or a course syllabus contact CITDept@bhcc.edu.

Prerequisites CIT-110 or CIT-113 or CSC-120

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-130 Data Visualization

This course in data visualization will teach students an essential skill needed in the business world. Students will learn the foundations of data visualization which uses statistics, computer science, neuroscience and psychology to visually present data. The techniques and skills learned in this course will help students' articulate and present clear evidence of findings in a meaningful and aesthetically pleasing way. This course is geared towards data analytics, but is also open to students in other disciplines looking for a better understanding of data visualization. Students will use learn the software Tableau, along with theory which explains how the visual processing works, and techniques which take advantage of the brain's processing to create effective visualizations. Students will learn how to choose the correct visualization for their data and differentiate between both good and bad data visualizations. By the end of the course, students will be able to create effective visualizations, dashboards and tell a story with data with Tableau.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

CIT-133 Introduction to Microsoft Office

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 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. For additional information and/or a course syllabus contact CITDept@bhcc.edu.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-137 Intro to Big Data with R & R-Studio

This course provides practical foundation level training that enables immediate and effective participation in big data and other analytics projects. It includes an introduction to big data and the Data Analytics Lifecycle to address business challenges that leverage big data. The course provides grounding in basic and advanced analytic methods and an introduction to big data analytics technology and tools, including MapReduce and Hadoop. Labs offer opportunities for students to understand how these methods and tools may be applied to real world business challenges by a practicing data scientist. The course takes an "Open", or technology-neutral approach, and includes a final lab which addresses a big data analytics challenge by applying the concepts taught in the course in the context of the Data Analytics Lifecycle.

Prerequisites CIT-110, CIT-113, CSC-120, or CIT-182 or department chair approval

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CIT-162 CISCO Networking I

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. For additional information contact CITDepartment@bhcc.edu

Prerequisites RDG-095 or ESL-098 or ELL-103 or ENG-111 or ENG-112

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-167 CISCO Networking II

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with virtual LANs, and inter-VLAN routing in different versions of IP networks. For additional information contact CITDepartment@bhcc.edu

Prerequisites CIT-162

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

CIT-182 PC Hardware & Software

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.edu

Prerequisites RDG-095 or ESL-098 or ELL-103 or placement

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-183 Healthcare IT Concepts I

This course will provide students with the knowledge and skills to successfully understand the Healthcare IT industry and to adequately prepare for Healthcare IT Hardware/Software Support positions. Topics include privacy, wireless, mobility and security concepts necessary to provide hardware and software support in healthcare environments, including physician offices, clinics, hospitals, and third-party contractors. Students will enhance their CompTIA A+ certification skills and acquire the knowledge and skills needed to implement, deploy, troubleshoot and support healthcare IT systems in clinical settings. Students will also understand healthcare terminology, practical workflow and Healthcare IT operational and regulatory concepts while adhering to security best practices. Hands-on activities, labs, and web-based activities will provide a practical understanding of the material.

Pre/Corequisites CIT-182

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-187 Data Analytics and Predictive Analysis

Data analytics and predictive analysis encompasses a variety of machine learning techniques to analyze and gather insight from data. The data can then be used either to make predictions of future events, or to classify data into different segments. This course is the follow-up course to Introduction to Big Data with R and R-Studio, and will continue to develop a student's skills in the R programming language. It will also continue to grow a student's understanding of data. Students will learn the difference between supervised and unsupervised modeling, and the basic modeling techniques pertaining to each. The techniques taught in the course include regression, clustering, classification and tree-based methods, along with an introduction to neural networks.

Prerequisites CIT-137 and MAT-181

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-211 System Analysis and Design

This first course in computer information systems development introduces students to the tools and techniques available to the systems analyst and designer. The course covers phases of the systems development cycle with emphasis on analysis and design. A major component of the course includes an understanding of structured analysis and design techniques and the transition from structured analysis to Object Oriented Analysis. The course covers Language (UML) and Entity Relationship Diagrams (ERD). The department strongly suggests that students complete or take concurrently College Writing I (ENG-111). For additional information and/or a course syllabus contact CITDepartment@bhcc.edu

Prerequisites CIT-110 or CIT-113 or CSC-120 and an additional 6 credits from the computer department

Pre/Corequisites Recommended: ENG-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-216 Visual Basic

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. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

Prerequisites CIT-110 or CIT-113 or CSC-120

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-218 Intermediate Visual Basic

Expanding on the principles of object oriented and visual programming contained in Visual Basic (CIT-216), this intermediate-level course provides students with additional in-depth use of the Visual Basic language. Students gain experience working with VB arrays and data interfaces, combination controls and functions, menu design and database interfaces. Multiple Classes and Inheritance will be covered as part of the continuing exposure to object oriented programming. The course emphasizes the incorporation of databases within a Visual Basic Project. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

Prerequisites CIT-216

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-219 Information Security & Assurance

Emphasis in this course in Information Security and Assurance will be placed on understanding the key issues associated with protecting information, the technologies behind securing information and the subsequent detection and response to security incidents. Topics will include inspection of information assets, detection of and reaction to threats to information assets, and examination of pre- and post-incident procedures, technical responses and an overview of the Information Security Planning functions. There will be a "hands-on" lab component required for this course. Students taking this course will be required to sign The White Hat Oath, a Code of Ethics from the International Information Systems Security Certification Consortium, Inc. (www.isc2.org). For additional information and/or a course syllabus contact CITDepartment@bhcc.edu

Prerequisites CIT-268

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

CIT-220 Directed Study in Digital and Computer Forensics

Students in this course will be assigned a special Forensics research topic from either the technical or legal side of digital and computer forensics or cybercrime or an internship, when possible, or a combination of a special research topic and a short term job shadowing assignment. For additional information and/or a course syllabus contact CITDepartment@bhcc.edu

Prerequisites CIT-221

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

CIT-221 Advanced Computer Forensics

This course provides advanced work in computer and digital forensic analysis. Emphasis in this course will be placed on file system forensic recovery, analysis and reporting, intrusion detection and analysis, and advanced use of computer forensics tools. Topics covered in Introduction to Computer Forensics (CIT-121) will be expanded upon especially in the areas of file system analysis, drive imaging and backup, email and mobile devices forensics and the impact these analyses have upon investigations.

Prerequisites CIT-121 and CIT-268

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-223 Special Topics in Digital and Computer Forensics

This course is designed to cover emerging and changing issues in Computer and digital Forensics. Issues covered in this course could include but will not be limited to testifying as an expert technical witness, mobile device forensics, and new legal issues pertaining to digital evidence. Topics covered will be adjusted as the curriculum needs of the field change. For additional information and/or a course syllabus contact CITDepartment@bhcc.edu

Prerequisites CIT-221

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-230 Help Desk Techniques

This course provides students with an overview of the design, implementation, and management of a computer help desk or customer support center. Course topics include customer service skills, troubleshooting tools and methods, problem-solving strategies for common support problems, the incident management process, and user needs analysis and assessment. The course also covers industry certifications, professional associations, and standards of ethical conduct for help desk personnel.

Prerequisites ESL-098 or ELL-103 or RDG-095

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-233 Advanced Microsoft Office

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. For additional information and/or a course syllabus contact CITDepartment@bhcc.edu

Prerequisites CIT-110 or CIT-113 or CIT-133

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-234 Decision Support Using MS Excel

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 database 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. For additional information and/or a course syllabus contact CITDepartment@bhcc.edu

Prerequisites CIT-110 or CIT-113 or CSC-120

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-245 Database Administration

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, and 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. For additional information and/or a course syllabus contact CITDeptment@bhcc.mass.edu.

Prerequisites CSC-236

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-250 Collaboration, Communication, and Integrating

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. For additional information and/or a course syllabus contact CITDepartment@bhcc.edu

Prerequisites CIT-110 or CIT-113 or equivalent course or experience or permission of department chairperson.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-262 Wireless Technology

This course introduces students to the fundamentals of planning, installing, maintaining and troubleshooting a network supported by unbound media. It is assumed that students have no prior knowledge of wireless networks and devices. Hence, this course permits students to learn how to apply and support wireless technology in personal, LAN, MAN, CAN and WAN networks. The course is divided into two sections, one that teaches the wireless skills required to take and pass your Certified Wireless Network Administration (CWNA) exam, and the other educates students on how many different wireless devices work.

Prerequisites CIT-162

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-264 IT Security

The goal of this course is to provide you with a comprehensive understanding of information technology security principles and implementation. You will learn about the technologies used, and principles involved in creating a secure computer network and enterprise environment, which includes networks, enterprise endpoints and application development, mobile, embedded, and specialized devices, cloud and virtualization, and wireless network security. You will learn about threat management and cybersecurity resources, the type of threats and attacks that may be used against a network, concepts of cryptography including PKI and other cryptographic protocols, authentication, and cybersecurity resiliency. You will understand and apply threat intelligence, network assessments and defenses, security appliances and technologies, incident preparation, response, and investigation, and risk management and data privacy. Students will engage in practical, hands-on projects, case activities and online virtual labs help you put what you learn into real-world practice. Aside from learning the technologies involved in security, you will put into practice some of the daily tasks involved with managing and troubleshooting those technologies. This course and the student learning outcomes are directly aligned to the CompTIA Security+ certification exam.

Pre/Corequisites CIT-162

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-267 CISCO Networking III

This course describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. This course covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access along with the introduction of software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Students gain skills to configure and troubleshoot enterprise networks and learn to identify and protect against cybersecurity threats. They are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation.

Pre/Corequisites CIT-167

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

CIT-268 Operating Systems

This course provides students with in-depth, hands-on experience with the most used version of consumer operating systems. This course is designed for future IT professional without previous administration experience. The course focuses on providing students with administration on core system administration tasks. Students gain experience in management of files and file systems, local users and groups, networking, processes, permissions, SSH, control firewall, SELinux, job scheduling, troubleshooting, archiving, logs and logical volume using the command line interface. Using industry leading vendor, Red Hat, aligned to standard associate level certification.

Pre/Corequisites CIT-162

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-270 Linux Administration/Lab

This course introduces students to skills needed to efficiently and consistently manage mid- to large-size networks supported by Linux clients and systems. Focus will be on system administration using techniques in automated provisioning, configuration, application deployment, and orchestration. Students will learn how to install and configure automation tools on management workstations, prepare managed hosts for automation, write scripts to automate tasks, and run scripts to ensure servers are correctly deployed and configured. This course uses industry-leading vendor, Red Hat.

Pre/Corequisites CIT-268

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CIT-271 Batch File Programming

This course teaches students how to create batch files to automate a sequence of commands, to write and use batch files for complex tasks, to use batch file subcommands, to halt the execution of a batch file and to write batch files using replaceable parameters and environment variables. For additional information and/or a course syllabus contact CITDepartment@bhcc.edu

Prerequisites CIT-268 or CIT-270

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

CIT-273 Ethical Hacking

This course introduces the information technology security specialist to the various methodologies for attacking a network. The student will be introduced to the concepts, principles and techniques, supplemented by "hands-on" exercises, for attacking and disabling a network. These methodologies are presented within the context of properly securing the network. The course will emphasize network attack methodologies with emphasis on student use of network attack techniques and tools and appropriate defenses and counter measures. Students will receive course content information through a variety of methods: lecture and demonstration of hacking tools will be used in addition to a virtual environment. Students will receive a "hands-on" practical approach in penetration testing measures and ethical hacking. There is an ethics requirement for this course and students will be required to sign the White Hat Oath. Students are expected to have access to a computer with internet access outside of class as there is a major web component to the course.

Prerequisites CIT-268 or CIT-270 or permission of department chairperson

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CIT-275 Information Security Seminar

This course enables the security specialist to employ the various methodologies, tools, and techniques acquired in earlier course curriculum in protecting, hardening and attacking a network in a Capstone course. The student will be introduced to projects/problems/or scenarios which will require hands on engagement to address. The course will emphasize problem solving, critical thinking, and use of multiple skills, techniques, and tools because of the complex nature of the projects/problems/scenarios. Students are expected to have access to computer with internet access outside of class as there is a major web component to the course.

Pre/Corequisites CIT-273

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-277 Health Information Networking

The Health Information Networking course is a technology-focused curriculum primarily designed for students who are looking for career-oriented, entry-level healthcare focused skills that can be applied toward entry-level specialist careers in healthcare networking. The course provides students with the skills to develop an in-depth understanding of principles of practicalities needed for information technology and networking professionals wishing to specialize in healthcare network implementations. Topics include: basic information on healthcare settings, principles of security, mobility and privacy in healthcare, fundamentals of information technology in healthcare, fundamentals of electronic health records systems and electronic medical record implementations. Application of skills and concepts include designing, securing and troubleshooting a health care network. For additional information and/or a course syllabus contact CITDepartment@bhcc.edu

Prerequisites CIT-167

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-278 Penetration Testing

This course introduces the network security specialist to the various methodologies for attacking a network in the role of a penetration tester. Students will be introduced to the concepts, principles, and techniques, supplemented by hands-on exercises for performing a penetration test from beginning to conclusion. These methodologies are presented within the context of understanding and employing the tools, techniques, and processes used by a penetration tester to support companies in identifying and mitigating vulnerabilities. Students will apply their domain knowledge by researching, identifying, planning, explaining, and using tools and techniques to exploit vulnerabilities of a network, and providing mitigation strategies while developing a penetration testing report for a target organization. Students will receive course content information through a variety of methods including lectures, labs, videos, quizzes, simulations, and workshops. This course and the student learning outcomes are directly aligned to the EC Council Certified Ethical Hacker certification exam. Students will be required to sign a White Hat Hacker Oath.

Prerequisites CIT-268 or CIT-270 or permission of the Department Chair.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-279 Cisco Network Security

The Cisco Network Security course is designed for students seeking career-oriented, entry-level network security specialist skills necessary to design and support network security. Students will learn to configure and monitor network security threat mitigation measures, such as device hardening, intrusion prevention systems, and firewalls, to protect data assets and network systems from attack. Students gain practical, hands-on skills to design, implement, configure, troubleshoot and manage network security systems while ensuring the integrity of devices and data. Industry-in-demand skills are aligned with the National Institute for Standards and Technology (NIST) Cybersecurity Framework. Upon Successful completion of the course and meeting award criteria, students will be eligible for Cisco Recognitions, which include a Certificate of Completion, Letter of Merit, and an industry-recognized Digital Badge.

Pre/Corequisites CIT-167

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-282 MS Windows Administration/Lab Network

This course provides students with the necessary knowledge and hands-on skills required to manage the most current and industry-accepted version of Microsoft Windows. The course tailors information to requirements necessary to complete the Microsoft Certified Professional (MCP) exam required by industry. Topics include, but are not limited to, installation, managing users and groups, managing domains via an overview of the Active Directory Services feature, print services, disk storage, remote access, managing and monitoring the network, the Registry and troubleshooting techniques. Course labs challenge students to piece together new and old networking concepts that reinforce each topic. For additional information and/or a course syllabus contact CITDdept@bhcc.edu

Prerequisites CIT-162

Pre/Corequisites CIT-268

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CIT-288 Healthcare IT Concepts II

Students will apply concepts from Healthcare IT objectives learned in the Healthcare IT Concepts I course for effective real-world application. Students will achieve the national Healthcare Technology Specialist competencies and the national Healthcare Information Management competencies. The course will prepare students to demonstrate proficiency in Healthcare IT workforce roles integral to the implementation and management of electronic health information systems. Students will demonstrate competencies in health IT professions to assess workflows, select hardware and software, work with vendors, install and test systems, diagnose IT problems, and train other staff on healthcare systems. Virtual labs and web-based stimulation will provide a practical understanding of the material.

Pre/Corequisites CIT-183 or permission of department chairperson.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CIT-299C Computer Technology Internship

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.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

CIT-299N Networking Internship

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 that 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.

Prerequisites Permission of department chairperson.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Computer Media Technology

CMT-101 Game Development Essentials

This course will present the principles, concepts, and components all of games and the gaming industry's processes, methodologies, and principles associated with the design, development, and distribution of computer-based games and computer-based simulations. This course is designed to provide the student with an overall comprehension of all the precepts and building blocks that are essential to every computer-based game and simulation. This course fulfills the Learning Community Seminar requirement for students in Computer Media Technology.

Prerequisites RDG-095 or ESL-098 and ENG-095; or ELL-103 or placement

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-103 Managing Game Development

This course will cover the concepts and application of management tools and philosophies incorporated in today's game development climate for the purposes of effectively managing game production scenarios. The student will be introduced to the tasks associated with the development of a game or simulation projects and the constraints, effects, and ramifications affecting the project components. Additionally, the student will be taught critical project management analysis techniques such as resource allocation, estimating obstacles and opportunities and how to exploit them to the project's advantage.

Prerequisites RDG-095 or ESL-098 and ENG-095; or ELL-103 or placement

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-111 HTML5

The purpose of this course is to teach the student the principles and concepts of designing and creating WEB pages in an HTML5 format. The course is designed to expose the student to the constructs of HTML5 tags and the responsive design techniques for page banners, images, tables, navigation menus, in-page articles, and footer sections that are available with the advent of HTML5. Additionally the course will teach the student the utilization of dynamic graphics, lists, and background image control. Also included will be content created in Photoshop for the purpose of inclusion as

a stand-alone image or as a background image in a web site. The course will explore the requirements, tools and controls used in WEB page development by lecture, in-class practical exercises, and home study exercises.

Prerequisites ENG-090 and RDG-090 or ELL-101 or placement.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-113 JavaScript

This course teaches students the concepts and practical application of JavaScript programming language as a WEB authoring tool. Students learn to program WEB pages to perform such tasks as forms and form validation, image swapping, auto-scrolling text, browser detection and control and time and date extraction and conversion. The course explores designing and developing JavaScript functions using iteration loops, conditional statements, switch statements, parameter passing, location redirection, in-line JavaScript and remote access JavaScript utilization.

Prerequisites CMT-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-117 XML

This course introduces the student to writing Extensible Markup Language documents for the Web, using custom markup tags, Cascading Style Sheets and Extensible Style Language Style Sheets. Students will create a Document Type Definition (DTD) for validating their documents with an XML parser. Students will also learn how to transform XML documents into other formats for computers that are not capable of viewing XML format documents.

Prerequisites CMT-113

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-119 The Human Character

This course will present concepts in the creation of 3D human character and object modeling using detailed structures based on polygon modeling design tools such as patch modeling, image planes, planar projections, and curve projections. This course will also cover in-depth NURBS modeling of 3D characters and conversion from NURBS to polygonals. These skills are requisite skills for the successful design and implementation of 3D game design and computer simulation projects. Most of these techniques were employed in the Sony Pictures animated short film "The ChubbChubbs".

Prerequisites CMT-101

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-121 Maya Foundations

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.

Prerequisites ENG-095 or placement and ESL-098 or RDG-095 or placement

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

CMT-123 Maya Character Modeling

This course will present advanced concepts in the creation of 3D character and object modeling using detailed structures based on polygon modeling design tools such as patch modeling, image planes, planar projections, and curve projections. This course will also cover in-depth NURBS modeling of 3D characters and conversion from NURBS to polygonals. These skills are requisite skills of the successful design and implementation of 3D game design and computer simulation projects. Most of these techniques were employed in the Sony Pictures animated short film "The ChubbChubbs".

Prerequisites CMT-121

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-125 Cascading Style Sheets

This course will cover the incorporation of modern web design controls for the formatting, placement, dynamics, interactive functionality, and animation web page content with CSS. CSS is the primary technology in use today in the fast paced world of web design and is used to present web content in a standardized manner that far exceeds the capabilities of the HTML language. CSS is in use in almost every one of the millions of web pages published in today's world and is a multi-browser, multi-language coding technology. CSS is found at all levels of the web design process and lends itself to being incorporated as an in-line component, and embedded component, and a remote component on every HTML, JavaScript, XML, ASP.net, PHP, and Ruby page written. It is prevalent and used in IE Explorer, Firefox, Mozilla, Safari, Opera, and Netscape browsers. CSS can be used to create a myriad of functions from the simple coloring of text content to the dynamics of drop-down expandable menus to the inclusion of voice content. It is a technology that has rapidly replaced the traditional name-pair attribute coding scheme of the previous web design technology.

Pre/Corequisites CMT-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-129 Photoshop for Gaming

This course will cover Adobe Photoshop techniques as used in a 3D production pipeline. Students will learn the creative and technical processes of creating 2D concept art and illustrations for objects, environments, creatures and characters. Students will also learn how to create and use various texture maps such as color, bump, luminosity, secularity, and transparency. In combination, these maps will be used to create sophisticated materials (shaders) that can be applied to 3D models. Upon completion of the course, students will have a solid foundation and understanding of how Photoshop is used in 3D game and film production.

Prerequisites ENG-095 or ELL-103 and MAT-093

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-217 3D Modeling & Sculpting

This course will teach the student the processes and techniques of modeling and sculpting 3D characters and objects using Autodesk Mudbox software. The student will be taught the skills required to create production-ready 3D digital artwork for the game, film, television, and design industries. The student will be taught how to paint directly onto high-

resolution 3D models, paint multiple material channels, execute texture baking, create accurate normal, displacement, and ambient occlusion maps, render quality results directly in the viewport, and to employ seamless integration with other 3D software applications.

Prerequisites CMT-121

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-223 Maya Character Animation

This course will present advanced concepts in the creation of 3D character animation from simple joint movement to complete synchronized character movement. This course will also cover blend shaping, skinning techniques, joint constraints and their effect on skinning. These skills are requisite skills for the successful design and implementation of 3D game design and computer simulation projects. Most of these techniques were employed in the Sony Pictures animated short film "The ChubbChubbs".

Prerequisites CMT-123

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-225 jQuery

This course will provide the student a solid foundation in the use and application of the JavaScript layer known as jQuery. jQuery is an advanced form of JavaScript which provides real-time dynamic effects and multifunctional tasks on a client-side application. jQuery is often viewed in modern web design as a dynamic menu or a dynamic special effect such as a photographic slide show. jQuery is also used to traverse and manipulate the Document Object Model (DOM) and to create user interfaces for mobile devices.

Prerequisites CMT-113

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-227 Javascript Object Notation

JSON (JavaScript Object Notation) is a JavaScript subset text-based standard for exchanging and storing data records. JSON employs data records in a human-readable form across a single domain or across multiple domains. JSON offers a faster method of reading and processing data than XML and is the data format preferred for coding in the AJAX (CMT 5aa) coding language.

Prerequisites CMT-117

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-228 Web Design With Ajax

This course will provide the student the syntactical and logical requirements constructing pages using the Ajax programming language. The Ajax programming language is a language that will permit the student to create pages that deliver content in a more rapid and dynamic fashion by updating only those portions of the site that actually change.

Prerequisites CMT-113

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-229 Creating 3-D Special Effects

This course will present advanced concepts in the creation and implementation of special effects, shadings, caustics, global illumination, mental ray rendering, and lighting, shadows, and cameras. These skills are requisite skills for the successful design and implementation of 3D game design and computer simulation projects. Most of these techniques were employed in the Sony Pictures animated short film "The ChubbChubbs".

Prerequisites CMT-121

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-231 MEL Scripting in Maya

The course will cover the process of using Maya Embedded Language to manipulate and animate characters, objects, and object interactions into a complete animation scenario. MEL scripting incorporates traditional programming constructs such as loops, conditionals, functions, expressions, and nodes. In addition to traditional constructs this course will introduce specific animation and gaming constructs such as particle dynamics control, user input selection dialogs, solid body dynamics, and crowd systems.

Prerequisites CMT-229

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-232 Game Engines

This course will present the concepts and methods associated with utilizing Game Engines as the finished product tool for creating and delivering computer-based games and simulations. Game Engines bring together the ability to deliver real-time rendering with the added flexibility to control the game/simulation lighting ambience, terrains, physics, audio integration, programming, and real-time networking.

Prerequisites CMT-231 or department chair approval

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-233 Game Programming

The course will cover the beginning phases of programming content and movement as a component of the entire game development and managed code process. The course will be taught using the C++ programming language and will be developed in the Microsoft Visual Studio .Net Code development environment. The student will learn the fundamentals of C++ programming as they are applied to the creation and control of computer games.

Prerequisites CMT-231

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CMT-235 Node.js

Node.js is a technology that uses the JavaScript run-time V8 engine developed by Google. The V8 engine compiles and executes JavaScript at lightning speeds on both client and server side operations. Node.js will be used to facilitate reading /writing to network connections, reading/writing to the file system, and reading/writing to a database. All of these tasks can be found in web apps and employing Node.js allows them to execute very rapidly.

Prerequisites CMT-117
Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

CMT-241 PHP/MySQL

PHP/MySQL is a web development programming language that is used to provide dynamic interaction between web content pages and databases. PHP technology permits web developers to retrieve and maintain real-time information for presentation across the web delivery medium. The objectives of this course are to teach the student the skills required to effectively construct real-time web sites for the purposes of e-commerce and real-time information delivery. The student will learn how to design and publish web pages that interact with push/pull actions that interact directly with on-line databases.

Prerequisites CMT-113
Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

CMT-249 3D Liquids Simulation

This course will instruct the student in the techniques and processes required to simulate computer generated liquids and liquid flows. The student will be taught the techniques used in the generation of large scale simulations such as floods, oceans, and breaking waves. The student will also be taught the principles and processes for small scale liquid simulations such as water splashes, pouring liquids, animated contained liquids, and molten materials. Additionally the student will study and design realistic interactions, splashes, and redirections that occur between liquids and solid objects.

Prerequisites CMT-229
Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

CMT-250 Mobile Web Applications

This course will provide the student with the foundations for creating Mobile Web apps that address the cross-platform design needs of multiple platform mobile devices. Mobile Web apps require a design that considers significant factors, such as size, lighting, device speed, and a touch screen interface for mobile devices.

Prerequisites CMT-225
Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

CMT-299 Web Development Internship

This course provides students with hands-on experience in Web Development. The course is an internship approach to learning. It provides a solid foundation to understanding the types of jobs available to students with Web Development skills and what it is like to work in the Web Development field. Students will acquire a first-hand perspective of employer's expectations and levels of satisfaction. 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 in the pursuit of a web development career.

Prerequisites None
Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

Computer Science

CSC-120 Intro to Comp Sci & Object Oriented Prog

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, flow control, objects, classes, methods, text/stream I/O, arrays, and vectors, and polymorphism. Students will use an Object Oriented Programming language as they design code, debug and implement several programs covering the topics presented. Programs will be created to run both using the IDE and from the command line. This course fulfills the Learning Community Seminar requirement for students in AA Computer Science, AS Computer Science, 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. For more information please email CS@bhcc.edu

Prerequisites MAT-099, and RDG-095 and ENG-095 or ELL-103 or Higher. Minimum Grade of 'C' required.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CSC-125 Python Programming

This is an introductory course designed for any student interested in learning computer programming concepts and hands on computational thinking, all in the context of the Python programming language. No prior experience in programming is necessary. Students will use their own problem solving abilities to implement programs in Python. This course will show the student how to create basic programming structures including decisions and loops. Further, students will explore unique Python data structures such as tuples and dictionaries. Students will also learn to perform basic debugging techniques. At the end of this course, the student will have learned enough concepts in computer science and programming to be able to write Python programs to solve problems on their own. This course will prepare the student to move on to the Advanced Python Programming course. For additional information and/or a course syllabus contact CS@bhcc.edu

Prerequisites MAT-099, and RDG-095 and ENG-095 or ELL-103

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-129 Mobile App Development

This course introduces application development for mobile devices such as Android, Apple, Windows, and web. Students will program simple apps on multiple devices, using standard development environments commonly used professionally, using a series of skill-based lessons.

Prerequisites RDG-090 or ESL-098 or Higher and ENG-090 or ESL-099 or Higher or ELL-101 or higher or placement.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-131 Introduction to Creating Mobile Apps

This course is designed for individuals with no experience with programming languages or previous experience creating mobile applications. The course uses a graphical-user interface blocks editor for students to build their own Android based mobile apps. The course offers reading about the editor and basic programming concepts, tutorial walk through assignments within the editor, and assessments which require students to build unique apps based on the tutorials so that they can demonstrate their understanding and knowledge of what they have learned. Specific programming concepts covered include design logic, programming conditions, variables, procedures, branching and looping. Specific app functionality covered includes sprite animation, multiple screens, and integration with device sensors, texting, databases, video, and other web APIs.

Prerequisites RDG-090 or higher and ENG-090 or higher or ELL-101 or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-135 Design for Mobile Devices

This course introduces the central components of user interface design for mobile devices (phones, tablets, and other). Students will learn how to prototype user interface designs using a series of scaffolded, skill based lessons culminating in a mobile application interface design for an application.

Prerequisites ENG-090 or higher and RDG-090 or higher or ELL-103 or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-225 Advanced Python Programming

This is an advanced course designed for any student interested in learning advanced computer programming concepts in the context of the Python programming language. In this course students will explore classes, object oriented programming, plotting, sampling and statistical thinking, using randomness to solve non-random problems, statistical thinking, graphs, and dynamic programming. Students will complete hands-on individual projects, individual assessments, group projects, and exams to assess student success at achieving the course outcomes. For additional information and/or a course syllabus contact CS@bhcc.edu

Prerequisites CSC-125 with a grade of C or better.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-229 Programming With Android I

This course introduces the central components of Android programming. Students will learn how to program in Java using the Android Development Tools using a series of scaffolded, skill based lessons culminating in a mobile application which can be exported and placed on a device.

Prerequisites CIT-113 or CSC-120 or CSC-129 or Chair approval.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-236 SQL Programming

This course introduces students to the fundamentals and functions of Structured Query Language (SQL), including relational database, table creation, updating, and manipulation concepts. Using a live database, students learn SQL basics and then move on to the more sophisticated and challenging aspects of SQL. Students get in-depth knowledge of the language through extensive use of Internet based, industry standard SQL programming and certification testing

engines. Upon completion of this course, students have the skills and competencies required to program in SQL and the background necessary to continue to intermediate and advanced courses in database procedural programming and database administration. For additional information and/or a course syllabus contact CS@bhcc.edu

Prerequisites CIT-110 or CIT-113 or CSC-120 or CMT-125.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-237 C++ Programming

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. For additional information and/or a course syllabus contact CS@bhcc.edu

Prerequisites ENG-095, MAT-194 and CSC-120 with a grade of C or better.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CSC-238 Programming for iOS I

This course introduces the central components of iOS programming for mobile app development. Students will learn the basics of programming using vendor approved IDE and Tools in a series of scaffolded, skill based lessons culminating in a mobile application for iOS devices. This is first-level course that introduces programming concepts and structures unique to this product's language, but also addresses the iOS marketplace, what it takes to become an iOS developer, as well as the planning and budgeting required for sustained app development.

Prerequisites Any of the these BHCC programming courses (CSC-125, CSC-225, CSC-229, CSC-236, CSC-237, CSC-239, CSC-240, CSC-243, CSC-285 or CIT-271) or Prior Learning Assessment or chair approval.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-239 JAVA Programming

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, 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. For additional information and/or a course syllabus contact CS@bhcc.edu

Prerequisites ENG-095, MAT-194 and CSC-120 with grade C or better or equivalent experience with permission of department chairperson.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CSC-240 Database Programming

This is an intermediate course in procedural programming for database management systems. Topics in this course include: anonymous and named blocks, named procedures and functions, cursors, triggers, collections and the creation and manipulation of temporary tables. Students perform mid-to advanced level manipulation of databases required for logical processing and user interaction with relational databases. For additional information and/or a course syllabus contact CS@bhcc.edu.

Prerequisites CSC-236 or department chair permission

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-242 Data Structures

This course prepares students to understand the fundamentals of data structures with an emphasis on software engineering. Topics include multidimensional arrays, records, dynamic memory allocation, stacks, queues, lists, trees, graphs, and others. For additional information and/or a course syllabus, contact CS@bhcc.edu.

Prerequisites CSC-239 and MAT-197 or Higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-243 Android Development for Java Programmers

This course is for students who are already experienced Java programmers. It discusses not only the intricacies of Android app development, but publishing in the Market place and monetizing the apps through fees, in-app advertising, or in-app billing of selling virtual goods. Topics include but are not limited to: mobile game design principles, tools and terminology, AndEngine framework, Java/Dalvik and Android SDK, rendering images, using sprite sheets, creating animations, sound, creating an effective game interface, resource files, working with maps, notifications, and building customer UI elements. APIs (Application Programming Interfaces) and SDK (Software Development Kits) for phones and tablets will be used.

Prerequisites CSC-239 and MAT-197 with a minimum grade of C or better.

Pre/Corequisites CSC-285.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-244 Android Development With Kotlin

This course is for students who are already experienced, programmers. Using the Kotlin programming language, students will create and implement Objects in a Mobile development environment. This course discusses the development of a full-stack application front-end to backend, from start to finish. Students will develop an application that may include a database back-end, using the principles of user interface, user experience, user authentication, and best practices of security issues related to mobile applications. This course further discusses the intricacies of Android app development and publishing in the marketplace, monetizing the app, and connecting the app to the latest platform service providers.

Prerequisites CSC-237 OR CSC-239 with at least a grade of C

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-284 Advanced C++/OOP

This course covers intermediate-level programming. Students learn advanced topics of C++, dynamic memory, allocation, pointers, etc., and OOP, function and operator overloading, class design and object abstraction, ADT design, templates, inheritance, and polymorphism. Students learn to analyze a variety of problems and generate appropriate object oriented solutions. The department recommends that students taking this course have no less than a grade of B in the prerequisite course. For additional information and/or a course syllabus contact CS@bhcc.edu.

Prerequisites CSC-237 and MAT-194 or higher or permission of the department chair.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-285 Advanced Java Programming

This course thoroughly examines many of the sophisticated features of the Java programming language, including interfaces, advanced graphics, some data structures, file I/O techniques, multithreading, advanced JDBC Servlets, and Java Server Pages. Students demonstrate their mastery of the material through a series of graded projects and examinations that challenge at an extremely high level. The course not only instructs in the preparation of applications and applets that focus on business-related topics, but also teaches JAVA in an internet-based, integrative environment that utilizes cross-platform tools. For additional information and/or a course syllabus contact CS@bhcc.edu.

Prerequisites MAT-197 and CSC-239 with grade of C or better.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-287 Survey New Popular OOPL for Programmers

This course is for students who already have deep knowledge of an Object Oriented Language (Advanced java or Advance C++). This course will cover in depth three of the most commonly requested OOPL in the job market, C#, Visual Basic.NET and Python (languages covered may change depending on the current job market needs). The course will focus on the idiosyncrasies of the different new languages. Knowledge of programming structures and ability to implement lengthy and complex programming solutions, use of the debuggers and ease to adapt in deferent IDEs is assumed. Long capstone-like projects will be required for each language examined and students will be responsible to analyze and solve the problems by applying the good programming practices and styles already learned in prior semesters.

Prerequisites CSC-284 or CSC-285 and MAT-197 with a grade of C or better.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CSC-299 Computer Science Internship

This course provides students with hands-on experience in Computer Science. The course is an internship approach to learning. It provides a solid foundation to understanding the types of jobs available to students with Computer Science skills and what it is like to work in the field. Students will acquire a first-hand perspective of employer's expectations and levels of satisfaction. 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 in the pursuit of a career in a computer science field.

