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Bunker Hill Community College

2019–2021 College Catalog

MESSAGE FROM THE PRESIDENT

Welcome to Bunker Hill Community College (BHCC). Whether you're a first-time college student, an adult learner, a working professional or somewhere in between, we're so glad you've chosen BHCC as the institution to help you take the next step towards further education, starting a fulfilling career or advancing within your current career.

Our student body is as diverse as the City of Boston. As an immigrant, I know that there are many unique challenges that each student faces in deciding to make higher education a priority in their lives. Most of our students are balancing classes, full-time or part-time jobs, childcare and other responsibilities. It's our job to help you maintain that balance and provide support to make sure that you continue to succeed and persist in pursuing your education.

At BHCC, our dedicated faculty and staff are here to guide you in every step of your journey. Throughout this catalog, you'll find a number of resources that can help you succeed and challenge you to try something new. In your time at BHCC, we hope you'll pay a visit to our beautiful new Student Central location, and to the LifeMap Commons, where you can meet with an advisor and map out your academic and professional journey. Explore a future career with an internship through one of our partners or through our award-winning Learn and Earn program. Join a club, volunteer or try out for one of our Division III sports teams to expand your horizons, explore your potential and connect with other students.

Full-time or part-time, on campus or online, you've taken the right step towards a fulfilling future. Welcome to the BHCC community!

Pam Y. Eddinger, Ph.D.

President
Bunker Hill Community College

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 version of the printed 2019–2021 BHCC Catalog.

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BUNKER HILL COMMUNITY COLLEGE GOALS

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.

BUNKER HILL COMMUNITY COLLEGE BOARD OF TRUSTEES

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System and Institutional Mission, Vision and Values Statements

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 post-secondary 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. Both formative and summative assessments are conducted at BHCC. Formative assessment in academics and student development occurs within the learning environment, and is framed by our Student Learning Outcomes and Student Development Outcomes. Faculty members anchor the assessment of Student Learning Outcomes within SLOAP (Student Learning Outcome Assessment Program). Student Development Outcomes, developed in 2014, and Institutional Learning Outcomes, developed in 2016, add new dimensions to the outcomes assessment work as the initiative progresses. 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)

The Student Learning Outcomes Assessment Program (SLOAP) enlists the SLOAP Taskforce, composed of faculty and professional staff representatives from each academic department and co-curricular work area, to oversee ongoing assessment of student learning outcomes at the course, program and institutional levels. Faculty and professional staff use data from SLOAP projects to improve learning where assessment projects indicate improvement is needed. **bhcc.edu/SLOAP**

Equity and Inclusion

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. The initiative is run by a group of faculty and staff who are focused on three main areas: research and analysis, gaps in College programs and services, and 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 for in-state tuition and fees. Learn more at bhcc.edu/admissions/undocumenteddacastudents

The Mary L. Fifield Art Gallery

Mary L. Fifield Art Gallery

bhcc.edu/artgallery

artgallery@bhcc.mass.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.

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, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, Phone: 727-210-2350, Fax: 727-210-2354; URL: **caahep.org.**

The Medical Laboratory Technician Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (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.

Institutional Policy Statements

Office of Equity, Diversity and Inclusion

bhcc.edu/diversityinclusion

Cheryl Cephas, Interim Affirmative Action Officer, Title IX Coordinator and ADA/504

617-228-3331   ccephas@bhcc.mass.edu

Affirmative Action and Equal Opportunity Guidelines

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 Cheryl Cephas, Interim Affirmative Action Officer, Title IX Coordinator and ADA/504.

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**.