Prerequisites CSC-237 and CSC-285.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Computed Tomography

CTC-111 Computed Tomography I

This interactive, web-based course presents principles and physics on conventional as well as spiral/helical CT. It begins with descriptions of the hardware configurations, and progresses to include the computer science of the system, including digital image processing, data acquisition, display, and reconstruction methods. Technical factors affecting image quality, artifact, recognition and reduction, and quality control will be discussed. Multi-slice technology will have particular emphasis, and 3D applications, CT angiography, CT fluoroscopy and other advanced applications will be presented. Radiation safety, dosimetry and contrast agents will also be included in this course.

Prerequisites Acceptance into Computed Tomography Certificate Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CTC-211 Computed Tomography II

This interactive, web-based course will present patient care in computed tomography, including administration of contrast agents. Imaging procedures of the head, neck, chest, abdomen, pelvis and musculoskeletal system will be discussed, as well as relevant pathology. Special procedures including but not limited to 3-D studies, biopsies, drainage and aspiration and PET/CT fusion will also be presented.

Prerequisites CTC-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CTC-299 Computed Tomography Clinical Internship

This 100-hour clinical introduction will enhance the academic experience for students by introducing them to the clinical practice of CT. Students are responsible for providing their own clinical site. Clinical sites must be pre-approved by program faculty. Students must comply with the clinical policies, as stated in the Student Manual before attending clinical. Criminal Offender Record Information (CORI) checks will be conducted on all students before placement and the outcome may impact the student's ability to participate in the internship experience. Health clearance is also required prior to participation.

Prerequisites CTC-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Criminal Justice

CRJ-101 Introduction to Criminal Justice

This course is an introduction to the purpose and functions of the criminal justice system. This course will provide students with the history and role of the American Criminal Justice System, and a description of the police, courts, and corrections at the local, state, and federal levels. The course will emphasize the current growing problems of the criminal justice system, ethical issues and professionalism, as well as the future trends of the system. Introduction to criminal justice is of practical concern to professional personnel involved in the system, and also to anyone who wants to understand better the aim of criminal law and how the criminal justice system operates. The course fulfills the Learning Community Seminar requirement for students in AS Criminal Justice.

Prerequisites ENG-095 or placement and ESL-098 or RDG-095 or ELL-103 or placement

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

CRJ-102 Juvenile Justice

This course examines youthful offenders, the civil and 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. Course name was changed from Delinquency, Adjudication & Correction to Juvenile Justice.

Prerequisites ENG-095 or placement and ESL-098 or RDG-095 or ELL-103 or placement.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-103 Criminal Law

This course examines the nature, purpose and development of criminal law from common law to contemporary statutory law. The course will emphasize the principles of criminal liability and elements of crime. Legal analysis, knowledge of concepts and the ability to identify them in complex fact patterns, and the application of legal principles to fact situations in a logical way will be introduced.

Prerequisites ENG-095 or placement and ESL-098 or RDG-095 or ELL-103 or placement.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-107 Introduction to Corrections

This course provides a historical and philosophical survey of the correctional system. It provides an understanding of corrections as an essential component in the criminal justice system, focusing on punishment, sentencing, probation, community corrections, jails and detention facilities, institutional corrections, inmates, parole, and reentry. The course also gives students an orientation to current correctional concepts and various correctional institutions.

Prerequisites ENG-095 or placement and ESL-098 or RDG-095 or placement

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-117 St Law: An Overview of the American Legal System

This course examines the origins of the American Legal System through an analysis of its function, sources and its varied aspects. 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 the latest instructional technology including e-portfolios, 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, history, and government.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-201 Management in Criminal Justice

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 Grade of C or better in ENG-111, CRJ-101, CRJ-103, CRJ-208 or instructor approval.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-202 Evidence and Ct Procedures

This course examines the structure, organization, and procedures of the American Criminal Court system. The course focuses on case analysis to understand the aspect of criminal prosecution and the role of the key actors in the court. The course addresses concepts of legal analysis and the prospects of reform of the Criminal Court system.

Prerequisites Grade of C or better in ENG-111, CRJ-101, and CRJ-103, or instructor approval.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-203 Rehabilitation of the Offender

This course provides an examination of community rehabilitation, current programs and services available in the corrections component of the criminal justice system. It emphasizes contemporary practices in corrections such as the community-based work-release programs, furloughs, halfway houses, and individual treatment services. Alternatives to incarceration are also examined.

Prerequisites Grade of C or better in ENG-111, CRJ-101, CRJ-103 or instructor approval.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-208 Criminal Investigation

This course identifies the fundamentals of criminal investigation within the criminal justice system. The duties and responsibilities of the investigator, both in the field and in the courtroom, are emphasized. The course explores the fundamental components of interviewing and interrogation. Issues concerning rules and chain of custody of evidence will be explored.

Prerequisites Grade of C or better in ENG-111, CRJ-101, and CRJ-103 or permission of instructor.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-209 Crime Victims

This course examines theories explaining victimization, the measurement and scope of victimization, fear of crime, the experience of victimization, and victims' interaction with the criminal justice and other systems that have direct contact with victims. It pays particular attention to special victim groups and assesses current victim initiatives such as restitution, mediation, and victim rights legislation.

Prerequisites Grade of C or better in ENG-111, CRJ-101, and CRJ-103 or permission of instructor.

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

CRJ-210 Ethics and Diversity

This course examines the impact of the policies, procedures, and interpretation of data concerning the American criminal justice system across ethnic, racial, sexual, and cultural lines. It examines cross-cultural interaction within the system and the history and institutional attitudes concerning multicultural issues. This course also gives students an overview of the ethical dilemmas facing criminal justice professionals as they interact with a diverse population.

Prerequisites Grade of C or better in ENG-111, CRJ-101, and CRJ-103 or permission of instructor.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-211 Criminal Procedure

This course examines the workings of those Amendments to the United States Constitution relate to the field of Criminal Justice and that protect the rights of the people. Students will learn about habeas corpus, search and seizure practices pursuant to the Fourth Amendment; self-incrimination under the Fifth Amendment; right to counsel under the Sixth Amendment; and how the rights protected by these amendments were incorporated by the Fourteenth Amendment and made applicable to both state and federal law enforcement.

Prerequisites Grade of C or better in ENG-111, CRJ-101, and CRJ-103 or permission of instructor.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-214 Negotiation, Mediation, and Conflict Resolution

This course will focus on understanding the skills needed to negotiate, mediate, and resolve conflict in the criminal justice system. These techniques will be learned theoretically from case studies, and practiced so that students can improve these skills to be able to negotiate, mediate, and communicate better to resolve disputes.

Prerequisites Grade of C or better in ENG-111, CRJ-101, and CRJ-103 or permission of instructor.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-219 Terrorism & Homeland Security

This course will provide a theoretical and empirical understanding and explanation of terrorism as well as the motivation behind terrorist initiatives. A primary emphasis of the course is on identifying these common features both within and across terrorist organizations to better understand their motives, their objectives, and the methods used to achieve their objectives. It will identify and examine police and governmental responses to reduce or control the incidence of terrorism.

Prerequisites Grade of C or better in ENG-111, CRJ-101, and CRJ-103 or permission of instructor.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-225 Policing

This course examines and introduces students to the criminal justice system with special emphasis on the roles and responsibilities of police officers. The function of police in contemporary society will be explored. Discussion centers on the problems arising between citizens and police from the enforcement and non-enforcement of laws, from social changes to police accountability and problem-solving policing strategies.

Prerequisites Grade of C or better in ENG-111, CRJ-101, and CRJ-103 or permission of instructor.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-230 American Drug Law

This course explores the problems with drugs, illicit and lawful, and the ways the laws in the United States relate to drugs, their users and distributors. Students learn the manner in which federal and state laws differ in terms of punishment. The course analyzes the dichotomy in the federal treatment of crack cocaine as opposed to powder cocaine and the attendant affect this policy has on communities of color. The course also examines the minimum, mandatory drug sentencing laws and their impact on the criminal justice system. Students also learn about the major worldwide drug smuggling routes through the Balkans, South East Asia, and South and Central America, and the way United States interdiction policies affect this smuggling.

Prerequisites Grade of C or better in ENG-111, CRJ-101, and CRJ-103 or permission of instructor.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-245 Cyber Crime: Justice in the Virtual World

This course introduces the student to the issues, trends and problems associated with crimes facilitated by information and communications technology and how these crimes challenge traditional investigative methods. Topics include the history of computer crime, hacking and unauthorized access, embezzlement, the collection and preservation of digital evidence, legal issues in cyberspace, and an overview of cyberterrorism and the threat to critical infrastructure. Cybercriminal behavior will be analyzed, as well as issues related to hate crimes and their impact on society.

Prerequisites Grade of C or better in ENG-111, CRJ-101, and CRJ-103 or permission of instructor.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-275 Criminal Justice Capstone

This course provides students with the opportunity to critically examine what they have learned about the criminal justice system while exploring possible educational/career opportunities. The course will examine current events and current criminal justice trends to help students better understand the issues facing the police, courts, and correctional systems. This course will also help students build professional skills such as report and resume writing, and learn more about opportunities such as employment in the field, college transfer, and graduate or law school. Students enrolling in the capstone course must have completed the core requirements of the CJ degree.

Prerequisites Complete all core requirements of the CJ degree (CRJ-101, CRJ-103, CRJ-107, CRJ-211, CRJ-225, and SOC-207)

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CRJ-299 Criminal Justice Internship

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 in a hands-on learning experience 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.

Prerequisites Completion of all CRJ required courses, a cumulative grade point average of at least 3.0 in the program, grade of C or better in College Writing I (ENG-111) and all of the Criminal Justice Core Courses and Department Chair or Instructor permission.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Culinary Arts

CUL-101 Culinary Fundamentals

This course introduces students to the foodservice industry and the knowledge, skills, sanitation, and behavior needed for a sustainable career. Topics include the history of food, culinary terminology, equipment and tools, product identification, weights and measurements, and standardized recipes. Students will practice basic math skills to compute recipe conversions and study basic food safety and sanitation guidelines in preparation for the program's kitchen lab courses. This is a Learning Communities course and is designed to assist students in their transition to college. Career and educational planning are included.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CUL-108 Basic Baking Skills

This course will teach the fundamentals of bakeshop production. It will introduce the students to a variety of baking techniques and skills. Emphasis will be placed on the different skills needed for immediate employment in the pastry field. Students will be introduced to the math skills necessary to understand the weights and measures, as well as to comprehend conversion skills. Students will become competent in the basics of yeast bread production, quick breads, and basic dessert production. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-111 Food Service Sanitation and Skills

This course covers the principles and practices of sanitation and hygiene as applied to a professional kitchen and front-of-the-house operations. Topics include prevention of food-borne illness, prevention of contamination, proper food handling procedures, food allergens, HACCP procedures, and cleaning and sanitizing kitchen facilities. Students take the ServSafe and Massachusetts Allergen Awareness certification exams upon completion of the course.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

CUL-113 How Baking Works: The Science of Baking

This course explores the theory and science of baking. Students will learn how different ingredients affect a baked product. Students will explore the changes that take place during the baking process, using recipes and formulas as experiments, and will discuss these outcomes. This course is taught in the bakeshop. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CUL-115 Culinary Foundations 1

This course is an introduction to the professional kitchen. Students will use hands-on practices to develop classical knife skills, cooking methods and techniques while learning proper sanitation procedures, knife safety, and use of standard kitchen equipment. Students will take a practical assessment to demonstrate proficiency with these kitchen skills. Additional expenses may include supplies, equipment, and/or uniforms.

Pre/Corequisites CUL-101

Corequisites CUL-125

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-116 Basic Culinary Skills

This course will provide students with knowledge in the use of tools, equipment, and knives while learning basic skills and procedures related to the preparation of food and cooking procedures. Students will become familiar with spices, and ingredients and learn basic menu construction and presentation used in a professional food service facility. The course is designed to emphasize proper terminology, equipment use, cooking techniques, use of commercial equipment as well as professional tools. Students will learn correct knife skills and become proficient in their knife skills. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-117 The Science of Food & Cooking

This course explains the scientific concepts at work when we cook and eat. Among the concepts investigated are thermodynamics, atoms and molecules, the Maillard reaction, fermentation, acids and bases, colloids, food preservation, modernist techniques and equipment, sensory perception, and the physiology of taste. Students engage in scientific and quantitative reasoning throughout the course, which ends with a culminating assignment that addresses a scientific hypothesis related to gastronomy.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CUL-119 Cake Decorating

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 or by permission of the department chairperson.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CUL-125 Baking Foundations 1

This course is an introduction to the professional bakeshop and the fundamentals of baking. Students learn proper usage of bakeshop tools and equipment. They study ingredients and learn their functions in a formula. They gain a working knowledge of methods such as creaming, blending, foaming, meringues, basic quick breads, yeast bread, batters, cookies, custards, mousses, and pies. Students will take a practical assessment to demonstrate proficiency with bakeshop skills. Additional expenses may include supplies, equipment, and/or uniforms.

Pre/Corequisites CUL-101

Corequisites CUL-115

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-135 Culinary Foundations 2

This course strengthens and refines the skills introduced in Culinary Foundations 1. Students learn, comprehend, and practice basic stocks, soups, sauces, salads, and protein fabrication. Students will take a practical assessment to demonstrate proficiency with these kitchen skills. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites CUL-115 and CUL-125

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-145 Advanced Desserts

This seven-week course takes students beyond the basic principles of baking. The students learn cake decorating and advanced pastry production techniques. The course introduces students to the proper application of mixes, laminated dough, fillings, and choux pastries. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites CUL-115 and CUL-125

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-208 Advanced Baking Skills

This course will teach advanced pastry production techniques. Students will be instructed in the application of icings, fillings, laminated dough, and yeast products. Students will learn the various techniques used for artisan bread production, as well as laminated dough and their uses. Students will learn and practice basic cake decorating techniques. An introduction to some European pastries will be taught. An emphasis will be placed on timing and execution of the various pastry products, as required in a professional pastry shop. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites CUL-108 & CUL-116

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-211 Menu Design and Purchasing

This course identifies the menu as the primary controlling document in food and beverage operations. The menu acts as the hub of an organizational system which informs recipes, ingredient potentials, inventory, cost controls, purchasing, menu types, service, labor, kitchen design, audience, and sanitation. Students draft to completion finished menus throughout the semester based on the above supposition, and in addition, become proficient in requisite costing formulas, inventory control, and purchasing strategies.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CUL-215 Culinary Foundations 3

This course introduces students to the challenges of a la carte restaurant production. Multi-course menus are prepared and students engage with the entire process from a customer's food order being received to the meal being delivered to the table. Special emphasis is given to proper mise en place, al a minute cooking, cooking methods, service timing, and plating. Both individual and team production mise en place are given primary emphasis. Students will take a practical assessment to demonstrate proficiency with production skills. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites CUL-135

Corequisites CUL-225

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-216 Advanced Culinary Skills

This course will build upon skills taught in the Basic Culinary Skills course (CUL-116). Students will be immersed in an actual restaurant simulation and will learn proper timing and execution of the meal. Various stations within the kitchen brigade will be taught and students will become proficient in these stations. Students will be introduced to the various types of professional cooking careers and opportunities. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites CUL-108 and CUL-116

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-217 Classical and International Pastries

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.

Prerequisites CUL-145

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-225 Essentials of Dining Service

This course provides students with a fundamental knowledge of restaurant service in a professional dining room. It emphasizes various types of classical and modern service, the timing and execution of the meal, and both formal and informal table settings. The course also covers reservations, seating, point of sales systems, food and beverage service, and front-of-the-house sanitation practices. Students will take either the T.I.P.S. (Training and Intervention Procedures for Servers of Alcohol) or the Servsafe Alcohol Certification exam. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites CUL-135

Corequisites CUL-215

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-235 International Cuisines

This course investigates how geography and culture influence the development of a cuisine with a focus on regional ingredients and cooking methods. Additional topics include international food history, globalization of cuisines, effects of terroir, and preparation of traditional and ceremonial dishes. Students are required to write a research paper on a global cuisine and its relationship to its geography and culture. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites CUL-215

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-241 Chocolate and Sugar Artistry

This course is designed to familiarize students with how to work with chocolate and sugar using various techniques. Students will practice these techniques in the production of chocolate confections, such as truffles and molded chocolates. Sugar artistry, such as poured, pulled and blown sugar will be demonstrated and applied. Students will also work with pastillage, marzipan, and gum paste. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites CUL-145

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-243 Hot and Cold Desserts

This course is designed to introduce students to the production of chilled and frozen desserts. Students will also be introduced to the production of hot desserts, as well as to the production of desserts using both hot and cold components. Students will design menus for a bakeshop or pastry operation and develop an understanding of the

various management tools required for the operation. Students will learn to analyze and forecast sales. An emphasis is placed on plating and garnishing techniques of dessert production. Students will also be introduced to molecular cooking techniques. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites CUL-145

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-245 Culinary Capstone: Food and Beverage Operations

This capstone lab draws on all previously learned and practiced culinary arts curriculum. Ingredient knowledge, cooking fundamentals, menu design, sanitation, and delivery of service culminate in a student-driven menu and dining experience. Technical emphasis will be placed on purchasing, inventory, storage, cost control, menu engineering, and sanitation. Creative emphasis will be placed on seasonality, ingredient potentials, menu design, concept, and presentation. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites CUL-215 and CUL-225

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

CUL-247 Advanced Classical Desserts and Showpiece Cakes

This course takes the students to an advanced level of pastry expertise. The students will continue to refine their cake decorating skills and learn advanced pastry production. The course introduces the students to the techniques used to assemble tiered cakes, as well as the proper cutting and service of tiered cakes. Students will learn costing techniques and conversion formulas. Students will analyze costing formulas and pricing criteria for wedding and special occasion cakes. Emphasis is placed on design, construction and preparation of showpieces using sweet and savory ingredients.

Prerequisites CUL-145 and CUL-119

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CUL-249 Baking for Health

This course will explore the options available for meeting the needs of the customer with dietary restrictions. The student will be introduced to lactose-free, gluten-free, and dairy-free, sugar-free baking. Students will also work with vegan recipes, as well as honey-free and egg-free recipes. Students will also be introduced to the production of pastries using substitute ingredients for health purposes. Healthy and low fat dessert alternative will be introduced. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites CUL-145

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

CUL-299 Culinary Arts Internship

In this course students participate in an off-campus culinary field experience. Students apply the knowledge, skills, sanitation, and behavior learned in the classroom at an approved internship site. The internship requires 150 hours of documented work experience. Students are required to produce a professional resume, enter into an internship contract, submit written reports, and complete an internship portfolio. Students needing help finding an internship can contact the Internship and Career Development Office at internships@bhcc.edu for guidance and assistance.

Prerequisites CUL-135 and CUL-125

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

CUL-299P Pastry Arts Internship

The internship allows students the opportunity to gain practical experience in the field of baking and pastry arts. The internship begins after completion of the first academic year and consists of 150 hours of work experience in a bakery or pastry shop approved by your instructor.

Prerequisites Department chair approval.

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

Early Childhood Education

ECE-101 Guidance and Discipline

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.

Prerequisites ENG-095 and RDG-095 or ESL-098 or ELL-103 and a grade of C or higher in ECE-103

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

ECE-103 Child Growth and Development

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 ESL-098 or RDG-095 and ENG-095, or ELL-103, or exempt by placement testing.

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

ECE-104 Curriculum in Early Childhood Education

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.

Prerequisites ENG-095 and RDG-095 or ESL-098 or ELL-103 and a grade of C or higher in ECE-103

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

ECE-106 Program Environments

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 RDG-095 or ESL-098 and ENG-095, or ELL-103, or exempt by placement testing.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-108 Infant/Toddler Curriculum Development

This course is the study of the aspects of planning and implementing group care for infants and toddlers, including developmental issues, routines and transitions in care-giving, curriculum activities, environmental designs, equipment and materials, guiding behavior including limit setting and developing security through behavioral management, and working with parents. The course meets Department of Early Education and Care requirements for Infant/Toddler Lead Teacher certification.

Prerequisites ECE-103; grade of C or better in ESL-098 or RDG-095 and ENG-095, or ELL-103, or exempt by placement testing.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-116 Introduction to Early Childhood Education

This introductory level course will introduce foundational concepts in the field of early childhood education such as play, theories of trauma, anti-bias education and child development domains. Students will explore diverse educational settings for young children, professionalism and planning intentional developmentally-appropriate experiences for young children. Topics include national early learning standards, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students will be able to design a career/professional development plan to enter the field of early childhood education.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-118 Pedagogy of Play

Through this course, students will learn: WHY play is a core resource for learning; WHAT play looks and feels like in different cultural contexts; HOW educators can promote play and playful learning in schools, including practices and strategies for teaching and assessing learning through play to understand and address social justice and equity issues associated with learning through play through teacher research and equity-centered teaching; to advocate for play as critical to children's development and learning in schools. Students in this class will explore and discuss theoretical and empirical literature on play, as well as examples of play from real early childhood classrooms.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-202 Issues in Early Childhood Education

This course is a study of early childhood education programs. The course includes the history of childcare, 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 ESL-098 or RDG-095 and ENG-095, or ELL-103, or exempt by placement testing.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-207 Literacy Development and Learning for Children

This course is a study of concept development and learning in early childhood education programs with emphasis on curriculum development in the area of literacy development for young children.

Prerequisites ECE-103 and ECE-104 or ECE-103 and EDU-201.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-208 Exceptional Lrnrs: Intro to Special Educ

The course will be a study of children with physical, social, emotional, and/or intellectual differences, with emphasis on techniques for inclusion of children into early childhood programs and elementary school programs. This course offers an introduction to a broad range of developmental disabilities and related topics, including categories of cognitive, physical, emotional, and learning delays. The inclusion of children and adults into educational and community environments will be highlighted. Topics include the history of special education, the impact of the family, current and future trends, early intervention, transition, and the laws which govern the integration of children and adults in society.

Prerequisites ENG-095 and RDG-095 or ESL-098 or ELL-103 and a grade of C or higher in ECE-103

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-209 Math Concepts & Learning for Children

This course is a study of concept development and learning in early childhood education programs with emphasis on curriculum development in the area of math for young children.

Prerequisites ECE-103 and ECE-104 or ECE-103 and EDU-201.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-210 Science Concepts & Learning for Children

This course is a study of concept development and learning in early childhood education programs with emphasis on curriculum development in the area of science for young children.

Prerequisites ECE-103 and ECE-104 or ECE-103 and EDU-201.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-212 Families/Community in Early Childhood Ed

This course is the study of the relationship of parents and communities to early childhood programs. The course emphasizes parental needs for early care and education, parenting skills and need for communication with parents,

challenges of dealing with diverse populations and multiple family structures using an anti-bias approach which respects diversity and encourages collaborative efforts in caring for children.

Prerequisites ECE-103 plus three (3) ECE or EDU courses or equivalent.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-213 Child Care Administration I

This course covers the study of program management in early childhood education, including planning, implementing, and evaluating programs. The course emphasizes financial, legal, personnel, and program aspects of program administration. It meets Department of Care and Education and Certification requirement.

Prerequisites Lead Teacher qualifications or permission of department chair prior to enrollment.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-215 Supervisor in Early Childhood Education

This course covers the study of child-care management with an emphasis on staffing and personnel functions within an early care and education program. Areas of study include organizational development, staffing, personnel practices, leadership, and mentoring. The course meets Department of Early Education and Care Director II certification requirements.

Prerequisites Lead Teacher qualifications or Chair approval prior to enrollment.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-217 Observation/ Recording Behavior

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.

Prerequisites ENG-095 and RDG-095 or ESL-098 or ELL-103 and a grade of C or higher in ECE-103

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-220 Practicum in Early Childhood Education I

This practicum experience in an early childhood setting must be completed during the final two semesters of study. The department assigns and/or approves student placement settings. Students must participate in a weekly on-campus seminars as well engaging in a minimum of 12 hours a week in an Early Childhood Education classroom with a supervising teacher and a creation of portfolio. Acceptance into the Early Childhood Development program does not assure permission to enroll in the course or a placement assignment. For complete course requirements and application procedures, contact the department chair. Students must also clear a CORI report before enrolling in the practicum.

Prerequisites Minimum grade of C in: ECE-103, ECE-101, ECE-104, and ECE-106; Permission of the Department Chair

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-221 Practicum/Early Childhood Education II

This practicum experience in an early childhood setting must be completed during the final semesters of study. The department assigns and/or approves student placement settings. Students must participate in a weekly on-campus seminars as well engaging in a minimum of 12 hours a week in an Early Childhood Education classroom with a supervising teacher and the creation of a portfolio. Acceptance into the Early Childhood Development program does not assure permission to enroll in the course or a placement assignment. For complete course requirements and application procedures, contact the department chair. Students must also clear a CORI report before enrolling in the practicum course. The course is open only to students matriculated in the Associate in Science Degree: Early Childhood Concentration. Students must receive a grade of C or higher in Early Childhood Practicum 1 (ECE-221).

Prerequisites ECE-220 with minimum grade of C; permission of the Department Chair

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-223 CDA Professional Portfolio&Practicum

The CDA (The Child Development Associate National Credentialing Program) Professional Portfolio/Practicum Course will provide a practicum experience in an early childhood setting and assist each student in developing their reflective CDA Professional Portfolio as it relates to the 13 CDA Functional Areas specific to the program the student is working at (family child care, infant/toddler or preschool care). Students will participate in a weekly on-campus seminar as well as engaging in a minimum of 12 hours a week in an Early Childhood Education classroom with a supervising teacher. Students will complete 150 hours of a supervised practicum in a licensed early childhood center. This course will expand the scope and level of each student's work capability as they develop their CDA competency in 13 functional areas to prepare for earning their CDA credential.

Prerequisites ECE-103, ECE-104 and ECE-106 with a grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ECE-224 CDA Professional Portfolio&Practicum2

The CDA (The Child Development Associate National Credentialing Program) Professional Portfolio/Practicum Course will provide a practicum experience in an early childhood setting and assist each student in developing their reflective CDA Professional Portfolio as it relates to the 13 CDA Functional Areas specific to the program the student is working at (family child care, infant/toddler or preschool care). Students will participate in a weekly on-campus seminar as well engaging in a minimum of 12 hours a week in an Early Childhood Education classroom with a supervising teacher. Students will complete 150 hours of a supervised practicum in a licensed early childhood center. This course will expand the scope and level of each student's work capability as they develop their CDA competency in 13 functional areas to prepare for earning their CDA credential. ECE 224 is required for students who have less than 300 hours of documented time in an early childhood center to be eligible for their CDA credential.

Prerequisites Successfully complete ECE-223 with a grade of C or better.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Economics

ECO-201 Macroeconomics

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. This course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites MAT-097 or MAT-098 or higher and RDG-095 or ESL-098 or ELL-103.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

ECO-202 Microeconomics

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 the General Education requirement for Community and Cultural Contexts.

Prerequisites MAT-097 or MAT-098 or higher and RDG-095 or ESL-098 or ELL-103.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

ECO-220 Environmental Economics

This course introduces economic approaches to problem-solving in the context of contemporary environmental issues and policies. Students learn to apply economic models to analyze energy sustainability and environmental systems in local and global contexts. Topics covered will include: environmental externalities and market failure; economic assessment of environmental damages; economics of sustainable development; cost-benefit analysis; valuation of environmental resources. Students will apply theoretical frameworks in economics to analyze policies and practices related to environmental issues including pollution control, natural resource use, and climate change.

Prerequisites ENV-105, ENV-110, ENV-111, ENV-113, ENV-115, ENV-120, ECO-201, OR ECO-202 earning a minimum grade of C.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Education

EDU-102 Becoming a Teacher: A Learning Community Seminar

This learning community seminar is designed for education majors who are interested in making a difference in today's public schools. The seminar will focus on the pressing issues in today's public schools: overcrowding, lack of funding, outdated curriculum, classroom chaos, and shortage of good teachers, and many others. The Learning Community Seminars enable first-year students to make successful transitions to college while developing their abilities to reflect and assess; discover their strengths; explore career interests; set goals and problem solve with critical thinking, information literacy and communication skills; and connect with peers, faculty and staff in a diverse learning environment. This seminar will focus on education as students grow in their understanding of themselves and the world of education. While recommended for Education majors, those in Early Childhood Development, and Human Services will find the material useful. Students from other majors are welcome to enroll if interested in pursuing teaching as a career in the future.

Prerequisites Student must be in first two semesters of study at BHCC with 16 college credits or less completed.

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

EDU-201 Introduction & Foundations of Education

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 AA Education majors, but others are welcome to enroll.

Prerequisites Grade of C or higher in RDG-095 or ESL-098 and ENG-095, or ELL-103 or placement.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

EDU-220 Practicum in Instruction

This course exposes students to various techniques of learning through the experience of tutoring. Faculty develops supervised tutoring placements in specified subject areas. The placements may be in the classroom, computer lab, Tutoring and Academic Support Center, the Center for Self-Directed Learning, and/or other areas on campus. Students must participate in a weekly on-campus seminar, in addition to two hours of tutoring per credit, per week. The seminar relates the field experience to students' objectives through discussions of learning styles, modes of instruction, cross-cultural awareness, tutoring techniques, and study habits. Students gain experience in tutoring, the evaluation process, and management of instructional operations.

Prerequisites EDU-201

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Electric Power Utility

EPU-101 DC Circuit Theory & Lab

This course provides an introduction to the nature of electricity in general, in-depth coverage of direct current electrical theory and laboratory practices. Topics covered include static electricity, the Bohr Atom, Ohm's Law, Kirchhoff's Law, network theorems, and magnetism.

Class Meets 3 hrs. lecture: 3 hrs. lab.

Pre/Corequisites MAT-193

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

EPU-104 AC Circuit Theory/Lab

This course provides in-depth coverage of alternating current electrical theory. Topics covered include inductance, transformers, capacitance, reactance, impedance, and resonance. The j-operator is employed.

Class Meets 3 hrs. lecture/3 hrs. lab.

Prerequisites EPU-101

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

EPU-151 Fundamentals of Single Phase and Polyphase Metering

This course introduces students to the fundamentals of Single Phase & Polyphase Metering, such as terminology and basic principles of meters. Students review basic math specific to metering, and gain knowledge of basic electricity and magnetism principles. Students will be introduced to meter testing equipment, meter diagrams and standards, and learn technical data and how to read watt-hour and demand meter schematics. They will also learn about power factor analyzers, high amperage current transformer cabinets, meter demand theory and demand registers. Students are introduced to various instrument transformers, their design, application and troubleshooting. They learn about high voltage metering equipment and how to safely install the equipment. In addition all students will learn how to connect electrical secondary services up to 600 volts from the pole to the house working off a ladder.

Prerequisites Admission to the Electric Power Utility Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

EPU-203 Intro to Underground Operations

This course introduces students to the basic operation of underground systems. Through classroom instruction and extensive hands-on experience, students will become familiar with the underground network electrical system and the various job responsibilities of underground personnel. Students will learn how to use the power formula to determine wire sizes. Correct manhole entry/exit procedures will be demonstrated. Underground safety issues including emergency rescue procedures will be covered. The sizing, installing and splicing of underground cables will be taught. An equipment orientation will be performed to provide students with a basic understanding of all underground apparatus.

Prerequisites Admission to the Electric Power Utility Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

EPU-205 Introduction to Substation Operations

This course introduces students to electric substations. Through classroom instruction and extensive "hands-on" experience students will learn about the basic purpose and operation of substations as key parts of power distribution systems. Students will learn the various job responsibilities of substation personnel. Safety procedures including vault entry/exit and rescue procedures will be discussed and demonstrated. Students will learn how to read and interpret substation prints. Substation equipment orientation will be performed to provide students with an understanding of substation equipment. Students will become familiar with the dispatch center and its functions.

Prerequisites Admission to the Electric Power Utility Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

EPU-207 Introduction to Overhead Linework

This course introduces students to the basic fundamentals of overhead linework, and installation techniques. During this intensive training period students will learn to become comfortable working with the tools and equipment used to build an overhead distribution system. Students will be introduced to and become familiar with important sections of safety in the utility industry including the effects of electrical shock and burns. Basic hand tools will be assigned and students will learn how to care for and use the equipment. Students will also be trained in CPR-AED and OSHA 10. Students will be trained in the use of company derricks and buckets. For those students who express a desire to learn to climb utility poles, instruction will be provided.

Prerequisites Admission to the Electric Power Utility Program.

Gen. Ed. Course No
Mass Transfer Course No
Credits: 4

EPU-251 Electric Power/Utility Tech Internship

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 every day 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 ENG-111, EPU-151, EPU-153, PSY-107

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

EPU-257 Power and Distribution Systems

This course introduces the basic concepts of electrical power systems. Subject areas include electrical power generation, transmission, and distribution. Distribution system layout, distribution transformers, transmission line fault calculations and transmission line protection will also be covered.

Prerequisites EPU-104

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

Emergency Medical Responder

EMR-101 Emergency Medical Responder

Through lectures, discussions, and hands-on practical experiences, this course is designed to provide the student with the knowledge and skills necessary to function as an Emergency Medical Responder in emergency situations. The course will prepare the student to serve as an essential link in the emergency medical services (EMS) system. The course content covers knowledge and psychomotor skills required to make appropriate decisions and provide immediate care in response to medical emergencies. The course includes Cardio Pulmonary Resuscitation (CPR) for the Professional Rescuer with Automated External Defibrillation (AED) and advanced first aid skills. Students that successfully complete practical and knowledge-based exams are eligible for the Emergency Medical Responder (First Responder) certification card which is valid for two years. This is a 40-week course, meeting for 56 minutes each Monday through Thursday. Additional practical skill sessions may be scheduled as needed.

Prerequisites None

Gen. Ed. Course No
Mass Transfer Course No
Credits: 4

Emergency Medical Technician

EMT-103 Emergency Medical Technician

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.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 7

Engineering

ENR-101 Introduction to Engineering/Lab

This course provides an overview of the engineering profession. Topics to be discussed include fields of study within engineering; the engineering profession, including engineering ethics; and engineering design and problem-solving. Emphasis is on team-building and a teamwork approach to engineering projects.

Class Meets 3 hrs. lecture - 3 hrs. lab.

Prerequisites MAT-194 or higher earning a grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

ENR-103 Fundamentals of Computer-Aided Drawing And Design

This course will introduce students to the use of computer software for creating engineering drawings and developing engineering designs and design models. Students will use the AUTOCAD software package as they learn standard views and dimensions for engineering drawings, replicate standard geometrical models, and create models and drawings for selected 2D and 3D engineering designs and projects.

Pre/Corequisites ENR-101

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

ENR-260 Engineering Statics

This course will apply the laws of Newtonian mechanics to help students attain the basic engineering science concepts that serve as the building block for further courses in engineering analysis and design. The course applies the equations of mechanics to the general engineering sciences, including solid, fluid mechanics, and materials, thereby contributing to the success of students as practicing engineers after graduation.

Class Meets 3 hour lecture.