ACADEMIC CALENDAR

	FALL 2019 SEMESTER
September 2	**Labor Day – College closed**
September 3	Classes begin
September 9	Last day for adjusting schedules (add/drop) except Mini Session I and Web Late-Start (WBL)
September 15	Mini Session I and Web Late-Start (WBL) classes begin
September 17	Last day for adjusting schedule (add/drop) for Mini Session I and Web Late-Start (WBL)
October 4	Last day to register for CSDL classes
October 14	**Columbus Day – College closed**
October 23	Last day for Mini Session I course withdrawal
October 24	**Fall Professional Day – No classes 1–3:55 p.m.**
November 2	Mini Session I classes end
November 3	Mini Session II classes begin
November 5	Last day for adjusting schedules (add/drop) for Mini Session II
November 5	Continuing Student Registration for Spring 2020 begins
November 11	**Veterans Day – College closed**
November 12	***Monday class schedule will be followed (Tuesday classes are canceled on 11-12-19)***
November 15	Last day for course withdrawal (Except Mini Session II)
Nov 28 – Dec 1	**Thanksgiving Day Recess – College closed**
December 3	Last day to withdraw from the semester
December 11	Last day for Mini Session II course withdrawal
December 17	Last Day of Classes (Except Mini Session II)
December 18-19	Assessment Days (final exams)
December 21	Last Day of Mini Session II classes

	WINTER SESSION 2020
January 2	Winter session classes begin
January 3	Last day for adjusting Winter Session schedules (add/drop)
January 10	Last day to withdraw from the semester
January 17	Last day of Winter session classes

	SPRING 2020 SEMESTER
January 20	**Martin Luther King Jr. Day – College closed**
January 21	Classes begin
January 27	Last day for adjusting schedules (add/drop) except Mini Session I and Web Late-Start (WBL)
February 2	Mini Session I and web late-start (WBL) classes begin
February 4	Last day for adjusting schedule (add/drop) for Mini Session I and Web Late-Start (WBL)
February 15	Last day to register for CSDL classes
February 17	**Presidents Day – College closed**
March 6	Spring 2020 graduation application deadline for department honors consideration
March 12	Last day for Mini Session I course withdrawal
March 16-22	Spring Break – no classes
March 26	**Spring Professional Day – No classes 1–3:55 p.m.**
March 29	Mini Session I classes end
March 30	Mini Session II classes begin
April 2	Last day for adjusting schedules (add/drop) for Mini Session II
April 7	Continuing Student Registration for Fall 2020 begins
April 8	First day to apply for Summer 2020 and Fall 2020 graduation
April 9	Last day for course withdrawal except Mini Session II courses
April 20	**Patriots Day – College closed**
April 21	***Monday class schedule will be followed (Tuesday classes are canceled on 4-21-20)***
April 28	Last day to withdraw from the semester
May 6	Last day for Mini Session II course withdrawal
May 11	Web Late-Start classes (WBL) end
May 12	Classes end (Except Mini II)
May 13-14	Assessment Days
May 15	Mini Session II classes end
May 21	Commencement
May 25	**Memorial Day – College closed**

Please note that Fast-track (FT) sections have specific deadline dates to withdraw from classes.
Please check with Academic Records for more information.

SUMMER 2020 SEMESTER	
May 30	Last day to register for Session I, Bridge, ESL, & Web classes
June 1	Session I/Bridge/Academic ESL classes begin
June 3	Last day for adjusting schedules (add/drop) for Session I, Bridge, & Academic ESL
June 17	Last day for Session I course withdrawal
July 1	Last day for Bridge Session course withdrawal
July 1	Last day for Academic ESL Session course withdrawal
July 1	Last day to register for CSDL classes
July 3	**Independence Day Observed – College closed**

July 4	**Independence Day – College closed**
July 11	Last day to register for Session II classes
July 12	Session I classes end
July 13	Session II classes begin
July 15	Last day for adjusting schedules (add/drop) for Session II
July 24	Bridge Session classes end
July 25	Academic ESL Session classes end
July 31	Last day for CSDL and Web course withdrawal
August 7	Last day for Session II course withdrawal
August 14	CSDL classes end
August 21	Session II and Web classes end

**Please note that Fast-track (FT) sections have specific deadline dates to withdraw from classes.
Please check with Academic Records for more information.**

ADMISSIONS

Office of Admissions

🌐 bhcc.edu/admissions

📞 617-228-3398   ✉ admissions@bhcc.mass.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.**

International Admissions

International Center

🌐 bhcc.edu/internationalcenter/guidetoadmissions

📞 617-228-2460   ✉ international@bhcc.mass.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**.