Prerequisites PHY-251 with a minimum grade of C

Pre/Corequisites MAT-282

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

ENR-265 Engineering Dynamics

The course covers Kinematics and Kinetics of particles and rigid bodies, with the application of Newton's Second Law and the principles of work-energy and impulse. The course enables students to distinguish statics problems from dynamics problems and to identify inertial effects. The course also enables students who are interested in Engineering Mechanics or related disciplines to comprehend the vast applications of the principles of dynamics ranging from structural design of vehicles, electro-mechanical devices such as motors and movable tools, biomedical devices such as artificial hearts and bladders, to predictions of the motions of satellites, spacecraft, etc.

Class Meets 3 hours lecture.

Prerequisites ENR-260 with a minimum grade of C

Corequisites MAT-285

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

ENR-270 Strength of Materials

The course extends the equilibrium analysis covered in statics to deformable bodies, especially to various members that make up structures and machines. Students will learn the three fundamental concepts in this course, i.e. Equilibrium, Force-Temperature-Deformation Behavior of Materials, and Geometry of Deformation. The course includes the following concepts: stress and strain, stress transformation, temperature stresses, stress and deformation in bodies under axial, shearing, flexural, torsional and combined loadings, shear and bending moment diagrams, and Euler's columns.

Class Meets 3 hour lecture.

Prerequisites ENR-260 with minimum grade of C

Corequisites MAT-285

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

ENR-271 Circuit Analysis and Design I/Lab

This is the first course of a two-course sequence in circuit analysis required for all Electrical Engineering Transfer Option students. An Introduction to electric circuits is presented, and circuits under continuous current are resolved. Basic circuit components (resistance, capacitance, inductance, and operational amplifiers) are introduced, and RL, RC, and RLC circuit responses are analyzed as a function of different initial conditions. This course contains a laboratory component that is complimentary to the theory.

Class Meets 3 hours lecture, 3 hours lab.

Prerequisites MAT-282, PHY-251 & ENR-101; minimum grade C+

Corequisites PHY-252

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

ENR-272 Circuit Analysis and Design II/Lab

This is a required course for the Electrical Engineering Transfer Option, and the second course in a two-course sequence covering circuit design. This course presents the basic tools to analyze frequency-dependent circuits using phasors, Laplace transformations, and Fourier analysis. Sinusoidal steady state, frequency response, and filters are also

analyzed in detail.

Class Meets 3 hours lecture, 3 hours lab.

Prerequisites ENR-271; minimum grade C+

Pre/Corequisites MAT-285

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

ENR-275 Digital Logic Systems/Lab

This is a required course for the Electrical Engineering Transfer Option. This course provides the fundamentals of logic and number theory, combinational logic applied to circuits, sequential logic involved in operations on circuits, and register-level logic related to data-path and control circuits.

Class Meets 3 hours lecture, 3 hours lab.

Prerequisites ENR-271; minimum grade C+

Corequisites MAT-283

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

English

ENG-005 IP Completion

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

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 0

ENG-090 Writing Skills I

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 (ENG-090) with a grade of C or better, students enroll in Writing Skills II (ENG-095).

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ENG-095 Writing Skills II

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.

Prerequisites ENG-090 or ESL-099 or ELL-101 or exemption by placing into higher level course with a grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course No

Notes 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.

Credits: 3

ENG-111 College Writing I

This course emphasizes writing as a process for essays with multiple rhetorical modes. Using personal experience, readings with diverse cultural perspectives, and other sources, students apply critical reading and independent research skills to evaluate and integrate sources into their writing with proper citations from MLA and/or APA format. Students engage in discussions and activities that enhance their understanding of, make connections to and reflect upon diverse cultures. This course satisfies the College's General Education requirement for Academic Discourse.

Prerequisites ENG-095 or ELL-103 with a grade of C or higher.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

ENG-112 College Writing II

This course focuses on development of thesis-driven essays supported by multiple sources and tailored to a target audience. Students will gain competency in synthesis, analysis and evaluation of multiple sources as well as demonstrate proficiency in conducting research and applying MLA and/or APA format. Students engage in discussions and activities that enhance their understanding of, make connections to and reflect upon diverse cultures, as they examine power structures. The course satisfies the College's

General Education requirement for Research Writing.

Prerequisites ENG-111 with a grade of C or higher.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

ENG-115 Writing Tutor Seminar

The course prepares skilled writers to work as peer tutors in the college's Writing Place. It provides advanced instruction in writing theory, peer tutoring practice, grammar and composition, with special emphasis on the writing process. Along with class time, students will spend 3 hours tutoring in the Writing Place each week beginning in Week 4. Throughout the semester, students develop strategies, problem-solving skills and greater understanding of composition theory and practice.

Prerequisites ENG-111 with a B+ or better, or course equivalent, professor recommendation, interview and permission of ENG-115 instructor.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

ENG-203 Creative Writing Workshop

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. This course meets the General Education requirement for Creative Work.

Prerequisites ELL-103 or ENG-095 or higher, or placement in ENG-111.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

ENG-231 Introduction to Fiction Writing

Everyone tells stories, but what makes a story "good"? Why are there some we want to hear over and over, tirelessly, even though we know what will happen in the end? In this class, students will look at solid story structure, the elements that make up a "good" compelling story, and ways to tell the tales we have to tell in the best possible way to capture an audience. Students will participate as both writers and critical readers in examining creative work of their own, their peers and of established authors. This course meets the General Education requirement for Creative Work.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

ENG-232 Introduction to Poetry Writing

This course offers a thorough, hands-on exploration of the principles of writing poetry with emphasis on the elements of craft, voice, form, and analysis of the techniques, structures and styles of established poets. Through extensive reading and writing exercises, students will be able to develop a deeper understanding of the historical and global context of the craft, how it resonates within contemporary culture, while strengthening their own poetic voice. By the end of the course, students will have produced a body of work that expresses his/her ideas or ideals in an original and coherent manner. The course meets the General Education requirement for Creative Work.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

ENG-233 Intro to Creative Nonfiction Writing

This course offers an in-depth exploration of a unique and broadly-defined creative writing genre. By reading published works and writing original essays and memoir-style pieces, students will learn to employ literary techniques often ascribed to poetry and fiction in works of nonfiction. This course gives students experience with various sub-genres of creative nonfiction (narrative nonfiction, researched journalism, memoir) and also addresses the creative challenges unique to a genre whose name implies inventive truth-telling. Students will address the puzzling question of how to add vibrancy to true stories without changing their essential truths. Through the reading and writing this course requires, students will develop their voices, deepen intercultural competencies, and create a series of polished nonfiction works. This course meets the General Education requirement for Creative Work.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

ENG-234 Literary Publishing

This is an experiential learning course in which students take on the roles of writers, editors, administrators, and designers in order to publish a college literary magazine. Students will critically address all aspects of magazine

production. Activities include writing and developing creative content; selecting manuscripts and artwork for publication; editing, designing and formatting magazine pages and covers; corresponding with contributors; magazine proofreading, producing, promoting; and coordinating a public reception. This course meets the General Education requirement for Creative Work.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

English as a Second Language

ESL-005 ESL IP Completion

This course provides an organized, scheduled opportunity for students to satisfy the requirements of the IP contract in ESL. 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.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 0

ESL-074 Listening Comprehension & Discussions

In this low-intermediate course, students develop academic listening skills and participate in small group and whole class discussions based on articles, lectures, and multi-media sources. Students will learn grammar and vocabulary in the context of the materials used for listening, speaking, reading, and writing activities. Students must earn a C or better in order to pass the course.

Prerequisites Placement

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ESL-075 Grammar Structures & Editing

This low-intermediate course focuses on improving grammar and editing skills through weekly grammar lessons, writing assignments, class discussions and assessments. Students will develop their ability to compose grammatically correct and comprehensible sentences and short writings. Students receive individual feedback that targets their needs. Students must earn a C or better in order to pass the course.

Prerequisites Placement

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ESL-078 Academic Reading I

In this low-intermediate course, students learn pre-reading skills, organizational styles, academic vocabulary, dictionary use, referents, critical reading, basic verb tenses and parts of speech, and how to summarize, paraphrase, and identify main ideas and supporting details. Students will learn to complete homework assignments in basic MLA format.

Students must earn a C or better in order to pass the course.

Prerequisites Placement

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

ESL-079 Academic Writing I

In this low-intermediate course, students learn to write paragraphs and short essays through an academic writing process in a variety of rhetorical styles using basic MLA format. Student will write from personal experience and respond to reading by paraphrasing and quoting. Students will learn to write different sentence types, using coordinators and subordinators. Punctuation and grammar will be taught, and students will apply their knowledge by revising and editing their papers. Students must pass the ESL079 Writing Competency Exam and earn a C or better in order to pass the course. Prerequisite: Placement into ESL Level I.

Prerequisites Placement

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ESL-086 Academic Listening & Note-Taking

This high-intermediate course focuses on listening and note-taking skills. Students develop a system for note-taking and learn how to use their notes to answer comprehension questions as well as to complete writing assignments. 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 must earn a C or better in order to pass the course.

Prerequisites Grade of C or better in ESL-074, ESL-075, ESL-078, and ESL-079.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ESL-087 Contemporary Issues & Conversations

In this high-intermediate course, students practice and demonstrate effective speaking functions in small-group and whole-class discussions of academic reading materials. Students 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 and build their level-appropriate academic vocabulary in the context of speaking, in the context of the reading materials, and in the context of student generated writing. Students must earn a C or better in order to pass the course.

Prerequisites Grade C or better in ESL-074, ESL-075, ESL-078, and ESL-079.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ESL-088 Academic Reading II

In this high-intermediate course, students increase their level-appropriate vocabulary and develop their reading skills and strategies as they analyze, discuss, and write about longer readings. Students are also introduced to critical thinking skills such as drawing inferences, understanding idioms and figures of speech, and recognizing purpose and perspective. Students learn grammar in the context of the reading materials and in student generated writing.

Prerequisites Grade of C or better in ESL-074, ESL-075, ESL-078, and ESL-079.

Gen. Ed. Course No

Mass Transfer Course No

Notes Students must earn a C or better in order to pass the course.

Credits: 3

ESL-089 Academic Writing II

In this high intermediate course, students develop their writing skills with a focus on the process of college writing from planning and drafting to revising and editing. Students demonstrate their critical thinking skills by writing paragraphs and essays from their personal experience and from readings of moderate complexity. Students practice correct grammar and mechanics in the context of the readings and their own writing. Students must pass the ESL089 Writing Competency Exam and earn a grade of C or better in order to pass the course. Students must earn a C or better in order to pass the course.

Prerequisites Grade of C or better in ESL-074, ESL-075, ESL-078, and ESL-079

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ESL-096 Lecture Comprehension & Academic Vocabulary

In this advanced course, students develop an academic note-taking system as they listen to lectures and authentic sources. Students practice using their notes to answer comprehension questions, write summaries of sources, and compose responses to critical thinking questions. Students learn advanced academic vocabulary and grammar in the context of advanced level readings, websites, and lectures. Students must earn a C or better in order to pass the course.

Prerequisites Grade of C or better in ESL-086, ESL-087, ESL-088, and ESL-089

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ESL-097 Academic Discussions & Presentations

This advanced course focuses on the communication skills necessary in an academic setting. Students develop and improve a method for delivering an oral presentation to a large group using effective delivery, visual aids, secondary sources, and level-appropriate academic vocabulary. Students practice comprehensible pronunciation along with stress and intonation patterns. All speaking activities are organized around academic reading materials which students will write about and discuss in small groups. Students must earn a C or better in order to pass the course.

Prerequisites Grade of C or better in ESL-086, ESL-087, ESL-088, and ESL-089.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ESL-098 Academic Reading III

This advanced course focuses on the critical and analytical reading skills necessary for success with college level materials. Students demonstrate comprehension of level-appropriate readings through class discussions, writing assignments, and other assessments. Students also develop critical (higher order) thinking skills by interacting with the readings and by summarizing, paraphrasing, quoting, responding to, and evaluating readings. Students do extensive work on understanding and analyzing main ideas and supporting details of articles and essays. Students learn grammar and academic vocabulary in the context of the reading materials. Students must earn a C or better in order to pass the course.

Prerequisites Grade of C or better in ESL-086, ESL-087, ESL-088, and ESL-089.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ESL-099 Academic Writing III

This advanced course focuses on the academic writing skills necessary for success in college content courses. Students develop their abilities with sentence structure, paragraph writing, and essay writing through extensive practice with multiple drafting, revising, editing, and proofreading. Students write from personal experience, answer essay questions from readings of substantial complexity, and write essays using research sources. Students learn grammar in the context of the readings and student generated writing. Students must pass the ESL099 Writing Competency Exam and earn a C or better in order to pass the course.

Prerequisites Grade of C or better in ESL-086, ESL-087, ESL-088, and ESL-089.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

English Language Learning

ELL-101 Integrated ELL Level 1

This course develops integrated critical reading, writing, listening and speaking skills in English through immersion in a selected theme, challenging academic content, and campus- and/or community-based learning. Students participate in group work and connect the content to their own lives, using language in multiple ways. Students successfully completing Level 1 will produce, revise and edit written and oral assignments that demonstrate readiness for Level 2 as determined by departmental assessment processes. Students will demonstrate emerging skill with incorporating sources to develop ideas with purpose, focus, and clarity of language. Prerequisite: Placement. Depending on program of study, this course may meet General Education requirement for Creative Work or General Education Elective.

Prerequisites Placement into ELL-101.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 6

ELL-102 Integrated ELL Level 2

This course develops integrated critical reading, writing, listening and speaking skills in English through immersion in a selected theme, challenging academic content and campus- and/or community-based learning. Students participate in group work and connect the content to their own lives, using language in multiple ways. Students successfully completing Level 2 will produce, revise and edit written and oral assignments that demonstrate readiness for Level 3 (or approaching readiness for College English) as determined by departmental assessment processes. Students will demonstrate increasing skill with incorporating sources to develop ideas with purpose, focus and clarity of language. Depending on program of study, this course may meet General Education requirement for Creative Work or General Education Elective.

Prerequisites ELL-101 earning a minimum grade of C.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 6

ELL-103 Integrated ELL Level 3

This course develops integrated critical reading, writing, listening and speaking skills in English through immersion in a selected theme, challenging academic content and campus and/or community-based learning. Students participate in group work and connect the content to their own lives, using language in multiple ways. Students successfully completing Level 3 will produce, revise and edit written and oral assignments that demonstrate readiness for College English as determined by departmental assessment processes. Students will demonstrate proficiency with incorporating sources to develop ideas with purpose, focus and clarity of language. Depending on program of study, this course may meet General Education requirement for Creative Work or General Education Elective.

Prerequisites ELL-102 earning a minimum grade of C.

Gen. Ed. Course Yes
Mass Transfer Course Yes
Credits: 6

ELL-110 Resilience

In this multilevel 6-credit course, we will explore true-life stories and nonfiction materials about how and why people persist through daily life and difficult circumstances. The materials for the class will consist of academic articles, short stories and videos for class discussions and writing short essays. Related topics will include cultural attitudes of resilience, brain and memory research, and persisting in language learning. Beyond improving reading, writing and oral communication skills, an important goal of this class is to develop a deeper understanding of how you can build resilience to accomplish your goals. This course meets the General Education requirement for Creative Work.

Prerequisites Placement into ELL-101 or ELL-102 or ELL-103.

Gen. Ed. Course Yes
Mass Transfer Course Yes
Credits: 6

ELL-111 Stories and Sketches of Chinatown

What makes a community unique and dynamic? Is it people, architecture, atmosphere, or other factors? In this integrated skills course we will study the Chinatown community especially Asian Americans and Chinese Immigrants and the places where they work and reside. Students will read, write, speak, and learn about symbols commonly found in the community. Students will research symbols and complete remote field study of community-based arts projects. This course meets the General Education requirement for Creative Work.

Prerequisites Placement into ELL-101 or ELL-102 or ELL-103.

Gen. Ed. Course Yes
Mass Transfer Course Yes
Credits: 6

ELL-112 Voices of Chelsea

What makes the Chelsea community unique and dynamic? Students in this 6-credit multi-level ELL course will read and listen to significant voices from the Chelsea community, from history to newspaper headlines to stories inherited from one generation to another. Students will also voice their own stories in prose and poetry, with the opportunity to participate in poetry readings and storytelling sessions. As the course progresses, students will identify threads and themes for deeper inquiry and analysis through writing and discussion. This course meets the General Education requirement for Creative Work.

Prerequisites Placement into ELL-101 or ELL-102 or ELL-103.

Gen. Ed. Course Yes
Mass Transfer Course Yes
Credits: 6

ELL-113 Stories of Chelsea

In this 6-credit, multi-level ELL course, students will prepare, produce, and communicate true oral and written stories about their lives and experiences in the Chelsea community. Students will build upon narratives read and analyzed in ELL-112 and explore thematic connections between their own stories and broader issues of education, migration, racial justice, community development, and/or public health through readings, discussions, essays, presentations, and reflections. This course meets the General Education requirement for Creative Work.

Prerequisites Placement into ELL-101 or ELL-102 or ELL-103.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 6

ELL-114 Integrated ELL Multi-Level

This 6-credit, multi-level ELL course develops integrated critical reading, writing, listening and speaking skills in English through immersion in a selected theme, challenging academic content and campus and/or community-based learning. Students participate in group work and connect the content to their own lives, using language in multiple ways. Students will demonstrate proficiency with incorporating sources to develop ideas with purpose, focus and clarity of language. Depending on the program of study, this course may meet the General Education requirement for Creative Work or General Education Elective.

Prerequisites Placement into ELL-101 or ELL-102 or ELL-103.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 6

Environmental Science

ENV-105 Environmental Science/Lab

This course is an introduction to the physical, chemical, and biological processes of the natural world. Emphasis is placed on the science of environmental processes, problems, and solutions. Case studies about land, air, and water pollution will be integrated throughout the course. The laboratory will introduce basic field techniques, internet research, laboratory skills, report writing, and data analyses. This course will lay the foundation for understanding the key concepts required for Environmental Science majors. This course satisfies the General Education requirement for Scientific Reasoning (previous area title Science and Technology) for all programs.

Prerequisites MAT-093 or higher, and RDG-095 and ENG-095, or ELL-103.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 4

ENV-110 Sustainable Resource Conservation

This course is an introduction to fundamental concepts of sustainability and resource conservation as related to environmental policy and environmental management. Through lectures, laboratories, and dialogue, students develop literacy in sustainability topics including environmental values and ethics; natural resource economics; environmental policies and regulations; sustainability management; sustainable development; ecosystem resources and management, biodiversity and wildlife conservation; forest and soil conservation, water conservation and quality, air quality, climate change and climate action planning. This course meets the General Education Requirement Scientific Reasoning (formerly area 5).

Class Meets 3 hours lecture; 3 hours lab.

Prerequisites MAT-093 or higher, and RDG-095 and ENG-095, or ELL-103.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 4

ENV-111 Survey of Renewable Energy

This course investigates the potential of renewable energy technologies to help solve environmental and economic problems within society. Areas of investigation include solar energy, wind power, hydropower, geothermal, fuel cells,

biomass, ocean wave power, and alternative transportation options. Also addressed are conventional energy sources including oil, coal, natural gas, and nuclear energy. Consideration will be given to related issues such as costs, externalities, system efficiencies, emissions and other environmental impacts, financing incentives, and the regulatory and market forces impacting the alternative energy industry. Students will learn how to assess the viability of incorporating renewable technology, such as solar or wind power, for residential and commercial applications. This course satisfies the General Education requirement for Scientific Reasoning (previous area title: Science and Technology) for all programs.

Class Meets 3hrs. lecture; 3 hrs. lab.

Prerequisites MAT-093 or higher, and RDG-095 and ENG-095, or ELL-103.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 4

ENV-113 Introduction to Oceanography/Lab

This course integrates the physical, chemical, geological, and biological characteristics of the world's oceans with emphasis on the New England coast and Boston Harbor. Topics include plate tectonics and the evolution of ocean basins, ocean sediments, coastal processes and landforms, physical and chemical properties of sea-water, atmospheric and oceanic circulation, the origins and dynamics of waves and tides, the coastal ocean, marine life, ocean productivity and resources, marine environmental concerns, marine policies, and cutting-edge marine technologies. Laboratory activities and online activities provide hands-on experiences or simulations about real-world oceanographic issues using oceanographic materials and techniques in the laboratory and in the field. This course satisfies the General Education requirement for Scientific Reasoning (previous area title: Science and Technology) for all programs.

Class Meets 3 hrs. Lecture; 3 hrs. Lab

Prerequisites MAT-093 or higher, and RDG-095 and ENG-095, or ELL-103.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 4

ENV-115 Earth Science

A study of the materials, principles, and processes that define and govern the Earth system. This course covers the fundamentals of geology: rocks, minerals, the rock cycle, geologic time, plate tectonics, earthquakes, volcanoes, geologic structures, weathering and erosion, hydrologic cycle, groundwater, glaciers and geologic hazards. Laboratory activities include mineral and rock identification, geologic structure and landform identification, interpretation of geologic maps and cross-sections, field geology, and other fundamental topics. This course satisfies the General Education requirement for Scientific Reasoning (previous area title: Science and Technology).

Class Meets 3hrs. lecture; 3 hrs. lab.

Prerequisites Minimum grade of C in MAT-093 or higher and ESL-098 or RDG-095, or ELL-103 or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 4

ENV-120 Tropical Field Studies

This course is an investigation of the ecology, conservation, and diversity of tropical ecosystems. As part of a study-abroad student team, students will learn and participate in scientific field research methods on location in a tropical country. By participating in a variety of trips, and activities students will also investigate the interrelationship of local culture, ecotourism, and conservation. Students will be required to complete a self-designed scientific field research

project and participate in a community services project while in the country of study. Past studies have occurred in Costa Rica and Nicaragua but future trips are not limited to these two tropical countries. Course requires additional travel fees and purchase of personal field supplies. This course meets the General Education requirement for Scientific Reasoning (previous area title: Science & Technology).

Class Meets 3 hours lecture - 3 hours lab.

Prerequisites Submission of study-abroad application and approval of the Biology & Chemistry Department.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Notes Study-Abroad scholarships are available for qualified students. No previous science background required.

Credits: 4

ENV-211 Environmental Microbiology/Lab

Environmental Microbiology introduces students to the diversity of microbial populations and their ecological roles in terrestrial, aquatic, and marine environments. The course will also focus on industrial microbiology and the relationships of microbes to urban communities. Microbial community ecology and interactions with plants and animals will also be covered. Students will explore how microbial activities sustain natural ecosystems, contribute to environmental quality, and how these functions are harnessed to support and manage artificial systems. Laboratory investigations will introduce students to the standard experimental procedures used to study microbes. The course will satisfy a required program elective for students enrolled in the AS Biological Sciences - Transfer Option. This course will not satisfy the microbiology requirement for healthcare and nursing students. Students in health related programs should enroll in Microbiology & Lab - BIO-205. Completion or concurrent enrollment in General Biology II & Lab - BIO-196 recommended.

Class Meets 3 hours lecture - 3 hours lab.

Prerequisites Grade of C or better in BIO-195.

Pre/Corequisites Recommended: BIO-196

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

ENV-222 Environmental Policy, Law, and Management

This course covers the basic concepts in policy, the major environmental laws in the U.S, how policies are made, international conventions, and new management approaches. Topics will include environmental policy and politics; policy-making stakeholders and their role; major international agreements; enforcement; community-based planning; sustainability goals; and green plans. Linkages will be made to environmental topics and the management of food and agricultural production, biodiversity, development, pollution control, land-use, climate change, and sustainability goals. This is a central class for those interested in working in environmental policy and the management of natural resources.

Prerequisites ENV-105, PSC-101, or GEO-101.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

ENV-250 Global Environmental Change

Global Environmental Change draws from various scientific disciplines to explore the causes of, consequences of, and solutions to global-scale environmental issues affecting our planet and societies. The focus of this course is a study of Earth as a complex system and the role that natural and human influences play (and have played) in changing the Earth system throughout geologic and human history. This course provides an in-depth investigation of the science behind

climate change, its history on our planet, the impact of humans on the climate system, the impact of climate change on humans and the natural world, and how the world has responded to and is preparing for climate change impacts. Also addressed are other pressing global environmental changes effecting Earth's oceans, soils, biodiversity, and atmosphere. Students in this course should be comfortable solving problems using computation, using computers or datasets to generate data, and visually interpreting or representing data. This course meets the General Education requirement for Scientific Reasoning.

Prerequisites ENG-111 and MAT-174, MAT-181, or MAT-194.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 4

Environmental Sustainability

ESM-105 Green Buildings

This course provides a framework for making practical design and construction decisions that are environmentally responsible by focusing on LEED (Leadership in Energy and Environmental Design) building standards. After completing the course, students will have the ability to sit for the LEED Green Associate Exam. Topics include trends in green building, costs and benefits of green buildings, third party certifications and rating systems, site selection and orientation, sustainable landscapes, storm water management, water efficiency, energy demand, energy efficiency, renewable energy in buildings, ongoing building performance, waste management, building materials, and indoor air quality.

Prerequisites MAT-093 or higher and ELL-103 or ENG-095 and RDG-095 or ESL-098, or placement equivalency

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

ESM-115 Sustainable Facilities Management

This course highlights the responsibilities, policies, and practices involved with managing the built environment to achieve sustainable goals. Students will gain an understanding of facilities operation, maintenance, architectural blueprint interpretation, health & safety awareness, and occupant engagement. Students will learn how to select and assess energy usage of HVAC systems, electrical systems, lighting systems, and heating systems. Course content will center on facilities management as a process, and its relationship to other functions within an organizational setting. Students will explore the most current strategies and issues in the industry today, including sustainability, productivity, green buildings, as well as human and environmental factors. This course will utilize a combination of classroom techniques (presentation, discussion, team projects, case studies, and guest speakers) to give the students a full understanding of the issues and complexities of sustainable facilities management.

Prerequisites MAT-093 or higher and ELL-103 or ENG-095 and RDG-095 or ESL-098, or placement equivalency

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

ESM-205 Green Existing Buildings: Operation and Maintenance

This course is designed for ESM students and professionals who are looking to gain project experience on existing Leadership in Energy and Environmental Design (LEED) projects. This course is for students interested in enhancing operations and maintenance in existing buildings. Students will learn the requirements and calculations required for the following LEED credits: Sustainable Sites, Water Efficiency, Energy & Atmosphere, Materials & Resources, and Indoor Environmental Quality. Students may accrue continuing education units that are required to advance to the LEED AP level, or maintain their accreditation by achieving mandatory Credentialing Maintenance Program hours by using BHCC's Health and Wellness Center which earned LEED Gold certification under version 2.2 of the United

States Green Building Council's green building program. Students may learn to manage LEED project details, complete documentation requirements for LEED credits and prerequisites, upload supporting files, submit applications for review, receive reviewer feedback, and track their certification process using LEED-Online, a primary resource for managing the LEED documentation process. This course will help prepare students to sit for the LEED AP existing Building Operations and Maintenance exam. This course is ideal for developers, contractors, architects, lawyers, builders, engineers, product representatives, real estate brokers, and anyone interested in understanding green building principles.

Prerequisites ESM-105 or possession of LEED GA accreditation with approval of program director.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

ESM-211 Project Management and Finance for Energy

This course examines the theory and practice of Project Management as applied to renewable energy and energy efficiency projects. The course also explores financial considerations for sustainable energy projects, as well as a variety of funding mechanisms. Special focus will be applied to project life-cycles, planning, controlling, and coordinating efforts of multiple individuals and/or working groups. Students will gain an understanding of financial measures of project performance, budgeting, feasibility, and explore various funding mechanisms including government incentives, specialized loans, and performance contracts through case studies.

Prerequisites ENV-111

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

ESM-299 Energy & Sustainability Internship

This course provides relevant field and/or research experience integrating theory and practice while providing opportunities to develop skills, explore career options, and network with professionals and employers in the clean energy and sustainability management fields. Students who do not meet attendance standards for the ESM program may not be eligible to participate in the internship.

Prerequisites Enrollment in the Energy and Management Program, have completed a minimum of 10 credits in ESM courses with a B average or higher, or approval of EMS program directors.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

Finance

FIN-106 Introduction to Corporate Finance

This course is an introduction to finance. The goal of the course is to provide a student with an understanding of fundamental concepts of finance; a basis for understanding the decision-making process of the financial manager; and to give students a firm foundation for the application of mathematics to financial problems.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

FIN-111 Investments

This course is an introduction to the theory and practice of investments. Students will develop a working knowledge of the value and evaluation of investment assets (including stocks, bonds and funds), an understanding of portfolio theory and the measurement and theory of risk and return.

Prerequisites FIN-106 with a minimum grade of C.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

FIN-112 Personal Finance

This personal finance course covers the following topics: the components of wealth and how to build wealth; how and why to work with a budget; the impact of credit scores on financial health and credit score management; behavior and finance; debt as part of a sound financial plan; basic investment principles and mechanics; the importance of insurance, estate and tax planning. It is intended for students at all levels and for all programs of study. This course meets the General Education requirement for General Education Elective.

Prerequisites None

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

FIN-210 Financial Management

The objective of this course is to develop in the students a sound understanding and appreciation of the principles and analytical techniques used in corporate financial management. Topics include review of valuation concepts, cost of capital, capital budgeting, capital structure, and dividend policy.

Prerequisites ACC-102 and FIN 106 with a minimum grade of C.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

FIN-211 Money and Banking

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 ECO-201 and FIN-106

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

FIN-213 Mutual Fund Industry

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 ACC-102 and FIN-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Fire Science

FPS-107 Fire Company Officership

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.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

FPS-111 Fire Service, This Century and the Next, What Should We Expect?

This course provides the student with the history of the fire service and its culture. The student will research the ways that the fire service has changed over the past century and how it is expected to change in the next century. Topics will include the history of the fire service, changes in the fire service past and future, the evolution of equipment in the fire service, firefighter deaths and statistics as they pertain to the National Fallen Firefighters Foundation and its 16 Firefighter Life Safety Initiatives, as well as a field trip to the National Fire Protection Association (NFPA) and the role of the state training centers and a field trip to the Massachusetts Firefighting Academy in Stow, MA. These topics will be discussed with particular focus on the National Fire Administration's Fire and Emergency Services Higher Education (FESHE) Professional Development Model and its explanation of how education, training, experience and individual development is needed for a successful job in the fire service. This course incorporates the learning outcomes of BHCC's Learning Community Seminar and fulfills the Seminar's requirements for first-time college students.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

FPS-119 Principles of Fire and Emergency Services Safety and Survival

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

Prerequisites ENG-095 and ESL-098 or RDG-095, or ELL-103 with a minimum grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

FPS-123 Principles of Emergency Services

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; and life safety initiatives.

Prerequisites Grade of C or higher in ENG-095 and ESL-098 or RDG-095, or ELL-103 or by exemption from placement testing.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

FPS-125 Hazardous Materials Chemistry

This course provides an overview of basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency service.

Prerequisites ENG-095 and ESL-098 or RDG-095, or ELL-103 with a minimum grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

FPS-127 Fire Protection Hydraulics and Water Supply

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

Prerequisites ENG-095 or ELL-103; ESL-098 or RDG-095; MAT-097 or MAT-098 or higher with a minimum grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

FPS-133 Fire Protection Systems

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

Prerequisites ENG-095 and ESL-098 or RDG-095; or ELL-103 with a minimum grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

FPS-135 Fire Behavior and Combustion

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled.

Prerequisites ENG-095 and ESL-098 or RDG-095; or ELL-103 earning a grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

FPS-139 Fire Prevention Services Safety and Survival

This course provides fundamental knowledge relating to the field of fire prevention. Topics include: the history and philosophy of fire prevention; the organization and operation of a fire prevention bureau; the use and application of codes and standards; plans review; fire inspections; fire and line safety education; and fire investigation.

Prerequisites ENG-095 and ESL-098 or RDG-095; or ELL-103 earning a grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

FPS-221 Strategy and Tactics

This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents.

Prerequisites ENG-095; ESL-098 or RDG-095; or ELL-103 with a minimum grade of C or higher; and FPS-123.

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

FPS-223 Building Construction for Fire Protection

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 ENG-095; ESL-098 or RDG-095; or ELL-103 earning a minimum grade of C or higher and FPS-123.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

French

FRE-101 Elementary French I

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.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

FRE-102 Elementary French II

This course covers a continuation of Elementary French I (FRE-101) and places emphasis on speaking and reading skills. This course meets the General Education requirement for Creative Work.

Prerequisites FRE-101 or one year of high school French.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

FRE-201 Intermediate French I

This course is a review of basic French language skills with emphasis on conversational skills and graded reading selections for the acquisition of a broad, active vocabulary.

Prerequisites FRE-102 or two years of high school French.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

FRE-202 Intermediate French II

This course is a continuation of Intermediate French I with emphasis on self-expression through speaking and writing.

Prerequisites FRE-201 or three years of high school French.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

Gas Utility

GUT-101 Introduction to the Utility Industry

This lab course presents an introductory examination of the history, concepts and applied techniques of the natural gas and associated utilities including communications (fiber optics), electric, steam and condensate, and water and sewer. Special focus will be placed on providing the background and context for students to understand the evolution of the utility industry. The lab portion of the course will provide students with the knowledge and skills required to demonstrate the competencies required to obtain eight Basic Operator Qualifications used in the winter intersession two week work experience and the summer internship. Students will be introduced to heavy equipment, specialized tools and materials used in the utility industry.

Prerequisites ENG-095 or ELL-103 and MAT-097; Acceptance into the Gas Utility Technology Degree Option Program; Grade of C or higher in Writing Skills II (ENG-095) or ELL-103 or placement; and a grade of C or higher in Foundations of Algebra (MAT-097) or placement.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

GUT-102 Gas Utility Technology I

This lab course further defines the tools, challenges, processes, and safety measures used in the natural gas utility industry and explores the components that make up the complex transmission and processing methods. The lab portion of the course will be a hands-on learning experience focused on teaching students about specific task operator qualifications (OQ's) that are necessary to work in the natural gas industry in order to ensure safety and quality. Students may earn between 8-15 additional task specific OQ's which will allow them to take on more responsibility in the field.

Prerequisites GUT-101 with grade of C or better

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

GUT-103 Gas Utility Technology II

This lab course creates a deeper understanding of the natural gas industry and discusses the future of natural gas as an energy source both domestically and globally. This course explores environmental concerns (i.e. with land, air, and water) that could be affected due to pollution by byproducts of the tracking process. The lab portion of the course further explores specific operator qualifications. Students will be immersed in best practice discussions with subject matter experts and exposed to some of the more challenging tasks within the industry.

Prerequisites Grade of C or higher in Gas Utility Technology I (GUT-102).

Corequisites Utility Industry Regulations, Ethics and Safety Standards (GUT-104).

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

GUT-104 Utility Industry Regulations, Ethics, and Safety Standards

This course will provide students with an introduction to local, state and federal regulations governing the utilities industry. Emphasis will be placed on regulatory compliance, safety standards, and, business ethics. Special focus will be placed on Pipeline and Hazardous Material Safety (PHMSA) regulations governing the transportation of hazardous materials and spill response; Occupational Safety and Health Administration's (OSHA) regulations; CPR and First Aid

requirements and training; Manual for Uniform Traffic Control Devices (MUTDC); Massachusetts Department of Public Utilities'(DPU) regulations, and local permitting requirements.