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

BHCC Student Central

🌐 bhcc.edu/studentcentral

📞 617-228-2370   ✉ studentcentral@bhcc.mass.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.mass.edu

Financial Aid Office

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

Cumulative
Credits Attempted . . . . Grade Point Average

Fewer than 12. . . . . no minimum
12-30 . . . . 1.79
More than 30 . . . . 2.00

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 Financial Aid Office, Room B213 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.mass.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; Parking Permit 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

> **Please see the updated text on the website at bhcc.edu/veterans**

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, and are indicated by a "Z" in the designation.

Because BHCC is committed to continuing to expand OER offerings, there will be a $20 maintenance fee for each class, used to help faculty to curate, create and develop more OER materials for future courses. **bhcc.edu/oer**

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.

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.

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 or parts of course charges noted on your registration statement/bill with the suffix NS, or with the codes such as GCFE, TECF, TUIL, HCCR will be restricted. Students eligible for waivers should obtain clarification from the Admissions Office 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 written billings, 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 are able to register for classes before the semester's payment due date. At the time of registration, students receive a registration statement bill and a class schedule that indicates the amount charged and information about payment and insurance waiver deadlines. BHCC will send all follow-up communications and statements 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 or in person at the Student Payment Office by personal check; from a savings account; or with VISA, MasterCard, Discover or American Express. International students also have the benefit of making payments in the currency of their choice through the International Payment/Western Union link at **selfservice. bhcc.edu/Student/Finance.**

The College processes checks through TeleCheck Electronic Check Acceptance services and requires a valid driver's license or U.S. identification. Other requirements are available in the Student Payment Office. When you provide a check you are authorizing us to convert the check to an electronic payment item and submit it for payment 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 Official Payments at 1-866-964-4020 or **bhcc.edu/autopay.**
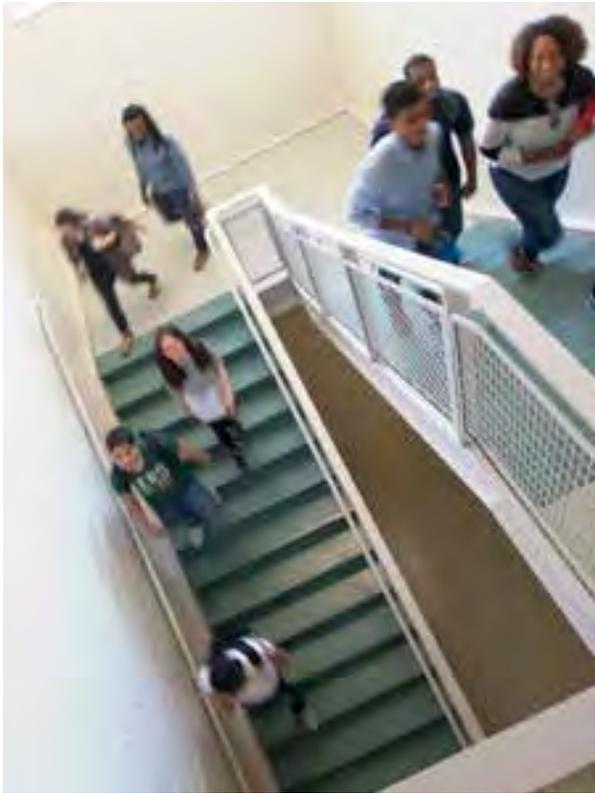
Students can access their financial account summaries online at **selfservice.bhcc.edu.** The account shows both current semester payments received and balances due.

Refund Policy

Students dropping or withdrawing from classes must complete the appropriate form available at Enrollment Management and Admissions. 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. Application fees are non-refundable. 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 due date that appears on the registration statement 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 30days 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.mass.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.

CAMPUSES AND INSTRUCTIONAL SITES

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.

Food Services

Thomas A. Kershaw Dining Room

 bhcc.edu/hospitality/culinaryartsmenu

 617-228-2336

Aladdin Food Services

 bhcc.edudine.com

 617-228-2335

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.

The Chelsea Campus Allied Health certificate programs include Medical Assistant, Patient Care Technician, Central Processing, Surgical Technology and Pharmacy Technician. The Paramedic Studies program offers students an Associate in Science degree. Courses are also offered in Certified Nurse Assistant (CNA) and Emergency Medical Technician and Emergency Medical Technician (EMT). The EMT program is offered both during the week and on the weekend. The Chelsea Campus offers laboratory science 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.