Prerequisites GUT-102 and acceptance into the program

Corequisites GUT-103

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

GUT-105 Leadership for the Utility Professional

This lab course introduces the traits required for effective leadership and advancement to foreman in the utility industry. It begins with an introduction to customer service, transitions to a more in depth exploration of safety and compliance issues, quality workmanship, and reliability standards. Students are then introduced to global economics, geopolitics, and the environment. The course continues to explore tracking, hydraulic fracturing, horizontal drilling, and the development of a worldwide natural gas infrastructure. Students will also be introduced to additional tools and technology utilized in the natural gas pipeline replace, repair, and maintenance industry. The lab portion further explores specific operator qualifications. Students will be immersed in best practice discussions with subject matter experts and exposed to some of the more challenging tasks within the industry. Students have an opportunity to earn an additional 8-15 Operator Qualifications (OQ's).

Prerequisites Grade of C or better in GUT-103 and GUT-104

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

GUT-299 Gas Utility Technology Summer Internship

This course enhances the academic experience for students enrolled in the Gas Utility Technology Degree Option Program. All internships take place at Feeney Brothers Excavation, LLC or another utility company. Students engage in activities that improve knowledge of the practical world of work and help them gain professional experience. The internship experience applies resources gained from students' study in the classroom and lab components. This is accomplished while in a supervised on-the-job (OJT) training environment with assigned mentors. A faculty coordinator supervises and grades all courses. Students are responsible for following all guidelines in the BHCC Internship Handbook.

Prerequisites GUT-501 or GUT-102 with a grade of C or better.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Geography

GEO-101 World Regional Geography

This course examines the physical and human geographical context of major social, cultural, economic, and political issues in selected regions of the world, including but not limited to the following concerns-globalization, urbanization, environmental and climate studies, demographics, geopolitics, colonialism, plate tectonics, earth hazards-and develops a mastery of maps and other visual aids as means of learning and communication. Regions covered include the Americas, SubSaharan Africa, Europe, the Russian Domain, North Africa/SW Asia, Central Asia, East Asia, South Asia, Southeast Asia, Australia, and Oceania. This course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites Grade of C or higher in ESL-099 or ENG-090; and ESL-098 or RDG-095; or ELL-103

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

Geographic Info Systems

GIS-224 Intro to Geographic Information Systems

Geographic Information Systems (GIS) are a powerful way to access, map, and analyze geographic information. This course introduces the concepts of GIS and geospatial analysis of databases. Through a series of lectures, hands-on computer-based exercises, and web enhanced modules, students will learn the essential elements of a GIS, hardware requirements, GIS software, data acquisition, data structures, spatial databases, methods of data analysis and spatial modeling, and applications of GIS. This course is designed as a core requirement for the A.S. Environmental Science program but can also be used as a stand-alone course to compliment a wide range of academic disciplines to map resources and other mapping related functions of planning and management. This course meets the General Education requirement for Scientific Reasoning.

Prerequisites MAT-181, MAT-197, or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 4

German

GER-101 Elementary German I

This course teaches students to read, speak, and write elementary German including mastery of approximately five hundred basic vocabulary words. The course covers the basic structure of the language. The course is offered in alternate years.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

GER-102 Elementary German II

This course builds upon the skills learned in Elementary German I (GER-101) by advancing the language structures, word forms, and vocabulary. The course meets General Education requirement for Creative Work. This course is offered in alternate years.

Prerequisites GER-101

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

History

HIS-102 History of Modern Europe in Global Context Renaissance

This history course is a survey of the major intellectual, social, economic, artistic and political developments within the European continent, and beyond, since the 16th century. It will cover the processes of state-building, colonization and decolonization to better understand the roots of contemporary institutional and ideological problems. This course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites ESL-098 or RDG-095 and ENG-095; or ELL-103 earning a minimum grade of C or higher or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

HIS-103 Ancient, Classical & Medieval History

A multi-disciplinary survey of the historic evolution of the European continent from its roots in the ancient world through the Classical and Medieval periods. Artistic, ideological, economic, social and political questions are examined in order to understand the foundation of the ideas and institutions of the modern world. This course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites ESL-098 or RDG-095 and ENG-095; or ELL-103 earning a grade of C or higher or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

HIS-111 History of Pre-Modern World

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 the General Education requirement for Community and Cultural Contexts.

Prerequisites Grade of C or higher in ESL-098 or RDG-095 and a grade of C or better in ENG-095; or a grade of C or higher in ELL-103 or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

HIS-112 Modern World History

This course offers a study of the major world civilizations of the modern period from approximately 1500 to the present. This will include analysis of the defining characteristics of various world regions and their interactions in the accelerating process of globalization. Communities and contexts will be examined in light of the modernizing revolutions in science, philosophy, politics and technology; religion, colonization and decolonization, world wars, and the creation of the interconnected modern world system. No previous history course is required. This course fulfills the requirements for the General Education Area "Community and Cultural Contexts".

Prerequisites Grade of C or better in ESL-098 or RDG-095 and a grade of C or better in ENG-095; or a grade of C or higher in ELL-103 or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

HIS-117 Women in U.S. History

This class will explore women's roles in American history. It will provide a chronology of the progress of their role from chattel to citizens. Cultural phenomenon including gender identity, economics, government and law, and mass media will be examined in relation to their impact on women. This course will provide students with valuable insight into the women's movement and provide them with a working definition of feminism and its goal.

Prerequisites ESL-098 or RDG-095; and ENG-095; or ELL-103 all prerequisites must be completed with a grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

HIS-121 Found. of Historical Thinking & Analysis

This course introduces foundational methods, approaches, and conceptual frameworks for doing history. Students practice constructing historical narratives and explanations grounded in analyzing primary sources, critically reading secondary works, and communicating historical knowledge to various audiences. Students evaluate evidence from primary sources and contextualize it using secondary works. Students analyze how social power shapes and reflects the construction of archives, evidence, narratives, and public history education. Students reflect on their own perspective as a historian, and consider their distinctive intellectual assets and specific forms of community accountability. Students consider some ways of knowing characteristic of the discipline of history, and analyze secondary works by historians to identify various approaches to gathering evidence from primary sources. Students assess gaps in historical narratives and archives; read scholarly works that have used creative approaches to gather evidence toward rectifying historical silences; and put their historical imagination into practice by creating signature work. This course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

HIS-151 US History: Colonization through the Civil War

This course traces the growth and development of America from colonial beginnings through 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. This course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites Grade of C or higher in ESL-098 or RDG-095 and a grade of C or higher in ENG-095; or a grade of C or higher in ELL-103.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

HIS-152 US History: Reconstruction to Present

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 requirement for Community and Cultural Contexts.

Prerequisites Grade of C or higher in ESL-098 or RDG-095 and grade of C or higher in ENG-095; or a grade of C or higher in ELL-103.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

HIS-230 The American Civil Rights Move

This course examines the start of the modern American Black civil rights movement from the Brown v. the Board of Education decision through the rise and fall of the Black Power movement. It will investigate the lives and influence of major movement leaders, as well as major organizations of the period, including SCLC, SNCC, CORE, and the NAACP, and the collective efforts of ordinary citizens who did extraordinary things. It will explore diverse strategies and tactics of the movement, such as nonviolent civil disobedience and Black nationalism. It will consider the often complex inner workings of gender and generational divides. It will also evaluate Black Americans' response to such historically negative incidents such as mass incarceration of Black Americans, the war on drugs, the southern strategy,

etc. Lastly, we will examine the impact of contemporary movements on today's America, such as the Black Lives Matter movement and others. This course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

HIS-231 African American History

This course offers an intensive study of how African Americans shaped and contributed to American history. The course focuses on the experiences of African Americans in the social, economic, and political history of the United States from the era of Reconstruction to the present. Topics include the lives of African Americans during Reconstruction, the Great Migrations, the Harlem Renaissance, responses to anti-black racism, the rise of the modern civil rights movement, and the evolving complexities of black identity. The course engages students in a critical examination of the variegated patterns of African Americans' perspectives on American social conditions in the late nineteenth, twentieth, and twenty-first centuries. Students consider landmark contributions in African American historiography. Students produce a research paper, review essay, or similar signature work in history aligned with the course topics. This course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

HIS-232 Asian American History

This course offers a sweeping overview of the themes and issues that have animated the history of Asian-descended peoples in the United States. Through explorations of immigration, assimilation, empire, labor organizing, transnational political and economic forces, political ideologies, community organizing, racial identity formation, various types of intergroup solidarity, and more, students will get a well-rounded sense of Asian American history which will better prepare them to live in our diverse, polycultural world. Given our location, special attention will be paid to local Asian American history and communities here in Greater Boston. Students in the course will conduct original historical research and produce papers and/or multimedia representations of their research. Students will critically engage historiography and secondary literature relevant to the study of Asian American history. This course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

Honors

HON-200 Honors Seminar

This interdisciplinary seminar treats a selected theme through perspectives available from the humanities, social, and natural sciences. Presenters and topics differ each semester depending on current student interests and faculty availability. The course is required for all students enrolled in the honors program. Students who are not enrolled in the honors program may be admitted with permission of the instructor. The course meets the General Education requirement for General Education Elective.

Prerequisites None

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

Hospitality

HRT-105 Hospitality Seminar

This course provides students with an in depth, experiential understanding of the options available within the hospitality industry. Topics covered include industry specific areas such as hotels, resorts, cruises, tours, convention and visitors' bureaus and travel agencies with particular focus on the skills and abilities that each individual needs to create a successful career. Guest speakers and site visits are an integral part of this course.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HRT-109 Hospitality Sales and Marketing

This course covers basic marketing theory and product design within the hospitality industry. Concepts such as marketplace analysis, demographic analysis, planning and assessment are discussed. Additionally, personal sales techniques and an understanding of consumer needs in the marketplace are explored. At the conclusion of the course, students will test for the American Hotel and Lodging Educational Institute certification in Hospitality Sales and Marketing.

Prerequisites HRT-105 and HRT-121

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HRT-112 Food and Beverage Management

This course covers the operation and management of food and beverage outlets in hotels, restaurants, and other hospitality venues. Students learn the core competencies detailed in the Ten Pillars of Restaurant Management issued by the National Restaurant Association. Topics include product and service standardization, including T.I.P.S. (Training and Intervention Procedures for Servers of Alcohol). Other major topics include the importance of purchasing and storage, the management of catering and banquet functions, and the decision-making needed to run a safe and profitable operation.

Prerequisites HRT-105 or HRT-121

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HRT-117 Hospitality Law

This course considers the legal aspects of hotel and restaurant operations. Topics covered are the history of United States law as related to the hospitality industry, current employment and labor law as they impact hotel and restaurant operations, property negligence and liability, the impact of civil rights legislation, Americans with Disabilities Act compliance, contract law, bailments, and other legal responsibilities.

Prerequisites HRT-105 and HRT-121

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HRT-119 Meeting and Event Management

This course covers the applied knowledge and skills that students need to design professional meetings and conferences. The class takes students through the process step by-step and exposes them to the decisions, problems, and concerns of planning effective meetings and/or special events. Meeting content and production are explored. The class format requires students to undertake a team project based on a variety of typical professional specifications. The class has a service learning component which will require attendance at an event outside of class time.

Prerequisites HRT-105 or HRT-121

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HRT-121 Business in Hospitality

This course focuses on the business aspects of the hospitality industry and covers hotel and restaurant operations, tourism services, and other hospitality-related products. Special emphasis is given to management in a customer-service driven environment. Relevant human resource topics are covered in depth. Financial management and securing capital are also discussed.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HRT-122 Managing Groups

This course introduces students to group sales, support and tour management. Students will learn the skills necessary to handle the management of large groups of people over different modes of travel and to different destinations.

Prerequisites HRT-119

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HRT-131 Front Office Operations

This course provides a comprehensive understanding of hotel front office operational requirements. Students study and assess different types, styles, and sizes of properties and their management structures. The guest experience is examined from reservation through departure. Topics include the revenue cycle, formulas for room rates, and front-of-the-house accounting. Customer service concepts are addressed as well as the benefits of online property management systems. Hands-on experience with a current system is incorporated into the class.

Prerequisites HRT-105 and HRT-121

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HRT-134 Culinary Operations

Following Food and Beverage Management (HRT-112), this course continues to prepare students to manage food and beverage revenue outlets in hotels, restaurants, and other operations. It covers how commercial food service kitchens are structured, organized, and how they operate in conjunction with front-of-the-house service. Students develop an understanding of the various roles in the food service industry. Hands-on commercial kitchen experience allows students to acquire practical skills, to learn the basics of food preparation and cooking, and to know how to use industry

terminology. Special emphasis is given to learning safe, effective, and sanitary kitchen procedures, including the proper cleaning and maintenance of equipment. Students will take the ServSafe and Allergen Awareness industry certifications. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites HRT-105, HRT-112, and HRT-121

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

HRT-210 Hotel/Rest/Tour Field Exp Internship

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.

Prerequisites HRT-121

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HRT-223 Event Planning

This course covers applied knowledge and skills that students need to plan professional and non-profit events. The course takes students through the step-by-step process and the decisions, problems, and concerns of planning special events. The class format requires students to undertake a team project based on a variety of typical professional specifications. The specific needs of producing social functions, concerts, corporate events and sporting events are discussed in detail. The needs and goals of various fund-raising programs are also explored.

Prerequisites HRT-119

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HRT-224 Hospitality Finance

This course encompasses accounting principles unique to the hospitality industry and financial management strategies specific to hospitality-based businesses. Special emphasis is given to procedures that minimize costs while maintaining the full range of customer services. Other topics include accounting principles and procedures, elements of financial statements, maintaining financial statements, and analysis of financial records. Students use an industry related accounting management system to create and analyze reports.

Prerequisites ACC-101, HRT-105, and HRT-121

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HRT-229 Corporate Travel Management Hospitality

This course discusses the budget-driven needs of corporate travel purchasers and the convenience-based needs of the corporate traveler. The goal of the course is to use knowledge acquired in previous courses to control the travel spending of a corporation. This changes the focus from service, which is stressed in almost every other Hospitality course, to cost control. The role of the effective Travel Manager, who is challenged to balance these two competing needs in a corporate travel department, is studied.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HRT-231 Advanced Lodging Operations

Following HRT-131 Front Office Operations, this course provides further study in the operations of lodging management. All major back-of-the-house areas are covered, including food and beverage, maintenance and engineering, housekeeping, and security. Students will use a current property management system to learn reporting functions, scheduling, yield and room management.

Prerequisites HRT-131

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Human Services

HSV-101 Intro Human Services W/Field Practice

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.

Prerequisites Grade of C or higher in ESL-098 or RDG-095 and ENG-095; or a grade of C or higher in ELL-103 or exempt by placement testing.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HSV-112 Addiction

This course investigates the biological, psychological, and emotional forces involved in the addiction process. The course covers the major classes of psychoactive drugs by examining drug action, uses, and limitation. Social problems and the role of human services in prevention and intervention play an integral role in the course.

Prerequisites Grade of C or higher in ESL-098 or RDG-095 and ENG-095; or a grade of C or higher in ELL-103 or exempt by placement testing and PSY-101.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HSV-214 Ethics in Human Services

This course provides students with the knowledge and skills required to identify ethical issues and to resolve ethical dilemmas when confronted with conflicting duties and choices that occur within the context of professional human service work at all levels of practice.

Prerequisites ENG-111, HSV-101, & HSV-112

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HSV-215 Introduction to Substance Abuse Counseling

This course provides an introduction to human services and addictions, including the types of clients served, the duties of human service personnel, philosophy and dynamics of addictions treatment and an overview of state and community resources. Case studies are used to examine the development, identification, dynamics and recovery of addicts.

Prerequisites HSV-112 and PSY-215

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

HSV-216 Pre-Practicum Prep With Field Experience

This course is designed to provide an orientation to practicum experiences in the human services program. Students will review the process for setting up a placement, understanding professional requirements for an interview, and complete a series of critical thinking and reflective assignments. A placement experience in a human service agency is required by the course following a CORI background check. A grade of B or higher is required in this course to allow for enrollment in further practicum coursework in the program.

Prerequisites ENG-111.

Pre/Corequisites HSV-101, HSV-112, PSY-215 and PSY-224.

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

HSV-217 Current Issues in Human Services

This course is the study of current issues in the human services delivery system with emphasis on human, legal, and civil rights, service delivery, and resource availability. Economic, political, and social changes in society that affect the delivery of human services with particular attention to the needs of housing, employment, health, nutrition, and well-being of participants in the system will be examined.

Prerequisites HSV-101, PSY-101, PSY-215, and PSY-224

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

HSV-218 Case Management in Human Services

This is an introductory course on case management that uses the framework of the strengths-based model in working with different populations. Through an integration of classroom lecture and discussion with experiential learning activities, key issues will be explored and examined in depth.

Prerequisites PSY-215 and a grade of C or higher in RDG-095 and ENG-095; or a grade of C or higher in ELL-103 or exempt by placement testing.

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

HSV-219 Current Issues for the Community Health Worker

This course is designed to prepare community health workers to effectively support and assist their communities to achieve optimal levels of health and well-being.

Prerequisites PSY-215; AHE-104 or LCS-101B; and a grade of C or better in RDG-095 and ENG-095 or exempt by placement testing

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

HSV-220 Practicum in Human Services I

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. HSV-220 and HSV-221 are to be taken in sequence beginning in the fall semester and concluding in the first term of the summer semester.

Prerequisites HSV-216 and Permission of the Department Chair

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

HSV-221 Practicum in Human Services II

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 chairperson of Early Childhood, Education & Human Services. Course is graded on a pass/fail scale. HSV-220 and HSV-221 are to be taken in sequence beginning in the fall semester and concluding in the first term of the summer semester.

Prerequisites HSV-220

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Humanities

HUM-120 Self, Culture and Society

This course uses a critical lens to examine the interrelationship among self, culture and society by integrating academic knowledge with personal experiences. Students engage in inclusive dialogue, create knowledge using diverse forms of media, personalize and map future goals, and explore career pathways. This course is designed to cultivate community among classmates and provide opportunities for mentorship by faculty, peers, and advisors. Students reflect on their role in creating a more just society that advances equity and values community cultural wealth. Each course section examines self, culture and society through a specific academic theme. Students choose a section based on their interests. This course meets the General Education requirement for General Education Elective.

Prerequisites None

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

Interdisciplinary

INT-101 Introduction to Yoga Studies

This course explores yoga, a diverse form of artistic human expression through an interdisciplinary perspective-from its origins to present day therapeutic applications for the mind, body, and spirit. Students will also examine multi-cultural beliefs on healing and healing traditions. Through writing assignments, students will reflect critically on their own practice and on topics introduced in the readings/discussions. The course will include an in-class yoga practice that will allow students to integrate course concepts with their yoga practice "on and off the mat" as students will apply yogic principles to their lives through self-reflection, civic engagement and service. This course is geared to students with no prior yoga experience. Students need to wear clothing that allows for freedom of movement as there will be a physical practice in each class meeting. This course meets the General Education requirement for General Education Elective. **Prerequisites** Grade of C or higher in ESL-098 or RDG-095 and ENG-095; or ELL-103.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

INT-110 American Culture

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. This course meets the General Education requirement for Creative Work.

Prerequisites ESL-098 or RDG-095; or ELL-103 or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

INT-299B Learn and Earn Business Internship

Interdisciplinary internship course for Business Majors

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

INT-299BI Learn and Earn Biotech Internship

Interdisciplinary internship course for Biotech Majors

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

INT-299CSC Learn & Earn Computer Science Intern

Interdisciplinary internship course for Computer Science majors

Prerequisites CSC-237 and CSC-285

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

INT-299CU Learn and Earn Culinary Internship

Interdisciplinary internship course for Culinary Arts majors

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

INT-299E Learn and Earn Engineering Internship

Interdisciplinary internship course for Engineering Majors

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

INT-299G Learn and Earn Graphic Internship

Interdisciplinary internship course for Graphic Design majors

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

INT-299H Learn and Earn Hospitality Internship

Interdisciplinary internship course for Hospitality majors

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

INT-299IT Learn and Earn Info Tech Internship

Interdisciplinary internship course for Computer Information Technology majors

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

INT-299MC Learn and Earn Media Internship

Interdisciplinary internship course for Media

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

INT-299O Learn and Earn OIM Internship

Interdisciplinary internship course for Office Information Management majors

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

INT-299P Learn and Earn Paralegal Internship

Interdisciplinary internship course for Paralegal majors

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Italian

ITL-101 Elementary Italian I

This course introduces students to the sounds and structures of Italian with emphasis on the acquisition of a limited but practical vocabulary and is designed for students with little or no previous knowledge of Italian.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

ITL-102 Elementary Italian II

This course is a continuation of Elementary Italian I (ITL-101), emphasizing speaking and reading skills. The course meets the General Education requirement for Creative Work. This course is offered in alternate years.

Prerequisites ITL-101 or one year of high school Italian

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

ITL-201 Intermediate Italian I

A review of basic language skills with increasing emphasis on conversational and readings skills.

Prerequisites ITL-102 or two years of high school Italian.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

ITL-202 Intermediate Italian II

A continuation of Intermediate Italian (ITL-201) with greater emphasis through speaking, reading, and writing.

Prerequisites ITL-201 or three years of high school Italian.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

Japanese

JPN-101 Elementary Japanese I

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.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

JPN-102 Elementary Japanese II

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 to 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 the General Education requirement for Creative Work.

Prerequisites JPN-101

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

JPN-201 Intermediate Japanese I

This course offers instruction in intermediate Japanese. Students will learn how to communicate and express various ideas. Students will learn how to form long and detailed sentences with emphasis on conversational skills. In addition, they will learn how to read and write some basic Kanji. Various aspects of Japanese culture and customs will be introduced and discussed throughout the semester.

Prerequisites JPN-102

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

JPN-202 Intermediate Japanese II

This course turns to the basics of Japanese syntax in order to lead the student to the acquisition of increased proficiency in the modern Japanese language. The course is designed to help learners consolidate their understanding of syntactical structures through lessons that focus on how to talk about topics relevant to daily life. This will increase students' comprehension skills, and it will lead to stronger skills in reading and writing. Students at this stage are expected to become familiar with different forms of verbs (tense and aspect, etc.), time expressions, conditional clauses and other topics that prepare them to have a solid grasp of context and speaker intent. Students also learn more Kanji.

Prerequisites JPN-201

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Literature

LIT-201 Introduction to Literature

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 stories, and drama. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-203 Literature in America I

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. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-204 Literature in America II

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. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-205 English Literature I

This course examines major themes, techniques, and genres in English literature from Beowulf to Samuel Johnson. Students read and discuss such authors as Chaucer, Spenser, Shakespeare, Donne, Milton, Swift, Pope, Addison, Gray, and Johnson. The list may vary.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

LIT-206 English Literature II

This course continues the survey of English literature by studying themes, techniques, and genres from the Romantic poets to the modern writers such as Joyce, Lawrence, and Eliot. The list may vary. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes
Mass Transfer Course Yes
Credits: 3

LIT-207 Literature and Society I

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. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes
Mass Transfer Course Yes
Credits: 3

LIT-211 Masterpieces of World Literature I

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. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes
Mass Transfer Course Yes
Credits: 3

LIT-212 Masterpieces of World Literature II

This course continues the examination of the great works of the humanist tradition. Faculty select readings from the eighteenth century to the twentieth century from Moliere, Swift, Voltaire, Chekhov, Ibsen, Tolstoy, Conrad, Turgenev, Zola, Kafka, Singer, Bellow, Mishima, Orwell and Eliot. The list may vary. The course also includes an international studies module of the contemporary literature of Africa, Asia, and Latin America. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes
Mass Transfer Course Yes
Credits: 3

LIT-217 Children's Literature I

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. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes
Mass Transfer Course Yes
Credits: 3

LIT-218 Children's Literature II

As follow-up to Children's Literature I (LIT-217), this course focuses on one of the most significant themes in literature, particularly in works written for children and young adults: the search for identity. The course examines full-length works, classics, contemporary novels and works of fantasy that explore this theme. Discussion topics may include hero-worship, self-reliance, society's view of the child, the impact of environment, and peer pressure. The course closely examines narrative techniques, especially point of view. The department recommends that students complete Children's Literature I (LIT-217) prior to taking this course. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-219 African Literature

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. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-220 Contemporary African American Literature

The course will survey literature by African American authors from the last half of the twentieth century to the present day. We will examine poems, essays, novels and lyrics to explore the Civil Rights Era, Black Feminism, Hip Hop, LGBTQ issues, and the growing number of authors across the African diaspora who write about the African/African American experience. Among the topics we will explore are the oral tradition; the positive and negative effects of the Black arts movement; the re-envisioning of slavery in the modern imagination; intersections of race and sexuality; and cross cultural identities. Students will also explore Boston as a living site for the development of African American literature by visiting museums, landmarks, and attending readings by local African American authors. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-221 Latin American Literature

This course examines the uniqueness of the Latin American experience as expressed in its literature. The course gives particular attention to those works that reflect the social, political, ethnic, or cultural values of Latin America. The course also examines the impact of Latin American themes and literary techniques on contemporary world literature. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes
Mass Transfer Course Yes
Credits: 3

LIT-223 Immigrant Experience in Literature

The course explores the experience and contributions of the many ethnic groups who have shaped American culture. Short stories, novels, plays, essays, and poems present the bi-cultural American story told both by those whose roots have been long established in this country and by those who have more recently arrived. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-224 Middle East Literature

This course examines the literature of the Middle East and provides students with an understanding of the impact of religion, tradition, and politics on the lives of people. Students read, analyze, and discuss a variety of letters, historical documents, short stories, and novels in an effort to understand Middle East cultures in their dimensions. The course fulfills a requirement for World Studies Emphasis certification. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-225 Introduction to Dramatic Literature

This course examines selected plays in an historical context to provide students with a basic awareness of theater development from ancient Greek drama to contemporary plays. The selection may vary from semester to semester. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-227 African American Literature

This course is an introduction to the study of African American literature from slave narratives to classic twentieth century novels to contemporary poetry and short stories. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-229 Sophocles & Shakespeare

Through an exploration of plays by Sophocles and Shakespeare and critical readings based on the plays, the course will focus on themes that include prophecy and free will; speaking the truth to power; defining evil; and, finally, confronting evil. This is an Honors course, which counts as an Honors requirement for students in the Commonwealth Honors Program. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 with a minimum grade of B, or instructor permission.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-230 Asian American Literature

This course interrogates the experiences of Asian American women and men living in the Americas. Although Asian Americans have lived in the U.S. since the 1700s, their stories have remained largely untold in mainstream American literature, the media, and the dominant society. Therefore, the purpose of this course is to examine these histories through literature and film. The course explores similarities and differences of women and men who are from various parts of Asia and immigrate to the Americas and the challenges Asian American women and men face. Topics the course addresses include national origin, class, sexuality, and language. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-231 Mystery and Detective Fiction

The course will introduce students to the art of mystery and detective fiction, surveying the short story and novel form from its Edgar Allen Poe roots through contemporary developments in the genre. It will include works by well-known mystery writers such as Arthur Conan Doyle, Raymond Chandler, Agatha Christie, Sara Paretsky, and Walter Mosely as well as literary authors whose work shares elements of the mystery genre. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-233 Gender and Literature And the Fool

How has our idea of "femininity" and "masculinity" changed over time? In what ways do social and cultural influences affect our understanding of what it means to be a man or woman? By examining some of the theories contributing to the gender debate in the west, and applying critical reading to a variety of literature, students will seek a deeper understanding of gender identity and gender roles. In doing so, the class will examine the many ways sex and gender are influenced by distinctions of race, class and ethnicity. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-241 Supernatural & Horror Literature

This course will analyze short and long works that deal with a variety of aspects of the supernatural. Students will read both classic and contemporary works by authors such as Bram Stoker, Robert Bloch, Ira Levin, Mary Wollstonecraft Shelly, Henry James, Edgar Allen Poe, Stephen King, Shirley Jackson, and H.P. Lovecraft. The course explores the metaphorical roles that belief in and interest about the supernatural play in our culture and in our lives. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-242 LGBTQ Literature

This course introduces students to contemporary literature by and about LGBT/Queer people. We will examine the intersections of LGBT/Q people across gender identity, race, class, ability, etc. Through engagement with novels, short stories, and movies, we will identify and discuss major social and political issues that shape LGBT/Q experiences. To frame these conversations and deepen our understanding, primary works will be paired with cultural criticism. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

LIT-250 Black Women in Literature

This course examines literature by and about Black women from diverse cultural backgrounds. We will investigate the intersections and divergent experiences of Black women across gender, class, sexuality, ideology, as well as the influence of colorism. Our exploration of novels, short stories, poetry, creative non-fiction, music, and drama will help us to analyze how these cultural categories attempt to define Black womanhood. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-111 or any LIT course earning a minimum grade of C.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

Magnetic Resonance (MR)

MRC-111 MR Concepts I

This interactive, web-based course begins with MR screening and safety, legal and ethical principles, patient assessment, monitoring and management and interpersonal communications. Other content includes infection control, MR instrumentation, fundamental principles, data manipulation and sequence parameters and options.

Prerequisites Acceptance into Magnetic Resonance Certificate Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MRC-211 MR Concepts II

This interactive, web-based course presents MR imaging procedures of the head and neck, spine, thorax, abdomen, pelvis and musculoskeletal system, including protocol considerations, contrast, and patient positioning. Other content includes but is not limited to sequence parameters, image quality, quality assurance, and quality control.

Prerequisites MRC-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MRC-299 MR Clinical Internship

This 100-hour clinical introduction will enhance the academic experience for students by introducing them to the clinical practice of MRI. Students are responsible for providing their own clinical site. Clinical sites must be pre-approved by program faculty. Students must comply with the clinical policies, as stated in the Internship Handbook, before attending clinical. Criminal Offender Record Information (CORI) check will be conducted on all students before placement, and the outcome may impact the student's ability to participate in the internship experience. Health clearance is also required prior to participation.

Prerequisites MRC-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Mammography

MAC-111 Mammography Principles I

This interactive, web-based course presents the concepts of equipment design, technical factors and compares analog to digital mammography equipment and techniques. Quality assurance and special patient situations, as well as interventional procedures will also be discussed.

Prerequisites Acceptance into Mammography Certificate Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MAC-211 Mammography Principles II

This interactive, web-based course presents the Mammography Principles II concepts of equipment design, technical factors and compares analog to digital mammography equipment and techniques. Quality assurance and special patient situations, as well as interventional procedures will also be discussed.

Prerequisites MAC-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MAC-299 Mammography Clinical Internship

This 100-hour clinical introduction will enhance the academic experience for students by introducing them to the clinical practice of mammography. Students are responsible for providing their own clinical site. Clinical sites must be pre-approved by program faculty. Students must comply with the clinical policies, as stated in the Student Manual before attending clinical. Criminal Offender Record Information (CORI) checks will be conducted on all students

before placement, and the outcome may impact the student's ability to participate in the internship experience. Health clearance is also required prior to participation.

Prerequisites MAC-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Management

MAN-105 Principles of Marketing

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 ENG-090 or ESL-099 or placement and ESL-098 or RDG-095; or ELL-103 or placement.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MAN-106 International Marketing

This course covers the study of marketing strategies adapted to fit the special requirements of international marketing structures, as well as the differing cultural, political, and legal environments. Students examine the marketing forces that play an important role in deciding the feasibility of internationalizing a product.

Prerequisites MAN-105

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MAN-107 Introduction to Entrepreneurship

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 ENG-095 and ESL-098 or RDG-095; or ELL-103.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MAN-111 Principles of Management

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 Grade of C or better in ESL-098 and ESL-099 or RDG-095 and ENG-090; or Integrated ELL Level III (ELL-103) or exemption from reading or writing requirements by placement testing. Note: For the Business Concentration, Management, and Finance options, BUS-101 is also required.

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

MAN-112 Organizational Behavior/Design

Organizational behavior and design, social systems and contemporary management issues are explored and experienced, with an emphasis on the interrelationship of culture, organizational structure and policies upon individual, group and organizational performance. Topics include: 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 the General Education requirement for General Education Elective.

Prerequisites ESL-098 and ESL-099 or RDG-095 and ENG-090; or ELL-103 or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

MAN-201 Management Seminar

Engaged in diagnosing business issues and managerial problems posed through actual real life case studies, students conduct strategic analysis in a variety of individual and competitive situations. Teams identify strategic issues; propose workable plans of action; explain, present and defend their assessments; where applicable, drawing upon prior course study/life experiences and library and Internet research to convert a sound industry/business analysis into a sound, realistic, action agenda supported by evidence.

Prerequisites MAN-105 and MAN-111

Gen. Ed. Course No

Mass Transfer Course No

Notes This course is a Capstone course and should be taken in the student's final semester.

Credits: 3

MAN-204 Entrepreneurship and Innovation

In this course, students develop the skills and creativity to cultivate and market innovative ventures. This course uses an experiential approach to provide students with a foundation for innovative thinking and to prepare them for entrepreneurial projects. The class examines entrepreneurial theories, practices and thought processes. In critical thinking exercises, students examine the difference between entrepreneurship and innovation. Through case study reviews and other activities, the class evaluates the viability of new business enterprises and develops strategies to market them successfully.

Prerequisites MAN-107

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MAN-207 Small Business Management

Starting and managing a small business requires strong leadership capabilities and unique business and management skills. The purpose of this course is to introduce students to the issues small business owners must understand to become a successful start-up or to manage an existing business successfully. This practitioner-oriented course focuses on helping students understand their leadership capabilities and to compare their capabilities with the necessary requirements. Students will prepare a business plan to help understand the importance of effective planning and conduct a field study that involves surveying successful small business owners to understand how these owners successfully manage their businesses.

Prerequisites ACC-102 or ACC-105; MAN-111; MAN-105 or permission of instructor

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MAN-215 Project Management

This course examines concepts and applied techniques for cost-effective management of both long-term development programs and smaller short-term projects. Special focus on planning, controlling, and coordinating efforts of multiple individuals and/or working groups, such as those found in large scale software and engineering programs, and in critical research and development projects. Case studies and classroom simulations are used extensively to teach students the effective integration of analytical/technological tools and organizational design and supervisor approaches. Students enrolled in the Gas Utility Technology degree must complete IT Problem Solving (CIT-113) and Foundations of Algebra (MAT-097) or Pre-Statistics (MAT-098) and Pre/corequisite: Leadership for the Utility Professional (GUT-105).

Prerequisites CIT-110, MAT-097 or MAT-098, and RDG-095

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MAN-299 Business Internship

This course enhances the academic experience for students. All internships take place at pre-approved sites. Students engage in activities that improve knowledge of the practical world of work and help them gain professional experience. The internship experience applies resources gained from students' study to improve the quality of their contributions to the employer. A faculty coordinator supervises and grades all courses. Students are responsible for following all guidelines in the BHCC Internship Handbook.