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.

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 Speakers of Other Language (ESOL) 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

The Chelsea Campus Student Services Office is the hub where students may register for courses, complete course placement assessments, access advising and obtain their student ID. The advising staff also offers students a diverse set of workshops that support student success.

Student Access and Success Center (SASC)

The Center offers tutoring primarily in mathematics, English, biology and more. The Center also offers 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** 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 new, 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.

Satellites and Instructional Sites

BHCC Locations
bhcc.edu/locations

Bunker Hill Community College offers courses at the Malden and South End Satellites and several instructional site locations in many Greater Boston communities. The curricula available at these locations may include foundation courses that fulfill general education requirements for degrees and certificates as well as courses in response to community interest, such as offerings in business, allied health and computer technology.

Placement testing, advising and registration for courses offered at instructional sites are available at both the Charlestown and Chelsea Campuses and at the South End Satellite. View course offerings and directions to each of these locations at **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.mass.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

ACADEMIC POLICIES AND INFORMATION

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 four 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 to the College. Students must fulfill the program requirements listed in the College Catalog in effect for their catalog year. When students are readmitted 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-admission. 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.

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.

Code of Behavior

Bunker Hill Community College expects students to behave in a manner appropriate to a college environment. College policy prohibits specific behaviors on campus property as described here and in the Student Handbook. These actions include disruptive behavior; violence or the written threat of violence; the possession or use of controlled substances or alcohol on college property; possession or use of weapons, ammunition or fireworks on college property; gambling on college property; unauthorized mass action; hazing; removal or mutilation of library books; plagiarism; cheating; sexual, racial or ideological harassment and damage to college property.

If it is proven that a student in any course in which he or she is enrolled has knowingly cheated or plagiarized, this may result in a failing grade for an exam or assignment, withdrawal from the course or a failing grade in the course. The student would also be subject to disciplinary proceedings as outlined in the Student Handbook for violation of the Student Code of Conduct.

Complaints regarding students' inappropriate behavior should be referred to the Dean of Students Office. If necessary, the appropriate Dean will convene a disciplinary hearing committee. The members of the hearing committee make a recommendation to the Vice President of Academic Affairs and Student Services regarding the disposition of the case. The Vice President of Academic Affairs and Student Services' decision is final and binding.

Complaints by students against other members of the college community may be resolved through the Student Grievance Procedure. 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 or mini 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.

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.

2. The credits held by the student must be at least 5 years old. No credits shall have been earned or attempted at BHCC within the past five years.

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 credits subsequently taken at BHCC are counted in the GPA. Likewise, only the completion rate subsequent to the return 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 may be 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	. . . CUMULATIVE GRADE POINT AVERAGE
Fewer than 12	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 Jan., 1990)

Grades and Notations	Definitions of Grades and Notations	Quality points Per Credit Hour
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	Students who register for a specific course and who have not attended class meetings during the first four weeks of the semester will be withdrawn from the course and receive the grade designation **NA (non-attendance)** which will appear on the transcript and be counted toward credits attempted but not computed in the grade point average. The NA grade designation is not used during the summer semester	**none**
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.

Repeating a Course

Students may repeat courses in which they earn a grade of D, F, W, WA, or NA. Students can petition Academic Records to repeat a course when they have obtained a C grade or better but should recognize that they do so at a substantial risk. 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 grade in the final attempt automatically becomes the official grade for purposes of calculating grade point average and for determining eligibility for graduation. 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. Example for determining a Cumulative Grade Point Average: The total quality points for a course is computed by multiplying

Course	Credits Attempted	Grade		Quality Points	Quality Points earned
ENG112	3	A-	=	(3.70)	11.10
MAT196	3	C+	=	(2.30)	6.90
BIO102	4	B	=	(3.00)	12.00
SPN201	3	F	=	(0.00)	0.00
TOTAL	13				30.00

Cumulative Grade Point Average (CGPA): 30÷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**

GRADUATION AND ALUMNI ENGAGEMENT

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.mass.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 provides funding for student scholarships and the Student Emergency Assistance Fund, support for the Textbook Assistance Program (T.A.P.), cultural programs, the Art Gallery and many other activities that advance the goals and mission of the College. In addition, the Foundation is building an endowment to ensure academic excellence and accessibility for future generations of students.

ADVISING AND LIFEMAP

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 to meet these goals. In partnership with faculty and staff, students use LifeMap tools to create educational, financial, 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 will be exposed to in the classroom, the LifeMap Commons serves as a central location on campus to support students throughout their journey with academic, career and transfer advising; resume review; and referrals to other college support services. Learn more at bhcc.edu/lifemap.

Advising: Academic, Career and Transfer

Advising Center

🌐 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 advising services 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. Information about advising sessions and opportunities are posted on the events calendar on the BHCC website and are emailed to students throughout the year; students should check their BHCC email daily.

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. 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. Newly accepted student will be assigned an academic advisor during their first semester of study. Assigned advisors include:

• a specific Advisor,
• a Learning Community Seminar Instructor,
• an Academic Department, or
• Advising & LifeMap (E235–LifeMap Commons).

The assigned Advisor can be found in 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 Services

Career Services

🌐 bhcc.edu/careerservices

📞 617-228-2245   📧 CareerCenter@bhcc.mass.edu

Career advisors provides a wide range of career services to all currently enrolled students and alumni. In the LifeMap Commons students can receive assistance with resume building and review, as well as career exploration. A variety of assessments are available to help students make wise decisions about their future by learning about themselves. Engaging in these assessments will help clarify interests, skills and values and the results will suggest career areas for exploration.

Career Coach bhcc.emsicc.com Browse this platform to easily search all of BHCC's academic programs and how they connect to potential career paths. Search on Degrees to view associated data on local wages, job postings, and additional education or training which may be needed.

Massachusetts Career Information System (MASSCIS) The Massachusetts Career Information System (MassCIS) is the Commonwealth's career information delivery system. MassCIS is an interactive system that combines a wealth of occupational, labor market, and educational information into one comprehensive, easy-to-use- career exploration tool.

Transfer In

Transfer Services

🌐 bhcc.edu/transfer

📞 617-228-2230   📧 transferaffairs@bhcc.mass.edu

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.

Credit may be awarded if:

- A grade of C or better is earned from a regionally accredited college or university. A grade of P may be accepted only if it can be demonstrated that the P grade is equivalent to a grade of C or higher.

- The courses are comparable to those offered at BHCC.

- Specific departmental requirements may apply to course eligibility for your program: Anatomy and Physiology I,

Anatomy and Physiology II and Microbiology for selective health programs may not be more than five years old.

- Some programs require a C+ or higher. Detailed nformation can be found in the Degree and Certificate Program section of the catalog.

Credits earned at colleges which follow a quarter system will be converted to semester-hour equivalents resulting in an adjustment in the number of credits transferred. The College will accept a maximum of 45 transfer credits toward the BHCC associate degree and 75 percent of the total number of credits required for certificate programs.

Transfer Appeal Process: Transfer students who would like the college to reconsider its decision regarding the awarding of transfer credit may request a meeting with a Transfer Counselor by emailing **transferaffairs@bhcc. mass.edu.** The purpose of this meeting is to give the student 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. As part of this review, relevant Faculty, Department Chair and or the Academic Dean will be consulted to review course documentation as needed. If the matter is not resolved through this process, the student 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 advising services are offered to students interested in transferring from Bunker Hill Community College to another institution. Through information sessions, college visits, transfer fairs, workshops and various resources, students will understand the procedures to facilitate the transfer process. The College encourages students to plan early and research future colleges and universities to properly assess their requirements and expectations, helping to make the best curriculum choices at BHCC. Visit **bhcc.edu/transfer** for upcoming information sessions and additional information or visit the Lifemap Commons.

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: 617-228-2468
- Chelsea Campus: 617-228-2101

The College Placement Test, or CPT, is a computerized assessment of basic math, reading and writing skills and must be taken prior to registering for classes. Some students may qualify for an exemption from testing. For more information, please visit **bhcc.edu/assessment.**

The best way to perform well on CPT is to prepare in advance. A list of test-preparation resources, including practices tests, is available at **bhcc.edu/cptpractice.**

Students whose first language is not English and who have not earned a high school diploma or HiSET (formerly the GED) in the United States may be required to take the English placement test (ESL Test/LOEP).