Prerequisites Permission of the department chair.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Mandarin Chinese

CHN-101 Elementary Mandarin I

A beginning level course in modern standard Mandarin Chinese, mainly for students with no experience in the language. The goal of the course is to develop in the students through a multi-approach the four basic skills in the Mandarin language: listening, speaking, reading, and writing. The course content is geared to use in real life, and the teaching method emphasizes mutual understanding and appreciation of cultures that differ from one's own and draws on the experiences and backgrounds of both the instructor and students. After a semester's study in this course, students are expected to have achieved a general understanding of the speaking and writing systems of the Mandarin language, and be able to communicate, both in oral and writing forms (speaking, listening, reading, and writing), with some simple and daily Mandarin.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

CHN-102 Elementary Mandarin II

The course builds on the basic skills learned in Mandarin I. It is designed for students who might be planning to visit China for business, pleasure or for further study, and it will teach students some of the unique cultural practices of the country will be introduced, from the forms of courtesy to the way of asking questions. The objective of the course will be to sharpen students' oral and written communication skills. We will focus on everyday situations and combine practice in speaking with exercises in writing. The course will stress clarity in writing, and will teach students how to think critically in formulating statements and understanding meaning. This course meets the General Education requirement for Creative Work.

Prerequisites CHN-101 with a grade of C or better, or permission of instructor

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

Math

MAT-093 Foundations of Mathematics

Topics include solving applied problems with whole numbers, decimals and fractions; ratios and proportions; rates; percentages and applications in sales tax, interest, commissions, and discounts; determining numerical averages and medians; exponents and square roots; measurement; and geometry. Technology is incorporated to facilitate problem solving. This course does not satisfy degree requirements. Course requires an additional lab hour. Upon completion of this course with a grade of C or higher, students enroll in Foundations of Algebra (MAT-097).

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MAT-097 Foundations of Algebra

This course is a continuation of Foundations of Math (MAT-093). Topics include algebraic expressions, solving and graphing linear equations and inequalities, exponents and scientific notation, introduction to polynomials, and systems of linear equations and their graphs. Technology is incorporated to facilitate problem solving. This course does not satisfy degree requirements. Course may require an additional lab hour.

Prerequisites Grade of C or better in MAT-093

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MAT-098 Pre-Statistics

This course is designed as a substitute for Foundations of Algebra (MAT-097) for non-STEM students who will be taking Statistics I (MAT-181) for their program requirements. Topics include being able to summarize and analyze data distributions both numerically and graphically. Evaluating linear equations while understanding the concepts of slope, intercepts, inequalities, correlation and regression will be discussed. The concept of probability and probability distributions will be introduced for both discrete and continuous variables. This course does not satisfy degree requirements.

Prerequisites Grade of C or better in MAT-093

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

MAT-099 Intermediate Algebra

This course is a continuation of Foundations of Algebra (MAT-097). Topics in this course include polynomial arithmetic, introduction to functions, factoring, roots and radicals, rational expressions, absolute value inequalities, quadratic equations and the quadratic formula, and solving applied problems. This course does not satisfy degree requirements. Course may require an additional lab hour.

Prerequisites MAT-097 or higher (Excluding MAT-098, MAT-100 and MAT-133) earning a grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MAT-100 Topics in Career Math

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. This course is appropriate only for Associate in Science students in Culinary Arts.

Prerequisites Complete MAT-093 or higher (Excluding MAT-133) earning a grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MAT-133 Introduction to Metric System

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

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MAT-171 Finite Mathematics

Set theory, coordinate systems and graphs, matrices and linear systems, linear programming, and probability are considered in this course. Applications to business and the social sciences are emphasized. This course meets the General Education requirement for Quantitative Problem Solving.

Prerequisites MAT-097 or higher (Excluding MAT-100 and MAT-133) earning a grade of C or higher.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

MAT-172 Contemporary Math I

This course covers varied mathematical topics that have applications in contemporary society. Topics include mathematical logic (inductive/deductive reasoning, truth tables, statements, inverse, converse, contrapositive), the real number system, modular arithmetic, numeral systems (base n), number theory (primes, GCF, LCM, Euclidean Division), and patterns and sequences. The course encourages students to interpret, analyze, and evaluate from a mathematical perspective and will incorporate the use of technology or digital media as appropriate. The course meets the General Education requirement for Quantitative Problem Solving.

Prerequisites MAT-097 or higher (excluding MAT-100 and MAT-133) earning a grade of C or higher.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

MAT-174 Quantitative Reasoning

This course is designed for students in non-STEM programs of study. Topics include descriptive statistics, probability, growth phenomena (linear, exponential, and logarithmic), and financial mathematics. There is an emphasis on applications using technology. Spreadsheet software will be integrated into the course and a scientific calculator is required. This course meets the General Education requirement for Quantitative Problem Solving.

Prerequisites MAT-097 or higher (Excluding MAT-100 and MAT-133) earning a grade of C or higher.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

MAT-181 Statistics I

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 the General Education requirement for Quantitative Problem Solving.

Prerequisites MAT-097 or higher (Excluding MAT-100 and MAT-133) earning a grade of C or higher.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

MAT-193 Topics in Algebra/Trigonometry

This course provides an intensive one-semester survey of topics in algebra and trigonometry. Topics include powers of ten, formulas, graphs, simultaneous equations, logarithms, right triangle trigonometry, vectors, sine waves, and complex numbers. Topics are illustrated by applications from electronics and other fields. Use of scientific calculator is required.

Prerequisites MAT-097 or higher (Excluding MAT-100 and MAT-133) earning a grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

MAT-194 College Algebra for STEM

This course is designed for science, technology, engineering, computer science, and mathematics students and provides a solid preparation for Precalculus. Course study will focus on functions and their graphs (polynomial, absolute value, rational, radical, piecewise, exponential and logarithmic functions, algebra of functions, analyzing functions, and related applications). Additional topics include: equations and inequalities, complex numbers, conic sections, systems of equations, partial fractions, linear programming, and an introduction to matrices. Technology and digital media resources will be incorporated. The course meets the General Education requirement for Quantitative Problem Solving.

Prerequisites MAT-099 or placement earning a minimum grade of C. (A minimum grade of B is recommended)

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 4

MAT-197 Precalculus

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 trigonometry, and sequence and series notation. A graphing calculator is required.

Prerequisites MAT-194 or higher earning a grade of C or higher.

Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 4

MAT-231 Calculus for Management Science

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. A graphing calculator is required.

Prerequisites MAT-194 or higher earning a grade of C or higher.

Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 4

MAT-281 Calculus I

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. A graphing calculator required.

Prerequisites MAT-197 or higher earning a grade of C or higher.

Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 4

MAT-282 Calculus II

This course is a continuation of Calculus I (MAT-281) 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. A graphing calculator is required.

Prerequisites MAT-281 or higher earning a grade of C or higher.

Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 4

MAT-283 Calculus III

This course is a continuation of Calculus II (MAT-282) 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. A graphing Calculator is required.

Prerequisites MAT-282 or higher earning a grade of C or higher.

Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 4

MAT-285 Ordinary Differential Equations

This course will include first and higher order differential equations and applications, series solutions of differential equations, Laplace transforms, systems of linear first order differential equations and numerical solutions of ordinary differential equations. Emphasis will be placed on analytical techniques and engineering applications aided by the use of computer software. Material on linear systems will be incorporated.

Prerequisites MAT-282 or higher earning a grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

MAT-291 Linear Algebra

This course will include linear systems of equations, matrix operations, determinants, linear dependency, vector spaces, linear transformations, eigenvalues and eigenvectors. Proofs by mathematical induction and contradiction will be incorporated. Emphasis will be placed on mathematical structure and axiomatic reasoning aided by the use of computer software.

Prerequisites MAT-281 or higher earning a grade of C or higher.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

Medical Coding

NHP-180 Medical Terminology

This course provides instruction in the development of basic medical terminology. Competency in medical terminology promotes effective communication among members of the healthcare team.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Medical Imaging

MIG-101 Introduction to Ultrasound

This course provides introductory exposure to the field of diagnostic medical sonography. The history and development of the modality as well as relevant medical terminology and vocabulary will be presented. Other topics discussed include caring for patients across cultural lines, the role of a sonographer in the medical field, and the prevention of repetitive strain injuries.

Prerequisites Acceptance into the Cardiac Sonography Program or the General Sonography Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

MIG-105 Ultrasound Physics and Instrumentation

This course provides students with the theory of ultrasound physics and instrumentation. Topics will include the characteristics of sound waves and the way in which ultrasound is utilized in imaging. Propagation of sound, attenuation and acoustic impedance as well as reflection and scattering will be discussed. Ultrasound equipment components, including transducer construction and recording devices will be covered in great detail. Doppler principles

including color Doppler will be examined.

Prerequisites Acceptance into the Cardiac or General Sonography Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MIG-106 Introduction to Cardiac Scanning

This course prepares the adult echo student for future clinical placement. Emphasis in this course will be placed upon orienting the student to the on campus ultrasound lab and the ultrasound systems. Topics covered will include cardiac anatomy, and standard imaging planes and acoustic views utilized in Cardiac Ultrasound. The student will begin to practice necessary scanning skills for placement into Cardiac Sonography Clinical I.

Prerequisites Acceptance into the Cardiac Sonography Program.

Corequisites MIG-101, MIG-105, MIG-109

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

MIG-107 Introduction to Medical Radiography

This course covers introductory exposure to the fields of medical radiography and ultrasound. The course covers the history of development of the two modalities, as well as an introduction to radiation protection. The importance of communication between the radiographer and the patient in a diverse environment will be stressed. Other topics will include legal and ethical issues in radiography and medical terminology. This will be a hybrid course, with a web-delivered component.

Prerequisites Acceptance into the Medical Radiography Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

MIG-109 Patient Care for Medical Imaging

This lab course covers organization and standards of the medical establishment: basic patient care procedures including vital signs, safety, immobility, body mechanics, and medical asepsis; CPR; and basic EKG, oxygen administration, and venipuncture skills. The importance of communication between the radiographer and the patient will be stressed. Simulated laboratory sessions offer students an opportunity to return demonstrated techniques.

Corequisites MIG-107 or MIG-101

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

MIG-111 Imaging Technology I

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.

Prerequisites Acceptance into the Medical Radiography Program or Cardiac Sonography or General Sonography Program or standby status in Cardiac Sonography or General Sonography Program.

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

MIG-112 Echo I

This course covers a comprehensive study of adult echocardiography. It begins with an introduction to cardiac embryology, M-mode, two-dimensional and Doppler, and color Doppler technique. The course also covers transducer orientation and ultrasound appearance of the normal heart and abnormal echo findings in such conditions as valvular heart disease, prosthetic heart valves, pericardial disease, and cardiac tumors.

Prerequisites MIG-101 and MIG-109.

Corequisites MIG-115

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

MIG-115 Interpretation I

This course covers an integrated approach to the echocardiography technique. Students view the Mayo Clinic tapes and discuss the basic anatomy, transducer positions, and patient preparation that are necessary in the performance of these examinations. Students practice their skill in a hands-on setting and relate this experience to the didactic material presented in their echo classes and on the Mayo tapes. Students discuss pathologic processes to further enhance their understanding of the echo presentation of various valvular heart diseases.

Prerequisites MIG-101 and MIG-109

Corequisites MIG-112

Gen. Ed. Course No
Mass Transfer Course No
Credits: 4

MIG-119 Echo II

This course is a continuation of the material introduced in Echo I and Interpretation I. The focus of this course will be on left ventricular function in both systole and diastole. Other topics covered in detail will include cardiomyopathies, and coronary artery disease. A strong emphasis will be placed on cardiovascular physiology as it relates to the disease entities discussed. Sonographic technique, including Doppler will be covered as it relates to the evaluation and diagnosis of cardiac diseases.

Prerequisites MIG-112 and MIG-115.

Corequisites MIG-205

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

MIG-120 Radiologic Imaging I

Using lecture and lab sessions, this course presents an introduction to the basic elements necessary for the production of the radiographic image. Course content will include but not be limited to: the role of the radiologic technologist on the healthcare team, the function of the PACS in today's digital department, digital image receptors (CR, indirect and direct DR), analog imaging systems, latent image formation, processing, filtration and beam restrictors, and technique.

Prerequisites MIG-107

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

MIG-122 Positioning I

This course covers basic principles of patient positioning as applied to medical radiography. The course provides both lecture and lab experiences to help students achieve competency in radiographic examination of the chest, abdomen, and upper and lower extremities.

Pre/Corequisites MIG-124F or MIG-124P

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

MIG-124F FT Medical Radiography Clinical I

This course introduces students to the hospital and its radiology department. The course centers activities on observation and assisting with various basic radiographic procedures. Students begin to develop competency in the performance of radiographic examinations of the chest, abdomen, and upper extremities. Additional expenses may include supplies, equipment, online tracking software, and/or uniforms.

Class Meets Two (2) days/week with 16 hours of clinical practice weekly.

Prerequisites None
Gen. Ed. Course No
Mass Transfer Course No
Credits: 2

MIG-124P Part Time Medical Radiography Clinical I

This course introduces students to the hospital and its radiology department. The course centers activities on observation and assisting with various basic radiographic procedures. Students begin to develop competency in the performance of radiographic examinations of the chest, abdomen, and upper extremities. Additional expenses may include supplies, equipment, online clinical tracking software, and/or uniforms.

Class Meets Two (2) evenings/week with 8 hours of clinical practice weekly.

Prerequisites None
Gen. Ed. Course No
Mass Transfer Course No
Credits: 1

MIG-126 Positioning II

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.

Prerequisites MIG-122
Pre/Corequisites MIG-128P or MIG-128F
Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

MIG-128F Full Time Medical Radiography II

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 (MIG -122). Additional expenses may include supplies, equipment and/or uniforms.

Class Meets Two (2) days/week, with 16 hours of clinical practice weekly.

Prerequisites MIG-124F

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

MIG-128P Part Time Medical Radiography Clin II

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 (MIG-122). Additional expenses may include supplies, equipment and/or uniforms.

Class Meets Two (2) evenings/week with 8 hours of clinical practice weekly.

Prerequisites MIG-124P

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MIG-131 Imaging Informatics I

This introductory hybrid course presents major concepts of state-of-the-art imaging informatics and Picture Archiving and Communication Systems (PACS) administration. Topics presented include but are not limited to: DICOM, DICOM associations, ACR guidelines, the PACS system components, functions and required infrastructure, modality integration, security, and HIPAA compliance. The integration of the PACS system with the Hospital Information (HIS) and Radiology Information (RIS) Systems, and the perspective of various stakeholders of the Imaging Informatics/PACS enterprise environment will be a major focus of this course, with a particular emphasis on the responsibilities of the PACS administrator. Upon completion of this course the student will have the basic knowledge, skills and competencies necessary to administer a PACS system at a fundamental level.

Corequisites MIG-161

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

MIG-133 Imaging Informatics II

This hybrid course covers the more complex aspects of Imaging Informatics/Picture Archiving & Communication Systems and proceeds to advanced topics including but not limited to: Data management and image distribution, teleradiology, PACS system security, clinical PACS acceptance, implementation, monitoring and evaluation, common pitfalls and challenges, loading of software onto client servers, archive back-up, disaster recovery, DICOM-based Medical Imaging Informatics, the Electronic Health Record, Computer Aided Diagnosis and integration with PACS, training considerations for staff, and new directions in PACS and Imaging Informatics. This course continues to focus on the duties of PACS administration professionals and covers in more depth the relation to and interaction with the Hospital Information (HIS) and Radiology Information (RIS) Systems as well as PACS Internet applications. Upon completion of this course students will have the knowledge, skills and competencies necessary to administer PACS systems.

Prerequisites CIT-141 or MIG-131

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

MIG-161 Intro to Diagnostic Imaging and PACs

Designed for students with previous experience in Medical Imaging or Computer Science who wish to pursue a career in PACS administration, this course introduces the students to the history of medical imaging with a focus on state-of-the-art diagnostic imaging, the DICOM standard, and the clinical relevance of PACS to the members of the Radiology Department, referring physicians, the overall delivery of healthcare. For additional information and/or syllabus contact CITDept@bhcc.edu.

Prerequisites Admission to PACS certificate program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MIG-201 Echo III

This continuation course of Echo I and II covers advanced cardiac interpretation and echo features of coronary artery disease and valvular heart disease. Students discuss a basic overview of pediatric echo and congenital heart disease. The course reviews related echo material before placement in the clinical sites.

Prerequisites MIG-119

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

MIG-203 Interpretation II

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.

Prerequisites MIG-112 and MIG-119.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MIG-205 Vascular Ultrasound

This course covers an introduction to the fundamentals of vascular ultrasound. It includes hemodynamics, Doppler spectral analysis, and duplex visualization of the cerebrovascular system. Content includes carotid, venous and transcranial Doppler techniques. Additional topics include physiological testing of the arterial system.

Prerequisites MIG-105.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MIG-207 Ultrasound Physics and Instrumentation for the Cardiac Sonographer

This course is a continuation of Ultrasound Physics and Instrumentation and is designed for the cardiac sonography student to integrate their knowledge of ultrasound physics and instrumentation with clinical practice of actually producing a high-quality diagnostic image. Image quality will be stressed throughout this course through the use of hands-on applications in the ultrasound lab. Additional topics discussed will include: spectral display, image artifacts, bioeffects and safety, as well as discussions relating to 3D ultrasound and contrast agents.

Prerequisites MIG-105 and MIG-119

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

MIG-211 Cardiac Sonography Clinical I

This course covers the development of students' skills in the performance of echocardiograms at the clinical sites. Under supervision of their clinical instructor and the BHCC clinical coordinator, students gain knowledge through scanning patients in the clinical setting. Students' performances are evaluated through clinical competencies in each related echo area. Additional expenses may include supplies, equipment, and/or uniforms.

Class Meets Three (3) days/week.

Pre/Corequisites MIG-201

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MIG-213 Cardiac Sonography Clinical II

This course covers a continuation of clinical practical experience in echocardiography and further refines students' skill in the performance of echocardiograms. Under supervision of their clinical instructor and the BHCC clinical coordinator, students enhance their interpretive skills and continue hands-on experience at the clinical sites. Students' performances are evaluated through clinical competencies in each related echo area. Additional expenses may include supplies, equipment, and/or uniforms.

Class Meets Four (4) days/week.

Prerequisites MIG-211

Corequisites MIG-215

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

MIG-215 Echo IV/Interpretation

This course is a continuation of Echo III and Interpretation. This course will deal with advanced echo techniques including TEE and stress echocardiography. Related cardiac procedures outside the area of ultrasound that aid in the detection of cardiovascular diseases will be discussed, such as cardiac angiography and MRA. In addition related pharmacology in the area of cardiovascular medicine will be introduced. Additional topics will include diseases of the aorta and pericardium. This class will aid the student in coordinating the multi facets of an adult echocardiogram including interpersonal relationships and professional and ethical situations that may arise.

Prerequisites MIG-201

Corequisites MIG-213 and MIG-216.

Gen. Ed. Course No

Mass Transfer Course No
Credits: 4

MIG-216 Advanced Interpretation Seminar

This is an interactive course that provides the cardiac sonography student the opportunity to enhance their cardiac sonography interpretation skills through the use of actual case studies presented on DVD or other media. A review of cardiovascular principles and ultrasound physics will occur and the student will test their knowledge using ARDMS mock registry software.

Prerequisites MIG-211.

Corequisites MIG-215 and MIG-213.

Gen. Ed. Course No
Mass Transfer Course No
Credits: 2

MIG-217 Cardiac Sonography Clinical III

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 evaluate 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.

Class Meets Five (5) days/week.

Prerequisites MIG-213
Gen. Ed. Course No
Mass Transfer Course No
Credits: 4

MIG-220 Positioning III

This course applies the fundamentals of Positioning I and II to advanced level radiographic examinations. Lecture and lab sessions cover anatomy and radiography of the skull, facial bones, and sinuses, TMJ, mastoids, and other advanced skull exams. The course provides an introduction to advanced exams including arthrograms and myelograms.

Prerequisites MIG-126.
Gen. Ed. Course No
Mass Transfer Course No
Credits: 2

MIG-222F Full-Time Medical Radiography Clin III

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.

Class Meets Four (4) days/week with 32 hours of clinical practice weekly.

Prerequisites MIG-128F
Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

MIG-222P Part Time Medical Radiography Clin III

This course allows students to expand upon skills developed during earlier clinical experience. Students assume more direct responsibility for specific radiographic examinations. Additional expenses may include supplies, equipment, and/or uniforms.

Class Meets Two (2) evenings/week, with 8 hours of clinical practice weekly.

Prerequisites MIG-128P

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MIG-224 Radiologic Technology II

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.

Prerequisites MIG-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MIG-226 Radiologic Imaging II

Using lecture and lab sessions, this course explores the concepts of quality assurance, quality control and film critique. Additional topics include but are not limited to: advance digital concepts, cardiovascular and interventional techniques, computers in imaging, and special radiographic procedures.

Prerequisites MIG-120

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MIG-227 Pharmacology of Radiology

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 MIG-109 and BIO-204

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MIG-228F Full-Time Medical Radiography Clin V

This course allows students to develop additional experience in the materials covered in Positioning I, Positioning II, and Positioning III, and to further expand their clinical skills. Additional expenses may include supplies, equipment, and/or uniforms.

Class Meets Three (3) days/week with 24 hours of clinical practice weekly.

Prerequisites MIG-222F
Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

MIG-228P Part-Time Medical Radiography Clin V

This course allows students to develop additional experience in the materials covered in Positioning I, Positioning II, and Positioning III, and to further expand their clinical skills. Additional expenses may include supplies, equipment, and/or uniforms.

Class Meets Five (5) days/week, with 35 hours of clinical practice weekly.

Prerequisites MIG-222P
Gen. Ed. Course No
Mass Transfer Course No
Credits: 5

MIG-230 Radiation Protection

This course covers an overview of the effects of ionizing radiation on the human body and the protective measures available to minimize those effects. The course examines the effects that produce somatic as well as genetic changes. This course stresses methods of limiting and monitoring radiation exposure to personnel, patients, and the general population. Students gain a personal frame of reference regarding the importance of this issue today.

Prerequisites MIG-226
Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

MIG-234 CT/Cross Section Anatomy

This course introduces students to CT (Computerized Axial Tomography) history, the development of CT equipment configuration, and the basic scanning protocols. The course exposes students to cross-sectional anatomy, which is necessary for proficiency in the areas of CT, Ultrasound and MRI.

Prerequisites BIO-204
Gen. Ed. Course No
Mass Transfer Course No
Credits: 2

MIG-236F FT Medical Radiography Clinical V

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.

Class Meets Three (3) days/week with 24 clinical hours of practice weekly.

Prerequisites MIG-228F
Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

MIG-236P PT Medical Radiography Clinical V

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.

Class Meets Five (5) days/week with 40 clinical hours of practice weekly.

Prerequisites MIG-228P

Gen. Ed. Course No

Mass Transfer Course No

Credits: 5

MIG-238 Advanced Medical Radiography Seminar

The focus of this capstone course is the transition from student technologist to entry-level technologist. A variety of learning activities, including case studies and a research project, will be utilized to promote critical thinking. The course will also focus on professional development, credentialing, lifelong learning, and cultural competence in the workplace. A review module will prepare students for success on the American Registry of Radiologic Technologists Examination. Additional expenses will include certification mock exam software.

Prerequisites MIG-224 and MIG-226

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

MIG-251 Advanced PACS Seminar

This capstone seminar explores the day-to-day responsibilities of a PACS administrator. Topics discussed include the responsibilities of the position, the expectations of various stakeholders in healthcare delivery, and the impact of PACS performance on healthcare delivery. The issues of maintenance, considerations for purchase of a system, frequently asked questions, and the process of rolling out a new system are also explored.

Prerequisites MIG-161 and CIT-141

Corequisites CIT-141

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MIG-261 Sectional Anatomy

This interactive, web-based course is designed to provide an in-depth look at sectional anatomy, and its particular relevance to the fields of CT and MR.

Prerequisites BIO-203 and BIO-204 or current ARRT, NMTCB or ARDMS registry status.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MIG-299 PACS Administration Internship

This course enhances the academic experience for students. All internships take place at pre-approved sites. The course allows students to apply learned skills in the actual medical environment. Students must complete weekly didactic work in addition to the clinical hours. Students must comply with the Internship requirements, as stated in the Internship

Handbook, before registering for the course. Criminal Offender Record Information (CORI) checks will be conducted on all students before placement, and the outcome may impact the student's eligibility to participate in the internship experience. Admission to the PACS Certificate Program does not guarantee internship placement.

Prerequisites Acceptance in PACS Administration Certificate.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

MIG-299B PACS Business Internship

This 100-hour internship enhances the academic experience for students. All business internships take place at pre-approved industry sites with mentoring by industry representatives. Professionals with clinical experience will benefit from the industry perspective of relevant training for imaging informatics, including daily challenges such as the identification of customer needs, collaboration with healthcare stakeholders in designing appropriate PACS systems, implementation concerns and actual issues, as well as the evaluation of customer satisfaction. This 100-hour business internship will also enable students to explore career options in the business sector of imaging informatics. Students are responsible for providing their own transportation to and from the business internship site. Students must comply with all corporate policies, as directed by the industry mentor at the site, as well as all BHCC policies.

Prerequisites Admission to the Imaging Informatics Online Certificate Program

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Medical Laboratory Assistant

MLA-120 Medical Terminology Clinical Lab Prof

This course explores the roots of all medical terminology as it pertains to clinical laboratory professionals.

Prerequisites Admission to the Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MLA-121 MLA I: Phlebotomy & Specimen Processing

This course explores the nature and scope of phlebotomy and specimen processing. The primary focus will be on the role of proper collection and handling of patient samples. Students will learn the methods needed for proper specimen processing, set up, and waived testing procedures.

Prerequisites Admission to the Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

MLA-222 MLA II: Clinical Laboratory Techniques

This course is designed for the Medical Laboratory Assistant (MLA or CLA). This course consists of the clinical laboratory techniques needed to develop skills with the use of a microscope, instrumentation management including quality control and maintenance, proper pipetting skills, laboratory information system (LIS) and how to support clinical laboratory staff.

Prerequisites MLA-120 and MLA-121 earning a B- or better in both.

Gen. Ed. Course No

Mass Transfer Course No
Credits: 4

MLA-223 MLA III: Clinical Practicum

Students acquire knowledge and experience of laboratory practices and procedures at one of the college's clinical laboratory affiliates. The practicum prepares the student in an actual clinical work environment. Rotation order through departments is subject to affiliate laboratory schedules.

Prerequisites Both MLA-121 and MLA-222 with a grade of B- or better.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

Medical Lab Technician

MLT-101 Introduction to Medical Lab Science and Urinalysis

This course explores the nature and scope of work in the clinical laboratory. The primary focus will be the role of the laboratory in the healthcare system, duties of the Medical Laboratory Technician and professional conduct, safety in the laboratory, laboratory mathematics and quality control. The laboratory will include exercises that reflect each of the major clinical laboratory sub-disciplines: Clinical Chemistry, Diagnostic Microbiology, Hematology, and Blood Banking. Additional laboratory exercises will focus on routine urinalysis as well as normal and abnormal physiological functions of the renal system. A phlebotomy unit will teach the fundamental skills required to collect blood specimens for testing.

Class Meets 3hrs. lecture; 3 hrs. lab.

Prerequisites Admission to the Medical Laboratory Technician program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

MLT-211 Hematology & Hemostasis

This course consists exploring the theory and practice of routine hematology. Topics include the collection and handling of clinical specimens, the origin, development, and function of human blood cells in health and disease, hemostasis, and coagulation, automation, and quality control. Routine hematology and coagulation testing will be emphasized.

Class Meets 3hrs. lecture; 3hrs. lab.

Prerequisites MLT-101 and MLT-213 earning a grade of B- or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

MLT-212 Medical Microbiology & Lab

This course is a comprehensive study of both theory and practical aspects of clinical microbiology. Emphasis will be placed on the collection and handling of clinical specimens as well as the primary isolation and identification of the most frequently encountered bacteria pathogenic to humans. Other topics discussed include antimicrobial chemotherapy and host resistance. Other organisms examined include fungi and parasites. This course is open only to admitted CLS students.

Class Meets 3 hrs. lecture; 3 hrs. lab.

Prerequisites MLT-101 and MLT-213 earning a B- or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

MLT-213 Immunology & Serology

This course introduces the theoretical principles of immunology which involve the structure, function, and interactions of the immune system. The serological techniques useful in the diagnosis of many diseases will be reviewed and performed.

Class Meets 3hrs. lecture; 3hrs. lab.

Prerequisites Admission to program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

MLT-241 Immunoematology

This course consists of the study of the genetic basis and immunological interaction of the major blood group antigens and antibodies. Topics will include compatibility testing, antibody screening and identification techniques, blood donation, transfusion therapy, record keeping, and quality control techniques.

Class Meets 3hrs. lecture; 3hrs. lab.

Prerequisites MLT-101 and MLT-213 earning a grade of B- or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

MLT-242 Clinical Chemistry

The primary focus of the course is the biochemical analysis of blood and body fluids in health and disease. Topics include routine manual and automated testing methods, electrophoresis, molecular techniques, safety practices and quality control.

Class Meets 3hrs. lecture; 3 hrs. lab.

Prerequisites MLT-101 and MLT-213 earning a grade of B- or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

MLT-243 Parasitology and Mycology

This course will introduce the students to parasitology and mycology and its effect on human health.

Prerequisites MLT-211, MLT-212, and MLT-241 earning minimum grades of B-.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

MLT-251 Clinical Laboratory Sciences Practicum

This course consists of practicum experiences at one of the college's clinical affiliates in which the student acquires knowledge and experiences in laboratory practices and procedures.

Prerequisites MLT-241 and MLT-242 earning a grade of B- or higher.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 12

Music

MUS-101 Music Fundamentals

This course serves as an introduction to reading and making music. Topics include pitches, rhythms, scales, intervals, chords, and other music terminology. This course also introduces ear training, performance skills, and critical thinking about music. No prior musical experience is required. This course satisfies the General Education requirement for Creative Work.

Prerequisites Grade of C or higher in ESL-088 and ESL-089 or in RDG-090 and ENG-090; or a C or higher in ELL-101 or exemption by placement testing.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

MUS-105 Music Theory and Aural Skills I

In this course, students develop an understanding of how music works. Through analysis, composition, and other exercises, students learn the theory of music, with particular emphasis on chord progressions and their relationship to melody and song structure. Additionally, in the laboratory component of this course, students will develop their musicianship skills through the sight-reading of melodies, rhythms, and chords, as well as recognizing them by ear. This course is designed for music majors, but is open to any student with introductory music reading ability.

Prerequisites MUS-101 or department chair approval

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

MUS-106 Music Theory and Aural Skills II

This course continues the development of analytical and practical music skills begun in Music Theory and Aural Skills I. Through the examination and composition of music, students explore more advanced theoretical elements, including chromatic harmony and musical form. In the laboratory component of this course, students will continue to develop their sight-reading and dictation abilities.

Prerequisites MUS-105 or department chair approval

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

MUS-113 Jazz Ensemble

This course focuses on the rehearsal and performance of jazz and related styles of music. Students develop their music reading and improvisation ability, in addition to general performance skills associated with the small jazz ensemble. This course is designed for students with previous experience in music. An audition is required. This course may be

repeated for credit.

Prerequisites Audition

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-116 Popular Music Ensemble

This ensemble rehearses and performs a variety of modern popular music, including rock, R&B, pop, hip hop, country, and other styles. Students will develop their instrumental or vocal ability, musicianship, and other performance skills. This course is designed for students with previous experience in music. An audition is required. This course may be repeated for credit.

Prerequisites Audition

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-120 College Choir

The College Choir rehearses and performs a diverse repertoire of vocal music, from classical to pop and other styles from around the world. In this course, students will develop their singing ability, musicianship, and general performance skills. This course is open to singers of all skill levels and experience, but an audition is required. This course may be repeated for credit.

Prerequisites Audition

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-130 Music Appreciation

An introduction to listening to and discussing music, this course draws on music from a variety of styles, eras, and nations. Through a broad exploration of music's evolution through history, this course examines the core components of music and their connection to society and culture. No prior musical experience is required. This course meets the General Education requirement for Creative Work. It is not an eligible Music Elective for students in the Music Concentration.

Prerequisites Grade of C or better in ESL-098 and ESL-099 or in RDG-095 and ENG-095, or exemption by placement testing.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

MUS-133 Music History I

This course is a survey of the history of music from antiquity through the Classical period (around 1800). While focusing on art music of the Western world, this course aims to relate course topics to music of all time periods, cultures, and styles. Students will develop an understanding of the evolution of music through the centuries, as well as the culture, politics, technology, and human drama that shaped that music. This course is designed for music majors, but is open to any students with rudimentary knowledge of music.

Prerequisites MUS-101 and Grade of C or better in ESL-098 and ESL-099 or in RDG-095 and ENG-095, or exemption by placement testing.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

MUS-134 Music History II

This course continues the survey of the history of music covering the Romantic period (around 1800) through the present. While focusing on Western art music this course aims to connect the music covered in class to the music of other cultures, eras, and styles. Students will examine the development of music through the emergence of the modern world, as well as the culture, politics, technology, and human drama that shaped it. This course is designed for music majors, but is open to any students with rudimentary knowledge of music.

Prerequisites MUS-133 and Grade of C or better in ESL-098 and ESL-099 or in RDG-095 and ENG-095, or exemption by placement testing.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

MUS-137 Hip-Hop History: Music, Culture, Resistance

This course explores hip-hop as a cultural and musical movement in response to the social, economic, and political marginalization of Black and Latinx communities. Using audio, written, and visual source material, students in this course will examine the people, technological advances, and events that contributed to the forming of hip-hop's musical styles and other cultural elements. Keeping within hip-hop tradition, students will utilize their own knowledge and experiences to shape the learning process. Note: no previous musical experience is required. This course meets the General Education requirement for Creative Work.

Prerequisites A grade of C or higher in ENG-090 and RDG-090; or a grade of C or higher in ELL-101

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

MUS-141 Rock & Roll History

This course is a survey of rock music and its history. This course covers the various styles of rock, from its early roots to the music of the present, in addition to other closely-related styles of music. Students will examine the musical aspects of the genre and its major figures, as well as the social, economic, political, and technological factors that shaped its development. No prior musical experience is required. This course meets the General Education requirement for Creative Work.

Prerequisites Grade of C or higher in Academic Reading II (ESL-088) and Academic Writing II (ESL-089); OR Reading Skills I (RDG-090) and Writing skills I (ENG-090); or Integrated ELL Level I (ELL-101).

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

MUS-144 World Music

Formerly MUS-161, this course serves as an introduction to the diverse musical traditions of the world. Students will explore the music of a variety of cultures and regions, and come to understand how it is shaped by social customs, geography, history, and cross-cultural interaction. No prior musical experience is required. This course satisfies General Education requirement "Creative Work".

Prerequisites Grade of C or higher in Academic Reading II (ESL-088) and Academic Writing II (ESL-089) or Reading Skills I (RDG-090) and Writing Skills I (ENG-090); or Integrated ELL Level I (ELL-101) or placement

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

MUS-147 Music in the United States

A survey of musical traditions in the United States, this course covers the development of folk, popular, and art music from the Colonial period to the present. Students will explore how social, historical, political, and economic factors have affected the development of American music. No prior musical experience is required. This course meets the General Education requirement for Creative Work.

Prerequisites Grade of C or higher in ESL-098 and ESL-099; or RDG-095 and ENG-095; or ELL-103 or exemption by placing into higher level courses.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

MUS-151 Piano I

This course provides group keyboard instruction for the beginner. Students develop introductory keyboard technique, musicianship skills, and sight-reading ability through the performance of simple pieces from a variety of musical styles. This course is open to all students regardless of prior experience.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 2

MUS-152 Piano II

A continuation of Piano I (MUS-151), this course provides further instruction in keyboard skills. Students continue to develop technical and musicianship proficiency through the performance of elementary and intermediate repertoire.

Prerequisites MUS-151 or permission of the instructor

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 2

MUS-156 Beginning Guitar

This course provides group instruction in guitar for the beginner. In playing music from a variety of styles, students will learn foundational techniques, including chord shapes, strumming, picking, scales, and basic music reading. This course is open to all students, regardless of prior experience.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 2

MUS-162 Beginning Voice

This course provides group vocal instruction for singers of all skill levels. Students develop their vocal technique, musicianship skills, and performance ability while singing a variety of musical styles. This course is open to all students, regardless of prior vocal experience.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 2

MUS-171 Intro to Music Technology

This course serves as an introduction to the use of technology in the creation of music. Using digital audio software, students learn the basics of sound manipulation, including sequencing, editing, synthesis, and mixing. Additional course topics include the properties of sound, basic recording technology, and music notation software. This course is designed for both music majors and non-majors.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

MUS-180 Introduction to the Music Business

This course provides an overview of the modern music industry, gained through discussion, hands-on projects, and guest presentations from music business professionals. Course content includes the recording industry, copyright, publishing, promotion, and entrepreneurship, with special attention given to the role of the Internet in the music business. This course also examines the diverse career options available in music. This course fulfills the Learning Community Seminar requirement for first-year, full-time students.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

MUS-190A Applied Music for Beginners: Voice

This course provides individual instruction in voice or a musical instrument for beginners and non-music majors. Course topics include technique and performance practice appropriate for the interests and skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students. This course does not satisfy the Applied Music requirement in the Music Concentration.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MUS-190B Applied Music for Beginners: Guitars

This course provides individual instruction in voice or a musical instrument for beginners and non-music majors. Course topics include technique and performance practice appropriate for the interests and skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students. This course does not satisfy the Applied Music requirement in the Music Concentration.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MUS-190C Applied Music for Beginners: Keyboards

This course provides individual instruction in voice or a musical instrument for beginners and non-music majors. Course topics include technique and performance practice appropriate for the interests and skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students. This course does not satisfy the Applied Music requirement in the Music Concentration.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MUS-190D Applied Music for Beginners: Percussion

This course provides individual instruction in voice or a musical instrument for beginners and non-music majors. Course topics include technique and performance practice appropriate for the interests and skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students. This course does not satisfy the Applied Music requirement in the Music Concentration.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MUS-190E Applied Music for Beginners: Brass

This course provides individual instruction in voice or a musical instrument for beginners and non-music majors. Course topics include technique and performance practice appropriate for the interests and skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students. This course does not satisfy the Applied Music requirement in the Music Concentration.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MUS-190F Applied Music for Beginners: Strings

This course provides individual instruction in voice or a musical instrument for beginners and non-music majors. Course topics include technique and performance practice appropriate for the interests and skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students. This course does not satisfy the Applied Music requirement in the Music Concentration.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MUS-190G Applied Music for Beginners: Woodwinds

This course provides individual instruction in voice or a musical instrument for beginners and non-music majors. Course topics include technique and performance practice appropriate for the interests and skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students. This course does not satisfy the Applied Music requirement in the Music Concentration.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MUS-190H Applied Music for Beginners: Conducting

This course provides individual instruction in voice or a musical instrument for beginners and non-music majors. Course topics include technique and performance practice appropriate for the interests and skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students. This course does not satisfy the Applied Music requirement in the Music Concentration.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MUS-190I Applied Music for Beginners: Composition

This course provides individual instruction in voice or a musical instrument for beginners and non-music majors. Course topics include technique and performance practice appropriate for the interests and skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students. This course does not satisfy the Applied Music requirement in the Music Concentration.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MUS-190J Applied Music for Beginners: Bass

This course provides individual instruction in voice or a musical instrument for beginners and non-music majors. Course topics include technique and performance practice appropriate for the interests and skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students. This course does not satisfy the Applied Music requirement in the Music Concentration.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MUS-190X Applied Music Beg: Spec Instruction

This course provides individual instruction in voice or a musical instrument for beginners and non-music majors. Course topics include technique and performance practice appropriate for the interests and skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students. This course does not satisfy the Applied Music requirement in the Music Concentration.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

MUS-195 Applied Music I

This course provides individual instruction in voice or a musical instrument. Course topics include technique, performance practice, and repertoire appropriate for the skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students, but requires an audition for placement.

Prerequisites Audition and consent of instructor or department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-195A Applied Music I: Voice

This course provides individual instruction in voice or a musical instrument. Course topics include technique, performance practice, and repertoire appropriate for the skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students, but requires an audition for placement.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-195B Applied Music I: Guitars

This course provides individual instruction in voice or a musical instrument. Course topics include technique, performance practice, and repertoire appropriate for the skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students, but requires an audition for placement.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-195C Applied Music I: Keyboards

This course provides individual instruction in voice or a musical instrument. Course topics include technique, performance practice, and repertoire appropriate for the skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students, but requires an audition for placement.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-195D Applied Music I: Percussion

This course provides individual instruction in voice or a musical instrument. Course topics include technique, performance practice, and repertoire appropriate for the skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students, but requires an audition for placement.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-195E Applied Music I: Brass

This course provides individual instruction in voice or a musical instrument. Course topics include technique, performance practice, and repertoire appropriate for the skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students, but requires an audition for placement.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-195F Applied Music I: Strings

This course provides individual instruction in voice or a musical instrument. Course topics include technique, performance practice, and repertoire appropriate for the skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students, but requires an audition for placement.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-195G Applied Music I: Woodwinds

This course provides individual instruction in voice or a musical instrument. Course topics include technique, performance practice, and repertoire appropriate for the skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students, but requires an audition for placement.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-195H Applied Music - Conducting

This course provides individual instruction in voice or a musical instrument. Course topics include technique, performance practice, and repertoire appropriate for the skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students, but requires an audition for placement.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-195I Applied Music I: Composition

This course provides individual instruction in Music Composition. Course topics include technique, performance practice, and repertoire appropriate for the skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students, but requires an audition for placement.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-195J Applied Music I: Bass

This course provides individual instruction in voice or a musical instrument. Course topics include technique, performance practice, and repertoire appropriate for the skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students, but requires an audition for placement.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-195X Applied Music I: Specialized Instruction

This course provides individual instruction in voice or a musical instrument. Course topics include technique, performance practice, and repertoire appropriate for the skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students, but requires an audition for placement.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-208 Songwriting

This course serves as an introduction to popular songwriting. Through writing original songs and examining a wide variety of popular music, students will examine concepts such as melody, lyrics, chord progressions, and structure.

Prerequisites MUS-101 or receive permission of the instructor.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

MUS-272 Advanced Music Production

This course further develops student ability in the production of music, especially in relation to post-production in the home studio. Course topics include the advanced use of signal processors, mixing, the quantization and pitch correction of audio, and advanced use of synthesizers and samplers.

Prerequisites MUS-171 or department chair approval

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

MUS-295 Applied Music II

This course provides individual instruction in voice or a musical instrument for students with well-developed performance skills. Course topics include advanced technique, performance practice, and repertoire appropriate for the skill level of the student. This course requires students to perform in a public recital. Where applicable, students are required to provide their own instrument. This course is designed for music majors, but is open to all students who demonstrate the requisite performance ability in an audition.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-295A Applied Music II: Voice

This course provides individual instruction in voice or a musical instrument for students with well-developed performance skills. Course topics include advanced technique, performance practice, and repertoire appropriate for the skill level of the student. This course requires students to perform in a public recital. Where applicable, students are required to provide their own instrument. This course is designed for music majors, but is open to all students who demonstrate the requisite performance ability in an audition.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-295B Applied Music II: Guitars

This course provides individual instruction in voice or a musical instrument. Course topics will include technique, performance practice, and repertoire appropriate for the skill level of the student. Where applicable, students are required to provide their own instrument. This course is open to all students, but requires an audition for placement.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-295C Applied Music II: Keyboards

This course provides individual instruction in voice or a musical instrument for students with well-developed performance skills. Course topics include advanced technique, performance practice, and repertoire appropriate for the skill level of the student. This course requires students to perform in a public recital. Where applicable, students are required to provide their own instrument. This course is designed for music majors, but is open to all students who demonstrate the requisite performance ability in an audition.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-295D Applied Music II: Percussion

This course provides individual instruction in voice or a musical instrument for students with well-developed performance skills. Course topics include advanced technique, performance practice, and repertoire appropriate for the skill level of the student. This course requires students to perform in a public recital. Where applicable, students are required to provide their own instrument. This course is designed for music majors, but is open to all students who demonstrate the requisite performance ability in an audition.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-295E Applied Music II: Brass

This course provides individual instruction in voice or a musical instrument for students with well-developed performance skills. Course topics include advanced technique, performance practice, and repertoire appropriate for the skill level of the student. This course requires students to perform in a public recital. Where applicable, students are required to provide their own instrument. This course is designed for music majors, but is open to all students who demonstrate the requisite performance ability in an audition.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-295F Applied Music II: Strings

This course provides individual instruction in voice or a musical instrument for students with well-developed performance skills. Course topics include advanced technique, performance practice, and repertoire appropriate for the skill level of the student. This course requires students to perform in a public recital. Where applicable, students are required to provide their own instrument. This course is designed for music majors, but is open to all students who demonstrate the requisite performance ability in an audition.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-295G Applied Music II: Woodwinds

This course provides individual instruction in voice or a musical instrument for students with well-developed performance skills. Course topics include advanced technique, performance practice, and repertoire appropriate for the skill level of the student. This course requires students to perform in a public recital. Where applicable, students are required to provide their own instrument. This course is designed for music majors, but is open to all students who demonstrate the requisite performance ability in an audition.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-295H Applied Music II: Conducting

This course provides individual instruction in voice or a musical instrument for students with well-developed performance skills. Course topics include advanced technique, performance practice, and repertoire appropriate for the skill level of the student. This course requires students to perform in a public recital. Where applicable, students are required to provide their own instrument. This course is designed for music majors, but is open to all students who demonstrate the requisite performance ability in an audition.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-295I Applied Music II: Composition

This course provides individual instruction in voice or a musical instrument for students with well-developed performance skills. Course topics include advanced technique, performance practice, and repertoire appropriate for the skill level of the student. This course requires students to perform in a public recital. Where applicable, students are required to provide their own instrument. This course is designed for music majors, but is open to all students who demonstrate the requisite performance ability in an audition.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-295J Applied Music II: Bass

This course provides individual instruction in voice or a musical instrument for students with well-developed performance skills. Course topics include advanced technique, performance practice, and repertoire appropriate for the skill level of the student. This course requires students to perform in a public recital. Where applicable, students are required to provide their own instrument. This course is designed for music majors, but is open to all students who demonstrate the requisite performance ability in an audition.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

MUS-295X Applied Music II: Spec Instruction

This course provides individual instruction in voice or a musical instrument for students with well-developed performance skills. Course topics include advanced technique, performance practice, and repertoire appropriate for the skill level of the student. This course requires students to perform in a public recital. Where applicable, students are required to provide their own instrument. This course is designed for music majors, but is open to all students who demonstrate the requisite performance ability in an audition.

Prerequisites Audition and consent of department chair.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 1

Nursing

NUR-095 Success in Nursing

This introductory course focuses on assisting students to adapt to the upcoming challenges in the nursing curriculum. The course emphasizes test-taking skills, study skills, critical thinking, learning styles, and therapeutic nurse-patient communication and beginning nursing concepts. The course is designed for nursing students accepted to the nursing program in the fall semester and those students planning to apply to the Nursing Program.

Class Meets 3 hrs. lecture.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

NUR-099 Nursing Pathways

This course is designed for students who are seeking readmission to the nursing program. This course will assist students in analyzing their study skills, and designing a path for successful completion of the nursing program. Topics include time management, stress reduction, adapting study skills, and test-taking techniques and practice. Students are encouraged to use introspection and critical thinking as they formulate a plan that will enable them to complete the nursing program and take the licensure exam after graduation. Computer software and small group work for problem solving in answering multiple-choice questions will be utilized.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

NUR-120 Foundation of Patient Centered Care

This course provides an introduction to nursing and roles of the nurse as well as professional related and patient care concepts. Emphasis is placed on the knowledge, skills and attitudes needed to provide safe, quality care. It provides the framework for preparing students to perform a basic health assessment on adult patients including older adults. The theoretical foundation for basic assessment and skills is presented, and the student is given an opportunity to demonstrate these skills in the laboratory and clinical setting. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgement. Additional expenses may include supplies, equipment and/or uniforms.

Class Meets 7 hours lecture; 3 hours simulation lab; 6 hours clinical practice in selected health care facilities.

Prerequisites Acceptance into the nursing program; BIO-203 and ENG-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 10

NUR-150 Patient Ctr Care-Adult & Mental Health

This course focuses on the care of adult patients with health alterations that require medical and/or surgical intervention as well as patients who are experiencing cognitive, mental and behavioral alterations. Emphasis is placed on the care of patients with alterations in mental health selected body functions. Concepts of client centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Concepts of crisis intervention, therapeutic communication, anger management and coping skills are also integrated. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to adults in a variety of settings. Additional expenses may include supplies, equipment, and/or uniforms.

Class Meets 6 hours lecture; 1.5 hours simulation lab; 12 hours clinical practice in selected health care facilities.

Prerequisites BIO-204, NUR-120, and PSY-101.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 10

NUR-213 Nursing Seminar

This seminar focuses on current health care issues and the ethical, legal, and professional framework necessary for nursing practice. The course assists in the transition from student nurse to beginning practitioner. The course utilizes a variety of learning activities that promote critical thinking. The course explores topics such as conflict resolution, cultural competence, health care access, empowerment, and lifelong learning.

Class Meets 1 hr. lecture.

Prerequisites NUR-211

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

NUR-220 Patient Ctr Care-Adults & Families

This course focuses on patient-centered care of adults with complex health alterations as well as an integrated family approach to mothers, newborns, and children. Emphasis is placed on helping adult patients cope with alterations in body functions. Additional focus is placed on normal growth and development, common pediatric conditions, and the child-bearing family. Concepts of quality improvement, leadership, professionalism, evidence based practice. Informatics, teamwork and collaboration will be integrated throughout the course. Clinical experience provides an opportunity to apply theoretical nursing concepts and implement safe care to patients across the lifespan. Additional expenses may include supplies, equipment, and/or uniforms.

Class Meets 6 hours lecture; 1.5 hours simulation lab; 10.5 hours clinical practice in selected health care facilities.

Prerequisites BIO-205, PSY-213 & NUR-150;

Gen. Ed. Course No

Mass Transfer Course No

Credits: 10

NUR-250 Patient Ctr Care-Adults W Multisystem

This course focuses on advanced concepts of nursing care of adult patients with complex, multisystem alterations in health. Complex clinical skills, as well as concepts of patient-centered care, safety, quality improvement, professionalism and leadership, are integrated throughout the course. Focus on time management and organizational skills while managing the care of patients with multiple needs and collaborating with the inter-professional team are integrated in this course. This course also facilitates the transition of the student to the roll of professional nurse. Developing the skills of delegation, conflict management, and leadership will be addressed. Legal and ethical issues are discussed with ta focus on personal accountability and responsibility. Standards of practice and the significance of functioning according to state regulations and statues are analyzed. Clinical experiences provide the student with the opportunity to apply theoretical nursing concepts and implement safe care to patients will functioning in a leadership role. Additional expenses may include supplies, equipment, and/or uniforms.

Class Meets 6 hours lecture; 1.5 hours simulation lab; 7.5 hours clinical practice in selected health care facilities.

Prerequisites NUR-220

Gen. Ed. Course No

Mass Transfer Course No

Credits: 9

Office and Information Management

OIM-100 PC Keyboarding Techniques

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.edu.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

OIM-102 Medical Computer Applications

This course uses Microsoft Word, Access, and Excel to cover applications commonly used in the medical office. Students learn the correct form for business letters, merge documents, memorandums, tables, business reports, electronic forms, and medical documents. Emphasis is place on accurate proofreading of documents for format and content.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Notes For Allied Health Students or by permission of department chairperson.

Credits: 3

OIM-103 Microsoft Word I

(Formerly OIM-101) This course uses Microsoft Word and covers applications, including but not limited to font and paragraph settings, page setup, table format, headers and footers, page numbering in sections, footnotes, citations, bibliographies, mail merge and envelopes, spell check and thesaurus, and electronic forms. Students create documents commonly used within academic and business settings. Students develop correct keyboarding technique in order to meet the industry standard for speed and accuracy.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Notes An exemption exam for students with previous keyboarding experience is available through the Center for Self-Directed Learning each semester by contacting the Prior Learning Coordinator.

Credits: 3

OIM-104 OIM Career Exploration

This online course provides students with the tools needed to evaluate their career goals and to explore strategies for securing employment within the office and/or medical office job market. Students will complete modules that engage them in activities designed to evaluate values, skills, and interests as related to their prospective careers. Students will use resources on the BHCC portal and elsewhere to explore individual careers and research employers and the local job market. Resumes and cover letters will also be completed.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

OIM-105 Skills for Administrative Success

(Formerly OIM-199) Students explore career opportunities in related office administration fields. This course includes critical thinking and teamwork projects to help students develop the ability to give and receive constructive criticism in a supportive environment. Students complete individual and team projects that use Internet research and library resources. Based on research related to office and information management issues, they develop written and oral presentation skills. Time management, listening, note-taking, and test-taking skills are emphasized. Security issues, legal and ethical issues, and cultural diversity are covered. Current students, alumni, and business personnel will provide perspectives on how to succeed in academia and in the business world. This course will fulfill the Learning Community Seminar requirement for Office and Information Management students.

Prerequisites RDG-095 and ENG-095 or ELL-103

Pre/Corequisites OIM-101 or OIM-103

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

OIM-106 Records and Information Management

This course provides an introduction to records and information management (RIM) including alphabetic, subject and geographic filing guidelines, as well as the components of the records management lifecycle, and associated regulatory, privacy, compliance and risk issues. Paper-based systems and electronic file systems will be included. Students will

complete hands-on projects using a records management online learning platform as well as use of the Moodle online platform, which is required. Business research using Internet Explorer is integrated with PowerPoint presentations and team assignments to tie together all the various professional skills using a qualitative approach.

Pre/Corequisites CIT-110 or CIT-133

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

OIM-112 Microsoft Word II

This course covers intermediate and advanced Microsoft Word applications to create common business documents such as letters, memorandums, tables, reports, desktop publishing flyers, and electronic forms. Students learn to use accelerator keys, macros, templates, bullets, and numbering, headers, merging, sorting, hyperlinks, section breaks, styles, formulas, clip art, WordArt, and column layout. Diagnostic, and speed building exercises are used to improve keyboarding accuracy and speed. A minimal speed of 40 words per minute is strongly recommended. Students acquire skills that prepare them for MOUS (Microsoft Office User Specialist) certification.

Prerequisites Grade of C or higher in OIM-101 or OIM-103 and CIT-110 or permission of the department chair

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

OIM-115 Administrative Technology and Procedures

This course introduces administrative skills vital for employment in business and industry, including telecommunications; mail and copy services; travel, meeting, and conference arrangements; teleworkers/virtual assistants; customer service; and job application techniques. The class develops problem solving, critical thinking, organizational skills, and interpersonal skills while emphasizing work ethics, teamwork, and cultural diversity. To enhance these skills, students work individually and in teams to conduct library and Internet research and give presentations in class. Personnel from area corporations may participate in class discussions.

Pre/Corequisites OIM-103 or OIM-101 and CIT-110

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

OIM-121 OIM Practicum

This field experience takes place after students have completed the coursework required for the administrative support specialist certificate. Students work for 45 hours within a work environment related to their career goals, abilities, and skills. Students complete the OIM Career Exploration course prior to the practicum and participate in a weekly seminar during the field experience. Students must meet with the Internship Coordinator during the semester prior to completing the practicum.

Prerequisites Completion of all OIM courses within major, with a grade point average of 2.75 or higher, including Administrative Business Communication (OIM-230), which is offered fall semester only, or by permission of department chairperson.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

OIM-132 Administrative Business Communication I

(Formerly OIM-130) This course will develop the skills needed to create documents that are used within office and medical office environments. Writing assignments will include emails, memorandums, and letters. Projects utilizing

Outlook for email and electronic calendar activities will be completed. Students create PowerPoint presentations based on research related to office procedures and/or office functions. Students will also learn to prepare agendas, implement and conduct business meetings, and develop skills in taking minutes at meetings. Individualized review of fundamental English skills will be based on pre-test results. Proofreading and editing skills both manually and digitally will be included.

Prerequisites ENG-095, and OIM-101 or OIM-103

Gen. Ed. Course No

Mass Transfer Course No

Notes An exemption exam for OIM-132 is available through the Center for Self-Directed Learning for students with previous keyboarding experience by contacting the Prior Learning Coordinator.

Credits: 3

OIM-170 Medical Office Procedures

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.

Prerequisites OIM-102 or CIT-110

Gen. Ed. Course No

Mass Transfer Course No

Notes For Allied Health students or by permission of department chair.

Credits: 3

OIM-190 Medical Information Management

This course covers the medical environment, patient and staff scheduling, medical documents and computerized medical applications, professional activities and travel arrangements for medical staff, health insurance, and HIPPA standards, and ICD and CPT coding. Students use a computerized patient accounting software application to enter patient information, diagnostic and procedure codes, schedule and revise patient and staff appointments, process insurance claims, enter financial transactions, and generate financial reports. Students complete individual team projects that include Internet research as well as a written and oral presentations on an issue related to medical office administration.

Pre/Corequisites OIM-101 or OIM-103

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

OIM-200 Introduction to Physicians' Billing

This course presents the "revenue cycle" concept to students, which encompasses registration practices and the impact this process has on the billing function. The varied health care delivery systems and the history of the delivery of medical care are presented. The variety of prospective reimbursement systems on data collection, billing, and effective processes are defined and discussed. The principles of ICD and CPT coding, the management of data, and the constantly changing regulations of CMS and other external regulators is reviewed. Technicalities of managing all aspects of claims submission and denial are examined. The course is offered only in the evening.

Pre/Corequisites NHP-180

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

OIM-230 Administrative Business Communication

This course reinforces written (letters, memos, faxes, e-mail, reports, and resumes); verbal (listening, note-taking, telephone messages, voice mail, intercom discussions, and video conferencing); and nonverbal communications (transmission of attitude, facial expressions, hand gestures, and body language). To enhance these skills, students use Internet research to investigate topics related to the office administration field. It includes human relation skills, diversity, cultural sensitivity, and global awareness. This course is offered fall semester only.

Pre/Corequisites OIM-106 and OIM-110 and OIM-115 and OIM-130 .

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

OIM-232 Administrative Business Communication II

(Formerly OIM-230) The course covers human relations skills, non-verbal communication, diversity, cultural sensitivity, and global awareness. Meeting and event planning as well as telephone techniques are included. Students research business-related topics, write formal reports and work in groups to develop PowerPoint presentations. Resumes, cover letters, and mock interviews are included to prepare students for internship placement. Students continue individualized review of English skills as needed. This course is offered fall only. A CORI check may be required to participate in the Office and Information Management Internship.

Prerequisites OIM-130 or OIM-132

Pre/Corequisites OIM-106 and OIM-115 and OIM-112.

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

OIM-299 Office and Information Management Internship

This field experience takes place during the spring semester of the second year and provides specific occupational preparation for office careers. Students work in an off-campus work environment related to their career goals, abilities, and skills. Students participate in seminars prior to internship and during the field experience. This course is offered spring semester only.

Prerequisites OIM-232 and permission of the department chairperson or designee

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

Paralegal Studies

PLG-101 Introduction to Law

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 ENG-095 or placement; and ESL-098 or RDG-095; or ELL-103 or placement.

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

PLG-102 Legal Research & Writing

This course covers an introduction to legal writing and proper use of legal terminology in developing and drafting a format for the legal memorandum, preparing briefs, and, in particular, formulating research skills.

Prerequisites PLG-101

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

PLG-103 Litigation

Litigation is a core function of many law firms. Students will learn the rules and requirements necessary to provide effective litigation support in a law office. Topics include the organization and jurisdiction of federal and state courts, the preparation of pleadings, motions, interrogatories, judicial notice, preparation and admission of evidence, subpoenas, depositions and trial notebooks, interviewing clients, trial and appellate procedures, the rules of evidence, and the preparation of cases for hearing or trial. The roles of arbitration, mediation, and negotiation will also be covered.

Prerequisites PLG-101

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

PLG-104 Legal Ethics

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.

Prerequisites PLG-101

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

PLG-105 Practical Legal Writing

This course is intended to be a continuation of Legal Research and Writing (PLG-102). The course provides students the opportunity to improve their writing skills for all aspects of working in a legal environment, including legal correspondence, legal memorandums, case briefs, and a variety of court documents. The course covers the structure and jurisdiction of the Federal and Massachusetts Court Systems.

Prerequisites PLG-101, PLG-102, and ENG-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

PLG-201 Family Law

We will begin with an introduction to family law and the functions of a paralegal in family law practice, and then move to the substance of family law. We will follow a more or less natural progression, beginning with the law that governs

marriage, the non-marital family and ante-nuptial agreements. An introduction to domestic violence law will be followed by a serious study of divorce, including issues such as annulment and separation, the actual process involved in divorce, and the related issues of property disposition, child custody, parenting plans, and child and spousal support. Finally, we will conclude with short units on paternity, adoption, and child abuse and neglect.

Pre/Corequisites PLG-101

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

PLG-202 Business Organizations

Choosing the proper form of business organization can mean the difference between success and failure. Many attorneys are involved in advising their commercial clients regarding the appropriate form of business. This course covers the rules and requirements to establish sole proprietorships, partnerships, limited partnerships, limited liability companies, limited liability partnerships, business trusts, corporations and joint ventures. Practical considerations include the preparation and management of the documents necessary for the organization and maintenance of each business entity. Corporate materials are reviewed, as are corporate characteristics, formation procedures, financial structure, meetings, dividends, share ownership, amendments, dissolution, and Massachusetts incorporation procedures.

Prerequisites PLG-101

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

PLG-203 Real Estate Law

This course thoroughly investigates the theory and practice of real estate transactions from the perspectives of both the buyer and the seller. The topics include examination of titles, estates in land, restrictions, easements, covenants, options, deeds, mortgages, and foreclosure proceedings.

Prerequisites ENG-095 or placement, and RDG-095 or ESL-098 or placement

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

PLG-204 Wills, Estates and Trusts

This course covers the initial investigation and preparation of estates and trusts in detail. Topics include the causes and effects of trusts, wills and probate; litigation and procedural laws.

Prerequisites ENG-095 or placement; and ESL-098 or RDG-095 or placement

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

PLG-299 Paralegal Internship

An internship in Paralegal Studies is a hands-on learning experience at law firms, public agency, corporations, 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. Students meet bi-weekly with their advisor to prepare papers, work on related projects, and share experiences with other students. Students are responsible for following all guidelines in the BHCC Internship Handbook.

Prerequisites Completion of all PLG required courses and approval of the paralegal faculty internship coordinator.

Pre/Corequisites Cumulative grade point average of at least 3.0 in the program

Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

Paramedics

EMS-205 Principles of Paramedicine I

This course is the first of nine courses designed for Emergency Medical Technicians, Basic or Advanced, with at least one year of experience desiring to obtain Paramedic Certification/Licensure. Areas of study will include, Introduction to Advanced Pre-hospital Care, Well Being of the Paramedic, EMS Systems, Roles and Responsibilities, Illness and Injury Prevention, Stress Management, Anatomy & Physiology, Documentation, Communications, Therapeutic Communications, Medical/Legal Aspects and Ethical Considerations, Basic and Advanced Airway Management & Ventilation, Wave Form Capnography, Patient Assessment, Trauma & Medical Physical Exam Techniques, Obstetric & Gynecological Emergencies, Pathophysiology of Shock and Intravenous Access and Mathematics for Medications. Students will demonstrate knowledge and perform manipulative skills under the supervision of the course instructor, program director, medical director, and/or skilled preceptor. The student must demonstrate and maintain current licensure/certification as an Emergency Medical Technician (EMT). Adherence to the attendance policy and a minimum final course grade of B- must be achieved in order to advance in the program.

Prerequisites BIO-108 and ENG-111

Corequisites EMS-214

Gen. Ed. Course No
Mass Transfer Course No
Credits: 10

EMS-206 Principles of Paramedicine II

This course builds upon the knowledge and skills learned in Principles of Paramedicine I. Topics: Pharmacology, Introduction to Cardiology, Rhythm Interpretation, Introduction to 12 Lead ECG, Advanced Cardiac Life Support (ACLS), Management of Cardiac Emergencies, Medical Emergencies, Pulmonology, Neurology, Stroke Management, Endocrinology, Metabolic Emergencies, Anaphylaxis, Gastrointestinal Emergencies, Urological and Renal Emergencies, Toxicology, Substance Abuse, Hematological Emergencies, Infectious Diseases, and Behavioral Emergencies. Students will demonstrate knowledge and perform manipulative skills under the supervision of the course instructor, program director, medical director, and/or skilled preceptor. Adherence to the attendance policy and minimum final course grade of B- must be achieved in order to advance in the program.

Prerequisites EMS-205 and EMS-214

Corequisites EMS-215

Gen. Ed. Course No
Mass Transfer Course No
Credits: 10

EMS-207 Principles of Paramedicine III

This course builds upon the knowledge and skills learned in Principles of Paramedicine I & II. Topics: Pediatrics, Assessment of the Pediatric Patient, Pediatric Advanced Life Support (PALS), Geriatrics, Traumatic Systems and Mechanisms of Injury, Hemorrhage and Shock, Head and Facial Trauma, Thoracic Trauma, Abdominal Trauma, and Musculoskeletal Trauma. Students will demonstrate knowledge and perform manipulative skills under the supervision of the course instructor, program director, medical director, and/or skilled preceptor. Adherence to the attendance policy and minimum final course grade of B- must be achieved in order to advance in the program.

Prerequisites EMS-206 and EMS-215

Corequisites EMS-216

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

EMS-208 Principles of Paramedicine IV

This course builds upon the knowledge and skills learned in Principles of Paramedicine I, II, & III. Topics: International Trauma Life Support (ITLS), Hazardous Materials, Responding to Terrorist Acts, Rescue Awareness, Medical Incident Command, Abuse & Assault, Crime Scene Response, EMS Stress Management, Ambulance Operations and Acute Interventions for Chronic Care Patients. Students will demonstrate knowledge and perform manipulative skills under the supervision of the course instructor, program director, medical director, and/or skills preceptor. Adherence to the attendance policy and a minimum final course grade of B- must be achieved in order to advance in the program.

Prerequisites EMS-207 and EMS-216

Corequisites EMS-217

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

EMS-214 Paramedic Clinical Rotation I

Work-based learning experience conducted in a hospital/clinical setting that enables the paramedic student to apply specialized occupational theory, concepts, and skills learned in EMS-205 Principles of Paramedicine I. Students will complete a minimum of 150 hours in this clinical practicum. Students will integrate instruction with clinical experience under the supervision of a preceptor. Clinical rotations will be conducted in a variety of medical-related facilities to include, emergency divisions, respiratory therapy, anesthesia, surgical units, and labor and delivery. Students will be required to document all clinical time and complete program requirements for patient assessments, intubations, medication administrations, IV Bolus, infusions, live births, and cannulations. Adherence to the program requirements, attendance policy, and receipt of satisfactory clinical evaluations must be achieved in order to advance in the program. Students are required to take and pass a terminal skill competency practical conducted by the program and/or medical director at the conclusion of this course.

Prerequisites None

Corequisites EMS-205

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

EMS-215 Paramedic Clinical Rotation II

This course is a continuation of Paramedic Clinical Rotation I (EMS-214). It is a work-based learning experience conducted in a hospital/clinical setting that enables the paramedic student to apply specialized occupational theory, concepts, and learning skills in Principles of Paramedicine I (EMS-205) and Principles of Paramedicine II (EMS-206). Students will complete a minimum of 150 hours in this clinical practicum. Students will continue to integrate instruction with clinical experience under the supervision of a preceptor. Clinical rotations will be conducted in a variety of medical-related facilities to include: emergency divisions, intensive care/critical units, psychiatric, and pediatrics. Students will be required to document all clinical time and complete program requirements for ECG interpretations including 12 lead, Advanced Cardiac Life Support (ACLS), patient assessments in psychiatric, pediatrics, geriatrics. Adherence to the program requirements, attendance policy, and receipt of satisfactory clinical

evaluations must be achieved in order to advance in the program. Students are required to take and pass a terminal skill competency practical conducted by the Program Director and/or the medical director at the conclusion of this course.

Prerequisites EMS-205 and EMS-214

Corequisites EMS-206

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

EMS-216 Paramedic Clinical Rotation III

This course is a continuation of Paramedic Clinical Rotation II (EMS-215). It is a work-based learning experience conducted in a hospital/clinical setting that enables the paramedic student to apply specialized occupational theory, concepts, and learning skills in Principles of Paramedicine I (EMS-205), Principles of Paramedicine II (EMS-206), and Principles of Paramedicine III (EMS-207). Students will continue to integrate instruction with clinical experience under the supervision of a preceptor. Clinical rotations will be conducted in a variety of medical-related facilities to include: emergency divisions, intensive care/critical units, psychiatric, and pediatrics. Students will be required to document all clinical time and complete program requirements for ECG interpretations including 12 lead, Advanced Cardiac Life Support (ACLS), patient assessments in psychiatric, pediatrics, geriatrics. Adherence to the program requirements, attendance policy, and receipt of satisfactory clinical evaluations must be achieved in order to advance in the program. Students are required to take and pass a terminal skill competency practical conducted by the Program Director and/or the medical director.

Prerequisites EMS-205 and EMS-214

Corequisites EMS-207

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

EMS-217 Paramedic Clinical Rotation IV

This course is a continuation of Paramedic Clinical Rotation III (EMS-216). It is a work-based learning experience conducted in a hospital/clinical setting that enables the paramedic student to apply specialized occupational theory, concepts, and learning skills in Principles of Paramedicine I (EMS-205), Principles of Paramedicine II (EMS-206), Principles of Paramedicine III (EMS-207), and Principles of Paramedicine IV (EMS-208). Students will complete 50 hours in this clinical practicum. Students will be required to document all clinical time and complete program requirements for ECG interpretations including 12 lead, Advanced Cardiac Life Support (ACLS), patient assessments in psychiatric, pediatrics and geriatrics. Adherence to the program requirements, attendance policy, and receipt of satisfactory clinical evaluations must be achieved in order to advance in the program. Students are required to take and pass a terminal skill competency practical conducted by the Program Director and/or the Medical Director.

Prerequisites EMS-207 and EMS-216

Corequisites EMS-208

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

EMS-218 Paramedic Field Internship

Students will apply theory and acquired clinical skills while performing pre-hospital treatment under the supervision of experienced, certified paramedics. Upon successful completion of the course, students will have a working knowledge of entry-level paramedic skills, hospital/clinical operations and requisite field experience. At the conclusion of the

course, students will have a terminal competency assessment which will be conducted by the program coordinator and/or medical director. Students will complete a minimum of 100 hours during this internship. Students must meet the minimum patient contacts set forth by the Massachusetts Office of Emergency Medical Services and/or the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP). Adherence to the program requirements, attendance policy, and receipt of satisfactory field internship evaluations, and a final overall course grade of B- must be achieved in order to be eligible to sit for the National Registry of Emergency Medical Technicians, Paramedic written and practical exam.

Prerequisites EMS-208 and EMS-217 and permission of program director

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Pharmacy Technology

PMT-103 Pharmacology for the Surgical Technologist I

This course provides the student with a basic foundation in pharmacology. This will help prepare the student to safely and appropriately prepare and manage operating room medications, solutions and specimens. This class is a lecture class and meets one hour per week for 15 weeks. Calculations involving fractions and decimals will be reviewed. Students will be introduced to common medical terminology and weights and measures used routinely in the measurement and administration of medications. Use and understanding of the metric system will be emphasized.

Prerequisites Admission into the Surgical Technology Program

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

PMT-105 Pharmacology for the Surgical Technologist II

This course is the second in a two-course sequence designed to provide the student with a basic foundation in pharmacology. This course is oriented to providing the student with information regarding commonly used pre-operative and post-operative medications. This class is a lecture class and meets one hour per week for 15 weeks. Drugs will be discussed by grouping them into general classes and with important differences among group members being highlighted. The dosage, routes of administration, generic and trade names, common adverse reactions and important drug interactions will be emphasized.

Prerequisites PMT-103

Gen. Ed. Course No

Mass Transfer Course No

Credits: 1

PMT-111 Pharmacy Practice for Pharmacy Technicians I

This course provides the student with a perspective on the role of the pharmacy technician, the genesis of the regulations governing the pharmaceutical industry, and the current status of federal and state laws which must be followed. Emphasis will be placed on handling controlled substances and related record keeping. The roles of the FDA in the drug approval process and post-marketing surveillance, and the DEA in the daily operation of the pharmacy will be discussed. Students will be introduced to common medical terminology and weights and measures routinely used in the practice of pharmacy. The metric system and conversions between the metric system and common household measures will be emphasized.

Prerequisites Acceptance into the Pharmacy Technician Certificate Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

PMT-112 Pharmacy Practice for Pharmacy Technicians II

This course provides the student with the knowledge to be able to begin participation in prescription/order processing in a pharmacy. The course includes an introduction to drug formulation, pharmacy operations, third party billing and inventory control that are essential to working in a pharmacy. Calculations related to routine prescription processing and pharmacy management including calculation of days-supply, refill adjustment and inventory control are emphasized. A general introduction to biopharmaceutics and drug action will be provided.

Prerequisites PMT-111

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

PMT-113 Pharmacy Practice for Pharmacy Technicians III

This course provides the student with a basic introduction to the pharmacology of drugs in common use. The course will be taught by examining body systems, e.g. gastrointestinal, and will include discussion of the drugs commonly used in treating diseases affecting the system. Drugs will be discussed by grouping them into general classes and with important differences among group members being highlighted. The dosage, routes of administration, generic and trade names, common adverse reactions and important drug interactions will be emphasized. Calculation of patient dosage and patient days supply will be used when appropriate.

Prerequisites PMT-112

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

PMT-299 Pharmacy Practicum/Seminar

This course combines group discussion in a seminar setting with an internship program based in a live pharmacy setting. The practicum and seminar are designed to give the student practical experience in the basic roles the technician fulfills in the pharmacy and to complete their preparation for transition to the workplace. The experience component encompasses the steps from customer service to prescription processing and prescription production. The shared learning experience in the weekly seminar will be used as a problem-solving group discussion and to prepare the student to apply and compete for work.

Prerequisites Acceptance to the Pharmacy Technician Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

Philosophy

PHL-101 Introduction to Philosophy

This course has three principal goals: to expand capacities for deep thinking; to develop skills for understanding and expressing complex ideas; and to consider some profound human questions. Students will encounter a selection of philosophical texts that address enduring philosophical questions. These texts will reflect the chronological, geographical, and social diversity of philosophical inquiry. Students will practice skills for reflective, critical, creative, and integrative thinking, and will demonstrate those skills in understanding and responding to texts, engaging in critical dialogue with peers, inquiring into philosophical questions, and developing and expressing their own philosophical perspectives. This course meets the General Education Requirement for Creative Work.

Prerequisites Grade of C or higher in ESL-098 or RDG-095 and a grade of C or higher in ENG-095; or a C or Higher in ELL-103 or placement.

Gen. Ed. Course Yes
Mass Transfer Course Yes
Credits: 3

PHL-103 Ethics

In this course, students will explore ideas about right and wrong. Students will engage with theories in moral philosophy, addressing concepts including rights, responsibilities, consequences, power, harm, equity, and liberation. Students will consider current issues in applied ethics, which will vary, but may include privacy, taxation, parenting, reparations, sexual consent, and/or mass incarceration. Students will practice skills including inclusive interpersonal communication and analysis of observable actions in relation to ethical principles. Students will reflect on and discuss their personal philosophy of right and wrong. The course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites Grade of C or higher in ESL-098 and ESL-099 or RDG-090 and ENG-090; or a Grade of C or higher in ELL-101 or exemption by placement testing.

Gen. Ed. Course Yes
Mass Transfer Course Yes
Credits: 3

PHL-290 Special Topics in Philosophy

This course engages students in deeply exploring and contributing to selected topics in philosophy. Students will study works of philosophy; dialogue and exchange ideas with peers; connect philosophical themes to lived experience and contemporary events; and produce seminar papers or other signature work developing and expressing their own philosophical ideas. Course topics vary; the topic will be announced at the time of registration. Students who have not completed the prerequisites may email philosophy@bhcc.edu to request permission to enroll in the course.

Prerequisites ENG-111 and at least 6 additional college-level credits.

Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 3

Physics

PHY-191 Introduction to Physics/ Lab

This course provides the background for the study of electronics and other technical areas. Topics include classical mechanics, the conservation laws, and electrostatics. This course is for Electric Power Utility Program students and Gas Utility Technology degree students only.

Class Meets 3 hrs. lecture; 3 hrs. lab.

Prerequisites MAT-193 with a C or better
Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 4

PHY-201 General Physics I/Lab

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.

Class Meets 3 hrs. lecture; 3 hrs. lab.

Prerequisites MAT-197 with a minimum grade of C or better

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

PHY-202 General Physics II/Lab

This continuation course of General Physics I/Lab (PHY-201) covers the following topics: waves and sound, elasticity, fluids, heat, electricity, magnetism, electromagnetic radiation, light and optics and modern physics. As in General Physics I, this course will continue to relate principles of physics to living systems. Laboratory work will further develop the student's skills in data collecting and analysis. 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 physics requirement of the AS Engineering program.

Class Meets 3 hrs. lecture; 3 hrs. lab.

Prerequisites PHY-201 with a minimum grade of C or better

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

PHY-251 Physics I/Lab

This course is a calculus- based 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.

Class Meets 3 hrs. lecture; 3 hrs. lab

Prerequisites MAT-281 with a minimum grade of C

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

PHY-252 Physics II/Lab

This calculus-based physics course is a continuation of Physics I (PHY-251). It covers the following topics: electric charges and forces, electric fields, Gauss's Law and electric flux, electric potential, DC circuits, magnetic fields and magnetic flux, electromagnetic induction, Maxwell's equation, electromagnetic waves, geometrical and wave optics.

Class Meets 3 hrs. lecture; 3 hrs. lab

Prerequisites PHY-251

Pre/Corequisites MAT-282 with a minimum grade of C

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

Political Science

PSC-101 Government/Politics in US

This course provides an overview of the foundations, processes, and institutions of the United States federal government. Topics covered include the Constitution, federalism, civil liberties, civil rights, public opinion, the media, political participation, campaigns, elections, public policy, and the organization and functions of the three branches. Special emphasis is placed on the various channels of citizen influence. This course meets the General Education requirement for Community & Cultural Contexts.

Prerequisites ESL-098 or RDG-095 and ESL-099 or ENG-090; or ELL-103 or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

PSC-150 Introduction to Political Theory

This course introduces students to political theory through analyzing works of political and moral philosophy. Students investigate the theoretical foundations of various governing systems and apply philosophical frameworks to contemporary topics. Theorists considered will include but not be limited to: Plato, Aristotle, Machiavelli, Hobbes, Locke, Rousseau, and Marx. While the course provides a foundation for understanding canonical Anglo American and European traditions, it includes political theorists from Africa, Asia, and Latin America, including postcolonial & feminist theorists. The course meets the General Education requirement for Community & Cultural Contexts.

Prerequisites Grade of C or higher in ESL-098 or RDG-095 and a grade of C or higher in ENG-095; or a grade of C or higher in ELL-103 or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

PSC-210 State/Local Politics

This course acquaints students with the structures and functions of state and local governance in the United States with special emphasis on fiscal and social policy. It includes an analysis of political organization, state constitutions, and intergovernmental dynamics. This course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites Grade of C or higher in ESL-098 or RDG-095 and a grade of C or higher in ENG-095; or a grade of C or higher in ELL-103 or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

PSC-211 Introduction to Comparative Politics

This course offers a cross-national analysis of the domestic politics and political institutions of various nation states, utilizing both qualitative and quantitative tools. Special emphasis is given to the impact of ideology, democratization, and economic development. This course meets the General Education requirement for Community & Cultural Contexts.

Prerequisites ENG-111, earning a grade of C or better.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

PSC-220 Introduction to International Relations

This course introduces students to the major theoretical debates in International Relations and situates the field within the context of the discipline, Political Science. It focuses on significant ideas, processes and institutions which explain the interrelations between the various actors in the international system, looking specifically at nation states and supranational and international organizations. Special attention is given to research methodologies and to questions of ideology, conflict, trade, finance, human rights, identity based differences (ethnicity, gender, etc.), and the dynamics of globalization. The course meets the General Education requirement for Community & Cultural Contexts.

Prerequisites ENG-111 with a grade of C or better.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

Portuguese

POR-101 Elementary Portuguese I

This course is the first part of the Portuguese language series. It introduces students to European and Brazilian Portuguese through listening, simple conversations, brief readings, and writing exercises. Students will learn Portuguese through active participation and practice, and at the same time, they will explore the history and cultures of Lusophone countries.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

POR-102 Elementary Portuguese II

This course is a continuation of Elementary Portuguese I (POR-101). It emphasizes conversational skills, listening activities, simple readings, and writing exercises. Students will continue learning Portuguese through active participation and practice, and at the same time, they will continue exploring the history and cultures of Lusophone countries. This course meets the General Education requirement for Creative Work.

Prerequisites POR-101 or one year of high school Portuguese.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

Psychology

PSY-101 Principles of Psychology

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. This course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites ESL-098 or ELL-103 or RDG-095

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

PSY-105 Psychology of Social Relations

This course covers the complex interrelationship between the individual and society. Topics include attitude formation, prejudice, conflict, frustration, cooperation and competition, cultural and interpersonal difficulties involving identity formation, and alienation versus integration.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

PSY-107 Group Dynamics

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 the General Education requirement for Community and Cultural Contexts.

Prerequisites None

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

PSY-131 Psychology of Popular Culture

This course is designed to facilitate the development of critical thinking, reading, and writing skills through the psychological study of popular culture. Issues of social psychology, cross-cultural communication, identity development, creativity, violence, and psychological health will be analyzed in a variety of domains of popular culture. Psychological theory and analysis will be applied to youth culture, consumer culture, political campaigns, contemporary music and visual arts, tourism, stand-up comedy, advertising, and the internet.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

PSY-141 Social Aspects of Aging

This course will provide a survey of major topics in the psychology of aging. Students will investigate the domains of memory, cognition and intelligence, the social and cultural environment, sensation and perception, language, emotion, spirituality, personality, health behavior, and the living environment. Students will look for common themes across domains, such as change and maintenance of identity with age. Students will learn research methods for studies of aging and will have an understanding of the aging brain.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

PSY-201 Learning and Memory

This course is an introduction to current views of behavioral change, learning, and remembering. The focus will be on concepts, theoretical issues, and applications of current research in the fields of behavioral and cognitive psychology.

Prerequisites PSY-101

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

PSY-203 Psychology of Personal Adjustment

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.

Prerequisites PSY-101 with a grade of C or higher

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

PSY-209 Child Psychology

This course examines the normal physical, cognitive and socio-emotional development of children from conception to age twelve. This course is to be used for meeting the requirements of the A.A. Psychology Concentration or for elective credit in other programs. However, this course may not be used to meet program requirements for degrees or certificates in the ECDev, EDU, or HSV programs. Students may not receive credit for both PSY-209 and ECE-103 to meet requirements for degrees or certificates for college graduation.

Prerequisites PSY-101 with a grade of C or higher

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

PSY-213 Human Growth and Development

This course examines the theories of the biological, social, and psychological development of human beings throughout the life span. This course may be taken either as a prerequisite course for the pre-nursing program, or as an elective by non-Psychology majors. The course does not satisfy the requirements of the A.A. Psychology Concentration program.

Prerequisites PSY-101

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

PSY-215 Counseling

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 Development, Psychology, or Sociology programs or by permission of the department chair of Education, Early Childhood Development, and Human Services or the department chair of Behavioral Sciences.

Prerequisites PSY-101 with a grade of C or higher

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

PSY-219 Social Psychology

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.

Prerequisites PSY-101 with a grade of C or higher

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

PSY-223 Personality

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.

Prerequisites PSY-101 with a grade of C or higher

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

PSY-224 Adolescent & Adult Development

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.

Prerequisites PSY-101 with a grade of C or higher

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

PSY-227 Abnormal Psychology

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.

Prerequisites PSY-101 with a grade of C or higher

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

PSY-233 Intro to Psychiatric Rehabilitation

This course provides an overview of the underlying core values, principles and methods of psychosocial rehabilitation. Course topics include understanding the experience of mentally ill persons and their paths to recovery; a brief historical background on the emergence of psychosocial rehabilitation as an alternative to traditional models of diagnosis and treatment; the principles of psychosocial rehabilitation and their application to assessment and rehabilitation planning and intervention, practitioner competencies, different program settings; and the role of the family in psychosocial rehabilitation.

Prerequisites PSY-101

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

PSY-235 Introduction to Behavioral Research

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.

Prerequisites PSY-101 with a grade of C or higher

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

Reading

RDG-090 Reading Skills I

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 their 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.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Notes Students must meet exit-level requirements or pass a departmental reading final in order to earn a passing grade of C in this course.

Credits: 3

RDG-095 Reading Skills II

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.

Prerequisites RDG-090 with a grade of C or better

Gen. Ed. Course No

Mass Transfer Course No

Notes Students must meet exit-level requirements or pass a departmental reading final in order to earn a passing grade of C in this course.

Credits: 3

Religious Studies

REL-111 World Religions

In this course, we inquire into, analyze, and contextualize diverse practices and beliefs of world religions. Students analyze artifacts and observations of religion, inquire into how various religions engage similar deep questions, address the rich diversity within a single religious tradition, and encounter religion as a living, evolving process. Students critically locate religions and their development within social, geographical, and institutional contexts. Students develop information literacy and communication skills to research and discuss religious beliefs and practices with field-specific skill and intercultural competency. Religions addressed include, but are not limited to, Hindu religions, Buddhism, Judaism, Christianity, Islam, Sikhi, the Baha'i Faith, and select post-colonial integrative or "syncretic" religions (for example, Santeria, Rastafari, Vodou, and/or Cao Dai religion). The course meets the General Education

requirement for Community and Cultural Contexts.

Prerequisites ESL-099 or ELL-103 or ENG-090 and ESL-098 or ELL-103 or RDG-095.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

Russian

RUS-101 Elementary Russian I

This course will introduce students to the Russian language and culture. The course focuses on useful vocabulary and basic concepts of grammar essential for leading simple conversations in everyday situations. The course offers a unique insight into the life of Russian people. Students will master the Cyrillic alphabet and major pronunciation rules necessary for reading in Russian. No prior knowledge of Russian is required.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

RUS-102 Elementary Russian II

Russian 102 is the second part of an elementary sequence and the continuation of 101 with emphasis on speaking and reading skills. In this class the students will continue to learn about the history, and culture of the country. This course meets the General Education requirement for Creative Work.

Prerequisites RUS-101 or Permission of Foreign Language Department

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

Science

SCI-150 Forensic Science and Lab

Forensic science is the application of the scientific method to criminal investigation. Topics include recognition, identification, and evaluation of physical evidence such as hairs, fibers, drugs, blood, glass, soil, fingerprints, and documents. Such topics as forensic serology, analysis of arson debris, forensic analysis of drugs, gunshot residues, papers and inks, paint chips and DNA fingerprints. The course is designed for students with minimal background in science.

Class Meets 3 hrs lecture; 3 hrs. lab.

Prerequisites ENG-095 and RDG-095 or ESL-098 or ELL-103; and MAT-093.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 4

SCI-221 Interpretation and Presentation of Scientific Research

This course will introduce students to the major aspects of formal scientific communication. Students will learn how to read scientific papers or posters, listen to conference presentations, search primary sources, write lab reports in the style of a scientific paper, and to present experimental results in both poster and oral presentation formats. Students will use

assignments from previous science courses as the foundation for their own paper, poster and oral presentations. This course is recommended for all STEM majors and will provide students with the communication skills required for research internships. This course may be used as a career elective for all science and engineering programs.

Class Meets 3 hour lecture.

Prerequisites Completion of at least two college-level science or engineering courses or permission of instructor.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

Sociology

SOC-101 Principles of Sociology

This course covers an introduction to the concepts and theories of society and social institutions. This course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites ESL-098 or ELL-103 or RDG-095

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

SOC-109 Cultural Anthropology

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. This course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites ESL-098 or ELL-103 or RDG-095

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

SOC-110 Physical Anthropology

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; and where do we go from here? This course is offered through the Center for Self-Directed Learning only.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

SOC-203 Social Problems

This course critically examines contemporary social problems by applying national and global sociological perspectives to the issues of poverty, racial and ethnic inequalities, sexuality, crime, and the environment. Students explore the systemic causes of social problems. How does a social problem become defined? What are the causes of various social problems? What can be done about them? Students may be expected to participate in service-learning

projects in order to apply course materials to real world efforts to solve social problems.

Prerequisites SOC-101 with a grade of C or higher

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

SOC-204 Sociology of Organizations

This course will explore how social institutions are created and maintained. Their impact on individual and social lives will be analyzed. Concepts like bureaucracy, power, conflict, functionalism, and stratification will be discussed in detail. Some of the organizations to be focused upon include: education, government, economic organizations, health care, social services, sports, religion, the family, and communication/media. This course will empower students with concepts and skills that will help them to better understand how social structures work and interact with each other. An open systems approach will be used in this course.

Prerequisites SOC-101 and ENG-111 with a grade of C or higher

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

SOC-205 Urban Sociology

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.

Prerequisites SOC-101

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

SOC-206 Juvenile Delinquency

This 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.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

SOC-207 Criminology

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.

Prerequisites PSY-101 or SOC-101

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

SOC-211 The Family

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.

Prerequisites One introductory behavioral science course

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

SOC-225 Sociology of Homosexuality

This survey course examines issues dealing with homosexuality from the perspective of the sociologist. The course emphasizes the essentialist/constructionist debate; facts and myths about homosexuality; the influence of prejudice and discrimination on the lives of gay men, lesbians and their families; and the homosexual culture/community/lifestyle. Other topics include coming out issues, development of gay and lesbian identities, the needs of a gay family member, gay history, gay spirituality, the AIDS crisis, and the gay liberation movement and its impact on contemporary culture.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

SOC-227 The Sociology of Race and Ethnicity

This course explores issues of race and ethnicity as they exist in contemporary American society. We will look at the definition of race and ethnicity, how these definitions have evolved over time, and what they mean today. The impact of hate groups on American life and culture will be explored through the concept of difference and the ideas of superiority and inferiority. Core topics to be discussed include racial prejudice and racism, ethnic identity and multiculturalism, and Eurocentrism. This course meets the General Education requirement for Community and Cultural Contexts (previous area 2: Individual and Society) for all programs.

Pre/Corequisites SOC-101 or PSY-101 or SOC-109

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

SOC-229 Sociology of Film

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.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

Sonography

SON-113 Cross Sectional Anatomy

This course focuses on detailed cross-sectional anatomy as it relates to sonographic imaging. This study of serial sectional anatomy helps sonographic students gain knowledge of the human body needed for the practical application of ultrasound. In class scanning will occur on a routine basis.

Prerequisites Admission into program

Pre/Corequisites BIO-204

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

SON-115 Abdominal Ultrasound

This course familiarizes the student with interpretation of normal and abnormal sonographic findings of the abdominal cavity. Related scanning techniques and associated Color Flow and Doppler are described. Sonographic/medical terminology, pathophysiology, clinical presentation and associated laboratory findings as they relate to abdominal sonography will be covered.

Prerequisites SON-113

Pre/Corequisites SON-121

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

SON-117 Ultrasound Scanning and Pathology

This course consists of a lecture component and hands-on component. The student will have the opportunity to apply knowledge that they have gained via lecture directly to hands-on scanning applications. Topics addressed include proper machine set up, annotation of the equipment with reference to anatomy, and basic images. Students will be exposed to the various scan planes and transducer orientations that are utilized in daily practice as a sonographer. In addition, exam protocols and pathology will be discussed. The student will have the opportunity to use the equipment in the classroom.

Prerequisites SON-113

Pre/Corequisites SON-121

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

SON-119 Subspecialty Sonography and Neurosonography

This hybrid course will familiarize the student with interpretation of normal and abnormal sonographic findings of subspecialty exams. This course will also have a hybrid and in-class component for an introduction to neurosonography. Related scanning techniques and associated Color Flow and Doppler are described. Sonographic/medical terminology, pathophysiology, clinical presentation and associated laboratory findings as they relate to subspecialty sonography and neurosonography will be covered.

Prerequisites SON-113

Pre/Corequisites SON-121

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

SON-121 General Sonography Clinical I

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.

Prerequisites SON-113

Corequisites SON-115, SON-117, SON-119

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

SON-123 General Sonography Clinical II

This hybrid course is a combination of classroom teaching and an online learning experience. This course continues with the presentation and physics of ultrasound. Special attention is given to the Doppler affect and its relevance in the field of general sonography. Sonographic artifacts, harmonics, contrast agents, bioeffects and safety are covered as well. Review from Ultrasound Instrumentation I is covered in the form of online weekly registry review tests.

Prerequisites MIG-105, SON-121

Pre/Corequisites SON-223

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

SON-213 Ultrasound Physics and Instrumentation for the General Sonographer

This hybrid course presents the physics of Ultrasound to the performance and instrumentation used in the general sonographic practice. A review of the basic laws and instruments are also discussed as they relate to the specific topics of the Doppler effect and sonographic artifacts. Special emphasis is placed on bioeffects and safety in the performance of General Sonography. The advancements in sonographic applications and instrumentation such as harmonics and 3D are explored, as well as the use of contrast agents. Review from Ultrasound Physics I is covered in the form of online assignments and testing.

Prerequisites MIG-105

Pre/Corequisites SON-223

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

SON-215 Advanced General Sonography I

This hybrid course is a combination of classroom teaching and online learning experience. Course topics include a review of abdominal and subspecialty sonography. Interesting sonographic cases will be presented for review. Articles from the Journal of Ultrasound in Medicine and the Journal of Diagnostic Medical Sonography will be reviewed and discussed. Registry practice exams will be taken online on a regular basis.

Prerequisites SON-115

Pre/Corequisites SON-223

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

SON-217 Advanced General Sonography II

This hybrid course is a combination of classroom teaching and online learning experience. Course topics include a review of obstetrical and gynecological sonography as well as physics and instrumentation. Interesting sonographic cases will be presented for review. Articles from the Journal of Ultrasound in Medicine and the Journal of Diagnostic Medical Sonography will be reviewed and discussed. Registry practice exams will be taken online on a regular basis.

Prerequisites SON-215

Pre/Corequisites SON-225

Gen. Ed. Course No
Mass Transfer Course No
Credits: 2

SON-219 Obstetrical/Gynecological Sonography I

This course familiarizes the student with interpretation of normal sonographic findings of gynecological and first, second, and third trimester sonography. All measurement techniques including gestational dating will be discussed. Abnormal sonographic findings as they relate to gynecology and the first trimester will be covered. Related scanning techniques and associated Color Flow and Doppler are described. Sonographic/medical terminology, pathophysiology, clinical presentation and associated laboratory findings as they relate to gynecology and the first trimester will be covered.

Prerequisites SON-123
Pre/Corequisites SON-223
Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

SON-221 Obstetrical and Gynecological II

This course is a continuation of Obstetrical/Gynecology Sonography I. Abnormal sonographic findings as they relate to second and third trimesters will be covered. Fetal anomalies as well as maternal disease will be discussed. Related scanning techniques and associated Color Flow and Doppler will be described. Sonographic/medical terminology, pathophysiology, clinical presentation and associated laboratory findings as they relate to the second and third trimesters will be covered.

Prerequisites SON-219
Pre/Corequisites SON-225
Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

SON-223 General Sonography Clinical III

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.

Prerequisites SON-123
Pre/Corequisites SON-219, SON-215 and SON-213
Gen. Ed. Course No
Mass Transfer Course No
Credits: 3

SON-225 General Sonography Clinical IV

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.

Prerequisites SON-223
Pre/Corequisites SON-217 and SON-221
Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

SON-227 General Sonography Clinical V

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.

Prerequisites SON-225

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Spanish

SPN-101 Elementary Spanish I

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.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

SPN-102 Elementary Spanish II

This continuation course of Elementary Spanish I (SPN-101) emphasizes conversational skills and simple readings. The course meets the General Education requirement for Creative Work.

Prerequisites SPN-101 or one year of high school Spanish.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

SPN-110 Lat Id-Media Cul & Myths

This course will explore the agenda behind the manipulation of the Latinx experience in the media, how this contributes to the perpetuation of stereotypes, and how these myths affect the notions of self-identity. Examples of songs, T.V. shows, literary fiction, and other cultural manifestations will be incorporated into the course in order to examine the bias and flaws embedded in literature, the media, institutionalized discourses, and other sources of information. Through discussions, critical thinking exercises, writing, and research students will acquire a better understanding of the Latinx experience in the United States. This course is taught in English.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

SPN-201 Intermediate Spanish I

This course covers a review of basic language skills and emphasizes conversational and reading skills.

Prerequisites SPN-102 or two years of high school Spanish or permission of instructor.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

SPN-202 Intermediate Spanish II

This continuation course of Intermediate Spanish I (SPN-201), emphasizes self-expression through speaking, reading, and writing.

Prerequisites SPN-201 or three years of high school Spanish or permission of instructor.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

SPN-280 Spanish for Heritage Speakers

SPN-280 is a course especially tailored toward heritage or native speakers of Spanish with active or passive knowledge of the language. The main purpose of the course is to build upon the language knowledge that students bring to the classroom and advance their proficiency of Spanish for multiple contexts. Special attention is given to building vocabulary, acquiring and effectively using learning strategies, and strengthening composition skills in Spanish to be used in formal settings. Cultural projects and readings will reinforce learners understanding of the multiple issues related to the Hispanic cultures, including the USA. This course meets the General Education requirement for Creative Work.

Prerequisites Be a heritage or native speaker of Spanish (that is having active or passive knowledge of the language) OR special permission by the instructor

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

Sport Management

SPM-101 Principles of Sport Management

This course examines the issues of management and organizational behavior within the context of the sports industry. Students will gain a comprehensive view of the procedures and operations of sports organizations and enterprises and will examine processes such as budgeting, marketing, event management, and labor relations that are necessary for the successful administration of these organizations. The Principles of Sport Management course is designed for individuals with interests in careers that combine management skills and knowledge of the sports industry.

Pre/Corequisites BUS-101

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

SPM-201 Psychology of Sport

This course is the study of the interaction between psychological variables and performance in sports and physical activity. This course is designed to help students both learn and then apply practical as well as theoretical information as it relates to the psychology of sport. The course includes topics such as optimal performance, correlation, motivation, co-action effect, self-actualization, psycho-behavioral techniques, self-efficacy, and the general health benefits of sport participation. This introductory course is ideal for students who wish to work with athletes in some

capacity, pursue a career in sports management, or plan on working with individuals in the health and fitness industry.

Prerequisites PSY-101

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

SPM-211 Sport Facility and Event Management

This course provides students with an understanding of the complexity involved in major sports events and facilities in relation to their social, cultural, and physical environment. Topics include the analysis of goals and resources, the development of revenue streams, design and planning, scheduling and operations, staff management, and the implementation of programming. Risk management and security issues reflective of today's environment will be discussed.

Prerequisites SPM-101

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

SPM-213 Sport Law and Ethics

This course is designed to introduce students to the legal, business, and policy issues and disputes that arise in the world of amateur and professional sports. Discussion of amateur sports includes the roles, rules and activities of the NCAA and questions involving amateurism, eligibility, sex discrimination and antitrust. Discussion of professional sports includes professional sports leagues, labor relations, contractual questions and representation. Issues important to both areas include violence in sports, drug testing, criminal, tort issues, and sponsorship endorsements.

Prerequisites SPM-101

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

SPM-215 Sport Marketing and Promotion

This course takes an in-depth look at fundamental marketing practices as applied to various sport venues and provides a detailed analysis of sport as a product, sport consumer markets, and sport product markets. Students will become familiar with marketing strategies applied to specific segments of the sport industry including amateur, college, professional and recreational markets. Students will prepare and organize marketing, promotional, and public relations campaigns applied to the sport and leisure industry. Legal issues and other challenges facing the sport industry will also be examined.

Prerequisites SPM-101

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

SPM-217 Seminar in Sport Management

Through case discussion, lecture, videos, guest speakers, and field research, this course provides the student with a series of concepts, framework, analytical techniques and management decision-making skills to enable him/her to anticipate and critically examine and evaluate some of the problems, issues, and opportunities facing a sport business enterprise. This course should be taken in the student's final semester.

Prerequisites SPM-101

Gen. Ed. Course No

Mass Transfer Course No
Credits: 3

SPM-299 Sport Management Internship

This course enhances the academic experience for students. All internships take place at pre-approved sites. Students engage in activities that improve knowledge of the practical world of work and help them gain professional experience. The internship experience applies resources gained from students' study to improve the quality of their contributions to the employer. A faculty coordinator supervises and grades all courses. Students are responsible for following all guidelines in the BHCC Internship Handbook.

Prerequisites Department chair approval

Gen. Ed. Course No

Mass Transfer Course No

Credits: 3

Surgical Technology

SGT-105 Surgical Technology I

This course is an introduction to the profession of surgical technology. The foundation and theory of the practice of Surgical Technology are presented to the student in conjunction with hands on experience in surgical technology, standard precautions, surgical equipment and instrumentation, and the care of the surgical patient. The introduction to the clinical setting is presented in the lab. The surgical conscience is defined and developed as well as standards of professionalism.

Prerequisites Admission into the Surgical Technology Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

SGT-106 Surgical Technology II

This course focuses on the introduction of surgical specialties. During clinical placement students participate in the corresponding surgical interventions as they apply to each specialty.

Prerequisites BIO-108 and SGT-105

Gen. Ed. Course No

Mass Transfer Course No

Credits: 6

SGT-107 Surgical Technology III

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. Classroom discussions will include legal, ethical, moral issues, or incidents, emergencies, and understanding the surgical patient's reaction to stress and illness.

Prerequisites SGT-106 and PMT-103

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

SGT-109 Central Processing I

This course covers an introduction to the profession of Central Processing. It introduces principles of microbiology, technical functions, and functional areas as applied to Central Processing. The course covers the process of infection and disease transmission. It also covers manual and mechanical decontamination and disinfection.

Class Meets 2 hrs. lecture.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

SGT-109A Central Processing I Clinical

During clinical practice at local medical centers, students participate in corresponding central processing functions. A minimum of 90 hours of clinical is required. People working in central processing can apply for prior learning assessment credits.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

SGT-110 Central Processing II

This course introduces high- and low-temperature sterilization, sterile packaging and storage. The chemistry of Sterilization is presented. Quality control, risk management regulations and recommendations and recommended practices are introduced. Inventory management and principles of purchasing are also introduced.

Class Meets 2 hrs lecture.

Prerequisites SGT-109 with a grade of C or higher and MAT-093 and ENG-090 and RDG-090; or ELL-101 or placement.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

SGT-110A Central Processing II Clinical

During clinical experience, students participate in applications of theory to actual practice. A minimum of 90 hrs of clinical is required.

Prerequisites SGT-109 and SGT-109A with a grade of C or better.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

SGT-111 Central Processing Clinical

This course is clinically focused, with students focusing on clinical skills acquisition. Students develop both depth and breadth of experience during clinical rotation. People working in Central Processing can apply for Prior Learning Assessment credits.

Class Meets 6 hrs clinical.

Prerequisites SGT-109 and SGT-109A with a grade of C or better

Gen. Ed. Course No

Mass Transfer Course No

Notes Clinical placement is discussed at the first class.

Credits: 2

SGT-115 Asepsis for Surgical Technology

This course covers the principles and practices of surgical asepsis that must be maintained in the operating room. This course will cover a brief introduction to microbiology with emphasis on infection control in the surgical setting. The course will cover sterilization, disinfection and antisepsis and the role of the surgical technologist as it applies to these principles.

Prerequisites Admission into the Surgical Technology Program.

Gen. Ed. Course No

Mass Transfer Course No

Credits: 2

SGT-208 Surgical Technology IV

This course builds on information acquired during the Spring and Summer Semester Surgical Clinical. Surgical procedures are studied in a unit-by-unit basis according to surgical categories and patient populations. Students are expected to research and review anatomy for each module. Emphasis is placed on variations of principles as applied to surgery in different body parts, detailed study of instrumentation, and the technologist's role in each procedure. SGT-208 is 5-credit course.

Class Meets 2 hours of class and 24 hours of clinical.

Prerequisites SGT-107

Gen. Ed. Course No

Mass Transfer Course No

Credits: 5

SGT-216 Surgical Seminar

This Surgical Technology Capstone provides students with an opportunity to advance their knowledge of surgical procedures through the use of case studies. The capstone course will be an opportunity for students to focus on discussions of surgical specialties, complications, and new technologies and the role of the surgical technologist as they advance from student to employee. The capstone will also prepare students for job interviews; resume writing, as well as the completion of a portfolio.

Class Meets 4 hours per week

Prerequisites SGT-208 and PMT-105

Credits: 4

SGT-251 Principles of Surgical Technology - Clinical

This course is a continuation of performance in the clinical setting. The student participates as an independent member of the surgical team, demonstrating beginning level competence in advanced skills and anticipation of surgical needs. Practicing skills needed to be an entry level Surgical Technologist.

Class Meets 2 hours of class and 16 hours of clinical

Prerequisites SGT-107 and SGT-208

Gen. Ed. Course No

Mass Transfer Course No

Credits: 4

Theatre

THR-107 Acting I

This course covers a total approach to the actor's art and stresses the use of body and voice. It includes improvisation, theater games, and sensory exercises with eventual involvement in scene study and character development. This course meets the General Education requirement for Creative Work.

Prerequisites None

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

THR-108 Acting II

This scene study class covers intensive work with imagery and improvisation to heighten actors' abilities to perform roles dynamically. The course focuses on students' discovering their strengths as they learn to trust their impulses and create characters that are vulnerable and compelling. Each participant works on two scenes.

Prerequisites THR 107

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

THR-109 Play Production Workshop

This course covers practical training in acting, costuming, makeup, lighting, and stage management related to the production performed by each class. All students work as crewmembers and are encouraged to audition for roles in the play. Students may repeat this course three times, earning one credit for each repetition.

Prerequisites THR-107

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

THR-111 Improvisation

This course explores improvisation both as an art and also as the basis for developing roles for stage and on-camera work. Students develop spontaneity, narrative skills, the ability to work off a partner, and to make strong choices on stage. Students work with the repertoire of comedy improvisation groups, with more dramatic and naturalistic improvisation groups, and with more dramatic and naturalistic improvisation situations. This course meets the General Education requirement for Creative Work.

Prerequisites RDG-090 and ENG-090 OR ELL-101, or exemption by placement testing.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

THR-113 Voice and Movement

This course frees the body and voice from habitual tensions and patterns and opens and expands the possibilities for vocal and physical expressiveness. Voice training focuses on the cultivation of a flexible and expressive voice and the development of interpretive skills. Movement focuses on body awareness, control, and flexibility for the stage.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

THR-115 Playwriting

This course introduces students to various approaches to writing for the stage. Components of playwriting, which include narrative, structure, plot, character, dialogue, and setting, as well as the concept of "theatre", will be explored. Through reading and discussion of short works by a selection of playwrights, students will garner a sense of the development of playwriting while also being exposed to various playwriting genres. During the semester, students will create short works for the stage. Weekly writing exercises will be shared and discussed in class. This course meets the General Education requirement for Creative Work.

Pre/Corequisites ENG-111

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

Visual and Media Arts

VMA-100 Cultures and Careers in Visual Art

This course introduces students to creativity as a process, careers in creative fields, academic planning for transfer, and college and departmental resources. Classroom discussions will examine the personal and cultural relevance of a wide range of art forms, aesthetic approaches, contemporary and historical movements, and how art and design function in the context of an equitable society. Students and faculty will take part in creating an atmosphere of mutual respect and civility where diverse viewpoints can be shared. Students will work on independent projects that lead to portfolio development and sustainable studio practice. Activities will include presentations by visiting artists, faculty, and student support staff. Field trips will include local galleries, studios, and museums. The course is required for all Visual and Media Arts majors.

Prerequisites ENG-095 or ELL-103, and MAT-093 or higher.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-102 Visual Design: Composition and Color

This course introduces the student to elements and principals of design that are fundamental to all fields of visual art. Within the context of 2-dimensional problem solving, students will develop a working vocabulary of visual elements including line, form, space, and color, in order to explore the expression of principles of composition such as balance, rhythm, emphasis, and proportion. Students will experience working with a variety of mediums and begin to develop skills in both visual thinking and craftsmanship.

Prerequisites ENG-095 or ELL-103 and MAT-093 or higher.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-103 Elements of Form

This course introduces the student to the fundamental elements and principles of design within the context of 3-dimensional form and time, both essential to the understanding of 2D and sequential art and design. Working with a variety of materials students will explore the fundamentals of scale, volume, space and light in 3 dimensions. Through exploring sequence and visual narrative, students will be introduced to the fundamentals of viewer experience in time.

Prerequisites ENG-095 or ELL-103 and MAT-093 or higher.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-104 Drawing from Observation

This introductory studio course examines the basic vocabulary, principles, and skills of drawing. Using a wide range of media, students work primarily from observation to master techniques of objective drawing. While concentrating on formal visual elements such as line, shape, value, texture and limited color, students work with principles of figure/ground, scale, positive and negative space, proportion, perspective, volume, light, composition and pictorial unity. Through drawing, discussion, critique, and research, students will explore mark making as an expressive endeavor. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-095 or ELL-103.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

VMA-105 Digital Imaging With Photoshop

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 ENG-095 and MAT-093

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-106 Digital Imaging for Artists and Designers

In this course students will learn the Adobe Photoshop and conceptual skills necessary to create digital illustrations, collage and mixed media work comprised of photography, scanned images, found materials and student artwork. Students will learn the technical aspects of digital imaging such as scanning, image resolution, color reproduction, nondestructive editing, and image retouching and manipulation. These will be applied to projects where students explore principles of color and composition, meaning, expression, representation, sequence and narrative.

Prerequisites ELL-103 or ENG-095 and MAT-093 or higher.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-110 Audio for Media

In this introductory lab, students will gain basic knowledge and skills for producing audio for broadcast and visual media. Through hands-on projects, students will learn how to record, edit, and mix sound, using standard audio equipment and digital audio editing software. Topics will include the science of sound, audio for video, audio and the internet, and the technical aesthetic aspects of audio craft.

Prerequisites ELL-103 or ENG-095 and MAT-093.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-111 Introduction to Mass Media

Mass media helps shape the power dynamics in society and politics. This introductory course is the study of social, cultural, economic, ethical and political issues from personal, local, historical and global perspectives of media. Students will explore various kinds of media and their uses such as news, advertising, public relations, entertainment, social media and video games. Through discussions and projects, students will engage with multiple views, experiences, and beliefs in order to become critical consumers and producers media in our multicultural world. The course meets the General Education requirement for Community and Cultural Contexts.

Prerequisites ENG-095 or ELL-103 and MAT-093 or higher.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

VMA-112 Art History: Prehistoric to Medieval

This course is a broad, multicultural survey of art and architecture from the Prehistoric to the Medieval periods. Through formal analysis students will learn to use visual language to express aspects of design such as style, composition, perspective and materials. Students will explore how global, social, political, and cultural events influence, and are influenced by, artists and the production of art. By engaging with works of art through discussion, writing, museum visits, and making projects, students will explore the process of human creative endeavor, and will construct a narrative about artistic expression as it relates to society and their own experience. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-095 or ELL-103 and MAT-093 or higher.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

VMA-113 Art History: Renaissance-Contemporary

This course is a broad multicultural survey of art and architecture from the Early Renaissance through contemporary times. Through formal analysis students will learn to use visual language to express aspects of design such as style, composition, perspective and materials. Students will explore how global, social, political, and cultural events influence, and are influenced by, artists and the production of art. By engaging with works of art through discussion, writing, museum visits, and making projects, students will explore the process of human creative endeavor, and will construct a narrative about artistic expression as it relates to society and their own experience. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-095 or ELL-103 and MAT-093 or higher.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

VMA-114 History of Graphic Design

This course critically investigates and explores graphic design and visual communication history, major movements and pivotal artists and designers. This course requires participation of students in lecture and presentation, writing and studio projects, which will build critical thinking and visual skills. The course provides a necessary historical basis for students in the Visual Design Option in the Visual & Media Arts Program.

Prerequisites ENG-095 or ELL-103 and MAT-093 or higher.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-115 The Moving Image

This course critically investigates and explores the history and technical development of the moving image, including major and influential works, artists, technical advances, and movements in film, television, and digital presentations. This course builds critical thinking and visual skills. The course provides a necessary historical basis for students in the Integrated Media Design Option in the Visual & Media Arts Department.

Prerequisites ENG-095 or ELL-103 and MAT-093 or higher.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-118 Elements of Time

This course is a time-based foundation studio course that focuses on critical thinking skills in the form of time and experience. The conceptual and experimental approach of this course enables students to develop the basic vocabulary, concepts, tools and principles used by artist and designers who create time-based multimedia projects. Students will critically evaluate and utilize time as narrative and an essential element through projects in audio, video, installation and live performance. These assignments will culminate in a self-directed project that promotes inquiry and can shape the viewers' perceptions of artifacts, light, movement, time and space.

Prerequisites ENG-095 or ELL-103 and MAT-093 or higher or placement.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-122 Painting for General Education

This introductory studio course examines the basic vocabulary, skills and principles of painting from observation. The course emphasizes drawing, composition, color, value, and paint quality. Through working with various tools and materials, discussion, critique, and research, students will explore how the combined elements of visual design can produce the illusion of volume, space, light and movement in order to depict observed and imagined subject matter, and be used to express ideas and emotion. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-095 or ELL-103 and MAT-093 or higher or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

VMA-123 Water Color I

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. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-095 or ELL-103 and MAT-093 or higher.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

VMA-124 Printmaking I

This course is an introduction to a variety of printmaking processes including woodcut, monoprint, engraving, and dry point. Students will experiment with tools, materials and techniques in a studio environment. Through drawing,

research, discussion, and critique, students will develop their own visual ideas and use printmaking as means of expression. This course meets the General Education requirement for Creative Work.

Prerequisites ENG-095 or ELL-103 and MAT-093 or higher.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

VMA-125 Introduction to Adobe Suite

This is an introductory course in Adobe Illustrator, Photoshop, and InDesign, the industry-standard applications for graphic design. Through in-class and independent projects, students will learn the basic functionality of Illustrator for digital illustrations, Photoshop for editing images, and InDesign for layout and design. Students will be introduced to the basic tools and vocabulary needed to continue building skills independently.

Prerequisites None

Gen. Ed. Course No

Mass Transfer Course Yes

Notes This course cannot be used for credit in the VMA Visual Design Option.

Credits: 3

VMA-129 Visual Design with HTML & CSS

Visual Design students will learn typography, layout and design in the context of interactive media, using HTML and CSS as visual design tools. Through a variety of onscreen projects, students will build on typesetting and layout skills and practice the principals of interactive design. Projects will focus on web typography, fluid design, functional style, navigation, and kinetic typography on screen.

Prerequisites ELL-103 or ENG-095 and MAT-093 or higher or placement.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-130 Social Media Strategy

In this course, students will explore techniques and strategies of social media marketing and public relations that can be used to promote a company, and individual or a product. Through case studies and exercises students will learn how to identify business objectives and how a marketing campaign is created. Students will learn to reach an audience through an integrated marketing approach that uses social media, online video, podcasts, mobile apps, blogs, news releases, viral marketing, marketing, print and other current tools and channels. Career pathways will be identified and explored.

Prerequisites ENG-095 or ELL-103 and MAT-093 or higher or placement.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-132 Typography I, Form, Style, & Hierarchy

Typography is the art and technique of arranging letterforms for practical and expressive communication. This rigorous course introduces students to the anatomy and classification of type, and to the basic principals of type classification, legibility, information hierarchy and grid systems. By completing a variety of projects, students will build skills in typesetting and layout, expressive typography, conceptual thinking and Adobe InDesign and Adobe Illustrator.

Students must earn a grade of C or higher to advance to Typography II.

Prerequisites ENG-095 or ELL-103 and MAT-093 or higher or placement.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-133 Typography II: Layout, Typesetting, and Systems

In this course students will continue to build on typographic foundation principles, strengthening their skills through projects of moderate complexity. Projects involve information design and design of long-form content for print and digital books, magazines and other publication formats. Students will learn to develop consistent type and navigation systems, and explore the relationship between type and image. There will be an emphasis on working through the design process from sketch, revision, and final presentation. Software used: Adobe Illustrator, InDesign, and some Adobe Photoshop.

Prerequisites Grade of C or higher in VMA-132.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-135 Digital Illustration

In this course students will learn digital drawing skills to create projects in Adobe Illustrator and other software that communicate concepts and information. There will be an emphasis on developing visual research, sketching and rendering practices in order to create illustrations, data graphics and logotypes using vector drawing techniques.

Prerequisites ELL-103 or ENG-095 and MAT-093 or higher or placement.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-140 Media in Motion

In this studio/critique class, students will learn to combined typography, image, audio and short animated sequences using software and traditional methods. Skills and principles learned in this course may be applied to title sequences for film, motion graphics, Info graphics, web banners, interactive sequences and time-based art. There will be an emphasis on the process of design problem-solving incorporating thematic development, storytelling, message, interactivity and editing.

Prerequisites VMA-132; minimum grade C

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-141 Elements of Video Production

This course gives students an overview of the theoretical, aesthetic, and practical elements of digital video pre-production, production, and post-production. Through a series of creative exercises, lectures, and classroom critiques, students will gain an understanding of the fundamental skills required in planning, scripting, directing, shooting, lighting, and editing digital video productions for a variety of purposes and audiences. The course provides a special emphasis on understanding and using visual storytelling techniques to relate information and emotion.

Prerequisites ENG-095 and MAT-093. Recommended: VMA-105

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-151 Introduction to Audio Technology

This course will provide the student with the basic knowledge and skills required for audio production. Through lectures and hands-on lab work, students will learn the technical and aesthetic aspects of microphones, tape decks, and mixing consoles. Both digital and analog production media will be covered, with greater emphasis on the digital realm. In addition to technical abilities, students will also examine the nature of the acoustic environment, and will be introduced to digital audio editing software.

Prerequisites ENG-095 or ELL-103 and MAT-093 or higher or placement.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-161 Introduction to Digital Photography

In this rigorous course students investigate basic technical issues of photographic work-flow and formal practices of seeing photographically. Through shooting assignments and lab exercises, students use an array of technical, aesthetic and compositional principles to create work that documents and interprets the world around them. Examples of current and historic photography will be examined. Students must have a digital camera or phone camera. This course meets the General Education requirement for Creative Work.

Prerequisites ELL-103 or ENG-095 and MAT-093 or higher or placement.

Gen. Ed. Course Yes

Mass Transfer Course Yes

Credits: 3

VMA-205 Inventive Drawing

Through various methods of visual thinking and ideation, students will learn to develop ideas and concepts, and will experiment with a variety of digital, traditional, or organic tools, drawing methods and mediums. During the course students will develop individual creative insight, learn to generate ideas through brainstorming and creative thinking, skills that are useful in effective design, animation, illustration, drawing, painting, story-telling and many other forms of visual communication.

Prerequisites VMA-104

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-207 Figure Drawing

Students draw from the model as a means of understanding form, shape, and line, gaining experience with a variety of drawing media. Figure Drawing emphasizes shorter poses as training in immediate response to gesture and form. This course serves as a requirement and preparation for intermediate level and concept-based studio courses such as Ideas in Art: Fine Arts Studio, Observational Drawing, and Multi-Level Studio classes.

Prerequisites VMA-104

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-221 Multimedia Paint & Theory

This course introduces students to the fundamentals of painting with heavy body paints and mediums. Working from observation students will gain the basic skills necessary to control the value, color, texture and composition of the paintings they create. They will develop visual problem-solving skills and critical vocabulary through group critiques and individual meetings. This course will leave them with a basic understanding of how to build a personalized, sustainable painting practice.

Prerequisites VMA-104
Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 3

VMA-223 Water Color II

Focusing on developing one's personal sense of aesthetics and style, this course explores various techniques used in watercolor. The course places emphasis on creating cohesive, well-composed paintings, while it develops an understanding of the elusive properties of spontaneity and transparency as they relate to the medium of watercolor paint.

Prerequisites VMA-123
Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 3

VMA-224 Printmaking II

A continuation of Printmaking I (VMA-124), this course further develops the techniques of dry point, engraving, woodcut, and monotype while focusing on thematic development and content. The course explores the more complex methods of color printing. It encourages experimentation in a self-motivated workshop environment. Class time includes one-on-one instruction and group critiques.

Prerequisites VMA-124 or permission of instructor.
Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 3

VMA-225 Painting Concepts

This studio course provides intermediate instruction to students that possess the basic painting skill set framed by VMA221. Through observational painting, students will continue to increase their facility with heavy body paints while learning advanced techniques and employing digital media as a painting medium. This course also serves as an introduction to portraiture and figure painting while providing a framework for students to begin experimenting with personal aesthetics (style). They will exercise their visual problem-solving skills and increase their critical vocabulary through group critiques and individual meetings. This course will help them begin building their own sustainable painting practice.

Prerequisites VMA-221
Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 3

VMA-227 Studio Portfolio

What topic should my artwork discuss? How should this project manifest? Why am I making this? These questions comprise the three basic considerations that inform an artwork's concept; the Subject ("the what" or the topic), Form ("the how" or the format) and the Content ("the why" or the artist's intention). Ideas in Art students will explore how to successfully apply these essential conceptual considerations to a creative practice. Students will examine their own motives while investigating broader topics introduced through readings, writings and workshops. Studio art projects encourage the evolution of personal style as students gain exposure to an array of contemporary and historical conceptual frameworks. Students will exercise conceptual and visual problem solving skills through group critiques and individual meetings. This course will help students begin building a visually and conceptually enriched art practice.

Prerequisites VMA-207 or VMA-221

Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 3

VMA-232 Visual Design Lab I

In this rigorous studio lab course, students will strengthen foundations of visual language, typography, image, and materials by working on pragmatic and expressive design problems. Students explore design process, methods of research, concept development, sketching, critique and revision in order to produce and present effective visual design solutions. Students learn to analyze and discuss their work, and the work of others, through frequent class critiques.

Pre/Corequisites Grade of C or better in VMA-133

Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 3

VMA-233 Visual Design Lab II

This course is a continuation of Visual Design I where visual design methods and principles are applied to projects of increased complexity. Class discussions will include exploration and overview of aspects of print and digital production methods as they pertain to the visual designer.

Prerequisites VMA-232 earning a minimum grade of C

Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 3

VMA-241 Advanced Video Production

This course focuses on development of the skills and concepts necessary for digital video production. Students learn the advanced use of the HDV digital camcorder microphones, the field audio mixer and lighting techniques. The course uses images and materials acquired in the course in its co-requisite class, Video Post Production (VMA-242), in order to complete a final project counting for both courses. Topics covered include fiction and non-fiction production techniques, including research, script development and interviewing. Discussion of theoretical issues in applied media aesthetics will be an integral and essential part of the class.

Prerequisites VMA-141

Pre/Corequisites VMA-242

Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 3

VMA-242 Video Post-Production

This course delivers an intensive workshop in digital nonlinear post-production software, theory and techniques. Students work in-depth with Final Cut Pro and will also explore other aspects of the Final Cut Studio package, including Live Type, Soundworks Pro, and Motion. The course also provides a solid foundation in the theory and aesthetics of film and video editing by examining the history and development of the editing process. The course uses images and materials acquired in its co-requisite course, Advanced Video Production (VMA-241) in order to complete a Final Project counting for both courses.

Prerequisites VMA-141

Pre/Corequisites VMA-241

Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 3

VMA-243 Projects in Video Production

The approach and content of this course focuses on producing a work of professional quality for use as a portfolio presentation of student achievement. Drawing on skills they have acquired in previous production courses, students will write, shoot, and edit a high-quality video program, including audio sweetening, digital composite effects, and graphics, modeling their activities on a real-world production atmosphere. Actual production activities depend on project production schedule and needs.

Prerequisites VMA-241 and VMA-242

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-244 Media Project Planning

This course is an intensive survey of all aspects of pre-production planning for video and multimedia productions. Special emphasis is given to the process of writing for the media, including idea development, preparation of proposals, treatments, storyboards and scripts that clearly define message, intent and audience. A variety of storytelling methods and approaches to the creative process will be explored, including the dramatic, educational, corporate and documentary formats. In addition, the fundamentals of production management will be presented, including script breakdown, production scheduling, resource planning, and budgeting. Students will be expected to utilize skills gained in this class in subsequent media production classes.

Prerequisites VMA-141

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-252 Audio Studio Production

This course will cover basic techniques for multi-track studio recording. Topics will include: microphone techniques and placement, tracking and overdubbing, mixing and digital editing, and use of outboard equipment. Use of ProTools software in a recording environment is emphasized.

Prerequisites VMA-151

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-261 Digital Photography Techniques

This course examines professional practices in digital photography. Emphasis is on the continuity of the digital workflow and the production of fine prints. Technical issues of acquisition, image processing, out-put, and archiving will be addressed. Work derives from topical shooting assignments and student-defined projects. Students must have a digital camera with manual exposure control, and preferably one with RAW capture capability.

Prerequisites ELL-103 or ENG-095 and MAT-093 or higher or placement.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-262 Video Techniques Lab

In this digital filmmaking course, students will learn the technical elements of visual storytelling through demonstration and hands-on practice. Students will build a vocabulary of camera, lens, lighting and some editing skills through

working on a variety of projects. Working in groups, students will experience various roles with a film crew.

Prerequisites ELL-103 or ENG-095 and MAT-093 or higher or placement.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-263 Video Concepts Lab

In this combination lab and critique class, digital filmmakers will focus on the pre and post production elements of visual storytelling. Through calls discussion and a variety of projects, students will explore aspects of structure, narrative, and style and build skills in conceptualization, scripting, story boarding and editing techniques. Post-production topics include digital editing software and current methods for output and distribution. Screenings, reading sand discussions of film and video work will challenge students to advance their personal vision and storytelling abilities.

Prerequisites ELL-103 or ENG-095 and MAT-093 or higher or placement.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-271 Design for the World Wide Web

This course addresses the unique design issues involved in creating web pages. Students learn to develop graphics and media, to integrate content and media elements, and to create visually attractive communicative, and effective pages for electronic delivery. The course gives special attention to software applications used in the creation of web page design and graphics.

Prerequisites VMA-105

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-273 Motion Graphics & Compositing

This course will familiarize students with the aesthetic and technical requirements of using digital methods to combine video, photo, graphics, text and other visual and audio elements. Through lecture, demonstration and hands-on projects, students will learn behavior-based animation, transfer modes, particle dynamics and simulation design, stylized title animation, chroma key techniques, DVD motion menu design, 3D features, key framing, audio and integration with various editing software.

Prerequisites VMA-105. Recommended: VMA-241 and VMA-242

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-274 DVD Authoring

This course provides students the technical and aesthetic skills needed to design and author professional DVDs.

Through lectures and hands-on exercises, students will learn the stages of the DVD authoring process, including initial planning and storyboarding, menus and buttons, design and navigation, and burning and replication.

Prerequisites VMA-105 and VMA-141

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-275 Interactive Design I

In this studio intensive course, students will build on the foundations of visual design, typography and image with the principles of interactivity and user experience, in order to create responsive designs that work on both handheld and desktop devices.

Prerequisites Grade of C or better in VMA-132.

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-276 Interactive Design II

This is a practical class teaching interactive visual design from conception to completion. Students start by coming up with an idea for and examining the needs of their design projects, then define the target audience and behavior, page layouts, project planning/site maps, and techniques to smooth their workflow. Students will choose their digital applications(s) (e.g., website, Apple iPhone) for their projects. The final visual designs are ready to be delivered for development and implementation.

Prerequisites VMA-275, or permission of instructor

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-290 Visual Design Portfolio

In this course Visual Design majors will refine, expand on, and assemble existing portfolio content for transfer to 4-year design programs, internships, and entry-level employment. The portfolio content is evidence of the student's abilities in design, concept development, and technical skills. Students will produce a resume and self-marketing materials. They will learn presentation techniques and participate in portfolio review.

Prerequisites VMA-232

Pre/Corequisites VMA-233

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-299G Visual Design Internship

This course provides students with practical experience in a professional setting and preparation for a successful career in the visual design field. Designation of the internship site will be based on student academic and career goals. The internship includes in-class learning and weekly meetings with the instructor and/or the representative of the designated business or agency.

Prerequisites VMA-232 and permission from Department

Gen. Ed. Course No

Mass Transfer Course Yes

Credits: 3

VMA-299M Media Communication Internship

This internship course is dedicated to field experience in a professional job situation and is recommended as a final semester course. Students arrange for placement at an internship site with the departmental supervisor in the semester previous to the actual internship. Site experience requires 120-150 hours, as well as a personal project related to the internship.

Prerequisites VMA-241 or permission of department chair
Gen. Ed. Course No
Mass Transfer Course Yes
Credits: 3

Glossary of Academic Terms

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
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A.A. - Associate in Arts

An undergraduate degree of at least 60 credits awarded upon successful completion of a program of study in liberal arts and sciences that prepares students to transfer to a baccalaureate institution.

A.S. - Associate in Science

An undergraduate degree of at least 60 credits awarded upon successful completion of a program of study in an applied subject area, such as computer technologies or health that prepares students to enter the work force.

Academic advisor

College staff member responsible for providing guidance in course and/or program-related issues.

Academic calendar

A calendar of important dates associated with the college, such as semester start and end dates, holidays and deadlines.

Academic course load

The number of credit hours in which a student is enrolled during the semester.

Academic term (semester)

Fall, spring and summer weeks when classes are in session. The fall and spring semesters are approximately 16 weeks long. The summer semester usually has three sessions varying in length from five to twelve weeks. An online winter session that is approximately three weeks long is also offered.

Academic year

Fall, spring, and summer semesters, generally from early September to mid-August.

Accreditation

Certification by an independent educational board that colleges or university's practices and policies meet or exceed official standards.

Academic Innovation & Distance Education (AIDE)

The AIDE office supports teaching, learning and online programs and resources. AIDE partners with faculty, staff, and students to support Moodle, the College's Learning Management System where instructors post course materials, and other digital learning tools including virtual meeting platform WebEx, ePortfolio, Panopto, and more.

Ace Mentor program

The ACE Mentor program provides students enrolled in Learning Community courses assistance in making a successful transition to college by focusing on academic achievement, engagement, and cultural competency.

Add a course

To enroll in additional courses after registration is complete, accomplished through Admissions and Enrollment Services.

Administration

College staff members responsible for management and supervision.

Advising

The professional use of knowledge and tools to assist and support students with navigating college.

Alumni

Graduates, in the plural.

Articulation agreement

A formal agreement between Bunker Hill Community College and a four-year college or university which eases students' transfer to that institution.

Asynchronous course

Courses that do not meet at a specific date and time each week. Students develop their own schedule and follow the course syllabus that outlines all assignments due dates.

Audit

To take a course under an agreement which does not result in a final grade of A, B, C, etc... Generally involves regular attendance and participation, but limits graded activities, such as exams; requires full payment of tuition.

Board of trustees

An appointed board that oversees and is responsible for the policies and fiscal affairs of a college.

Bridge session

An eight week semester that runs during the summer for a few three-credit courses and all four-credit courses.

Bursar

College official responsible for the billing and collecting of tuition and fees.

Career planning

The planning process in which students in collaboration with staff design a plan for employment that matches their interests and professional goals.

Career program

A specialized degree designed to equip a student with the skills and educational background needed for employment in a specific field, such as business administration, criminal justice, etc...

Certificate program

An academic program of study in a specific field intended for occupational training, upgrading, or retraining, generally 30 credits or less in duration. A certificate is awarded upon successful completion of the program.

Commencement

Graduation ceremony.

Community education and lifelong learning programs

Courses offered by this department within the Division of Workforce and Economic Development are non-credit and taken by students for career and educational advancement and/ or for personal enrichment. The department also offers approved continuing education units (CEUs) for professional advancement or to maintain licensure.

Co-requisite

A course requirement that is taken concurrently with another course.

Course cluster

Two or more courses grouped together around a common academic theme. Instructors teaching in a cluster situation work as a team to ensure cluster objectives are met.

Course delivery

The modality used to impart course content.

Credit course

An academic course numbered 100 or above in the college catalog which may be applied toward completion of a degree or certificate. (See also Developmental Course).

Credit hour

A standard measure of the amount of instructional time required to successfully complete a course. For example, ENG-111 College Writing I, is a 3 credit hour course, which means that it meets for 3 hours each week for one semester.

CSDL (Center for Self-Directed Learning)

An academic center at which students can register for a wide range of courses. Students can learn at their own pace through a variety of instructional media/materials.

Curriculum

A set of courses focused in a particular field, e.g. accounting, criminal justice, early childhood.

Dean

A member of the administrative staff responsible for supervision and management of a particular division of the college.

Degree program

At Bunker Hill Community College, an Associate in Arts or Associate in Science program of study requiring 60 credits or more for completion.

Developmental course

A basic skill development course numbered below 100 in the college catalog which carries college credit but does not count toward the requirements for graduation.

Division

The Academic Departments and Services at the College are organized into nine divisions that are supervised and managed by a Dean. Examples of Divisions at BHCC are: Division of Academic Support and College Pathway Programs; Division of Health Sciences; Division of Science, Engineering and Mathematics Programs; Division of Student Affairs; etc.

Drop a course

To cancel registration in a course. It may be accomplished only during the schedule adjustment period as specified on the academic calendar and is processed through Admissions and Enrollment Services.

Education plan

A student's map or guide that delineates the courses they need to take to earn their degree or certificate and when those courses will be taken and in what format.

Education planning

The planning process in which students in collaboration with staff create an educational pathway that facilitates their persistence and success.

Elective

A course in a program of study which may be selected from a variety of courses in the designated discipline and is numbered above 100.

ePortfolio

This is a vehicle for students to track their academic journeys through college by sharing their accomplishments and reflecting on their learning in ways that are both personally and publicly meaningful.

Faculty

An employee of the College who delivers academic instruction.

Fees

Charges by the College for specific services to students.

Financial aid

Funding from various sources provided to students to assist in defraying expenses of college (See Financial Aid section of this catalog).

Financial planning

A set of resources and tools designed to help students make sound financial decisions that are in line with their personalized plan.

Free Application for Federal Student Aid (FAFSA)

A required standardized application that includes detailed financial data and is used to determine eligibility for all financial aid programs.

Full-time (student)

Student registered for 12 or more credits in the fall or spring semester or six (6) credits in the summer.

GED

General Educational Development (high school equivalency diploma).

General Education

A common core of courses required of all students that provides for the acquisition of core skills and knowledge necessary in a literate citizenry.

Good academic standing

A student is considered making satisfactory process and in good academic standing if G.P.A. is 2.0 or higher and has completed 66 percent of his/her credits attempted.

G.P.A. (Cumulative G.P.A.)

Grade Point Average, used to compute student academic standing.

Guest student

A student admitted and enrolled at another college or university planning to take a course(s) at BHCC

HiSET

High School Equivalency Test.

Hybrid course

Courses that combine traditional classroom instruction with online learning to deliver academic content that is the same as received in a pure classroom setting.

Internship

A program designed to give a student real work place experience in their intended career before graduation.

Integrated support services

Identifies and directs students to people, resources, and services that meet their unique needs to promote success and individual growth.

IP grade (in progress)

A grade conferred by a faculty member giving a student a period of time after the end of the semester to complete all of the required coursework to earn a passing grade.

Learn and Earn program

Paid internships at companies located in the greater Boston area.

Learning Community Cluster

Enrolls the same group of students in two or more courses centered on common academic themes enabling students to learn and study together.

Learning Community Seminar

A course designed to assist first time students make a successful transition to college.

Learning Contract

An independent learning agreement between a student and a faculty member under the auspices of a Dean that allows a student to enroll in and complete a course that is not offered in any other format in a semester.

LifeMap

An education, career and transfer planning program and process that is dedicated to promoting student success in their education, career and personal goals. Components of LifeMap include career planning, academic planning, support network and transfer planning.

Major/program of study

The degree or certificate program a student is officially enrolled in.

Matriculation

Formal application to and acceptance in a degree or certificate program.

Mid-semester warning grade

Official notice to a student by faculty that at the half-way point of the semester a student is in danger of not passing a course(s) with a grade of C or better.

Mid-term

The point midway through an academic term.

Moodle

Online platform where online courses are hosted.

NA grade (never attended)

An administrative withdrawal designation conferred by faculty to students enrolled in a course(s) and who do not attend one class during the first two weeks of the semester.

Non-credit course

A course that is non-credit bearing and cannot be used to satisfy an academic requirement for any degree or certificate program.

Onecard

Student ID which also serves as the means of student financial aid refunds.

Online degree program

Degree programs that allow students the ability to fulfill all of the requirements by completing online courses.

Open admission

A students' automatic acceptance into a non-selective degree or certificate program with a High School diploma or GED.

Orientation

The formal process of welcoming new students to the college and providing them with information on the resources, services, and departments they may access to assist them to be academically successful.

Part-time (student)

Student enrolled for 11 credits or fewer in the fall or spring semester.

PLA - prior learning assessment

A program through which students may earn credit for college-level learning acquired through non-collegiate experiences such as employment, military training, community service, and volunteer activities.

Placement test

A test which determines a student's level of learning in a subject, typically English or Mathematics, before they begin a college program.

Planned courses

The formal process of determining the order and semester courses have to be taken in to earn a degree or certificate.

Prerequisite

Skill or course required for entry into a course or program of study.

Probation

Formal notice that a student is not in good academic standing and imposes limits on the number of credits a student may register for in a semester.

Re-admission

The process by which students who return to the College to re-enroll in a degree or certificate program after an absence of at least one semester.

Satellite campus

Location besides a college's main campus where classes are held and courses are facilitated.

Satisfactory academic progress (S.A.P.)

Minimum grade point average and course completion rate that must be earned by a student to be considered in good academic standing.

Schedule adjustment (add/drop)

A short period of time after a semester begins that allows students to change their course enrollment and/or course schedules.

Selective program admission

Some programs are competitive and have specific requirements that must be met before a student may submit an application for admission. These programs are competitive and acceptance is not guaranteed.

Self-directed learning

An approach to learning that requires students to take the lead in determining how they will learn subject matter and work to autonomously to acquire that knowledge.

Selfservice

Online portal where students may register for classes, pay tuition and fees, access their financial aid information and more.

Staff

An employee of the College who does not teach or facilitate academic instruction.

Student Central

BHCC's one-stop center for student services, including financial aid, student payment and academic records.

Success coach

A Success Coach is an advisor assigned to a Learning Communities course to assist students. Success coaches collaborate with faculty and ACE mentors to engage students in academic content and to work with students to identify pathways that encompass academic, career, and personal goals.

Support Network

The staff who collaborate with students and provides services needed to help students achieve their academic, career and personal goals.

Suspension

Students on probation who after taking a reduced course load, continue to not meet the grade and completion rate threshold to be in good academic standing. These students may be required to take a semester off.

Synchronous course

Courses that meet at a specific date and time each week at the same on-campus or virtual location.

To be announced (TBA)

An instructor and/or a room has yet to be assigned for a course.

Transfer guidelines

Informal documents suggesting courses to be taken at Bunker Hill Community College for most effective transfer to a four-year college or university.

Transfer planning

The planning process in which students in collaboration with staff design a plan for transfer to a four-year college or university in alignment with education and career goals.

Transfer program

A degree program designed for students who plan to continue their academic careers beyond the associate degree level through transfer to a four-year college or university.

Transcript

Permanent record of students' academic grades; available through Admissions and Enrollment Services.

Tuition

Charges by the College to a student for registration in credit courses.

Web course

A course that is completely online and provides the same academic content that is delivered in a traditional classroom course.

Withdrawal from college

The formal process of notifying the College of the decision to discontinue attending all classes.

Withdrawal from a course

The formal process of notifying the college of the decision to discontinue attending a Course.

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