Appointments can be made online; please call 617-228-2468 (Charlestown Campus) or 617-228-2101 (Chelsea Campus) for details.

Test of Essential Academic Skills (TEAS)

The Test of Essential Academic Skills (TEAS) measures basic essential skills in the academic content area domains of reading, mathematics, science and English and language usage.

The test is intended for use primarily as part of the admissions process for BHCC's Nursing Program and many of the Allied Health programs. The objectives assessed on TEAS are those that nurse educators have determined are most appropriate and relevant to measure entry level academic readiness of health care program applicants.

Internships and Career Development

Internships and Career Development Office

🌐 bhcc.edu/internships

📞 617-228-2245   ✉️ internships@bhcc.mass.edu

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, non-profits 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 GradLeaders at **bhcc.edu/gradleaders** 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.

GradLeaders

GradLeaders 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 GradLeaders 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/gradleaders** to complete your profile.

EDUCATIONAL OPPORTUNITIES

Academic Innovation & Distance Education (AIDE)

AIDE Support

🌐 bhcc.edu/aide

📞 617-228-3427   ✉️ onlinehelp@bhcc.mass.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.mass.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

📞 617-228-2421

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.

The Learning Community Seminar is a three-credit college level course 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.

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.mass.edu

The Boston Welcome Back Center assists unemployed and underemployed nurses who earned their credentials outside the United States to obtain state licensure and re-enter the nursing workforce. The Center incorporates educational case management services, educational guidance and counseling and group activities to address the educational and vocational needs of internationally-educated nurses who want to work in Massachusetts.

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 in order to expedite re-entry into the nursing profession.

Center for Self-Directed Learning (CSDL)

Center for Self-Directed Learning

🌐 bhcc.edu/csdl

📞 617-228-2225   ✉ csdl@bhcc.mass.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. During the fall and spring semesters, the CSDL is open Monday through Saturday, with evening hours Monday through Thursday. During the summer semester, the CSDL is open Monday through Thursday including evenings. 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)

Prior Learning Assessment Office

bhcc.edu/priorlearningassessment

617-228-2350   pla@bhcc.mass.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

Office of Community Engagement

bhcc.edu/community-engagement

617- 228-3485   engagement@bhcc.mass.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.mass.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

BHCC offers free eight-week Bridge Courses and three-week accelerated academic review Boot Camps to enable entering students with assessed need for developmental English or math coursework to receive intensive instruction and review, in order to progress through developmental levels prior to fall entry. bhcc.edu/summertransition

Student Success Program (TRiO)

Student Success Program (TRiO)
bhcc.edu/studentsuccessprogram
617-228-2303
trio.successprogram@bhcc.mass.edu

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.

Corporate Learning and Community Education

Division of Workforce and Economic Development
bhcc.edu/workforce
617-228-2021   kpmckenn@bhcc.mass.edu

The Mission of the Division of Workforce and Economic Development is to provide opportunities for education and training leading to professional advancement and life-long learning while meeting the workforce needs of the communities we serve. The Division identifies and closes workforce gaps, supports individual career goals and economic mobility through furthering academic success and personal achievement.

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.

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

English Language Learners (ELL) 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. Intension English

(EMI) supports international learners who need to acquire English skills quickly in order to pursue college studies in the United State**s.**

International Community Programs like Communities of Intercultural Learning (CoIL) expose international youth to the culture and language of the United States.

Adult Education and Transitions to College Programs

Adult Education

🌐 bhcc.edu/adulted

📞 617-228-2286   ✉ mrojassu@bhcc.mass.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

College Connection

🌐 bhcc.edu/collegeconnection

📞 617-228-2165   ✉ scurranc@bhcc.mass.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

Language Lab

🌐 bhcc.edu/languagelab

📞 617-228-3440   ✉ langlabs@bhcc.mass.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

Library & Learning Commons

🌐 bhcc.edu/library

📞 617-228-2213   ✉ BHCCLibrary@bhcc.mass.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

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.mass.edu

The Tutoring and Academic Support Center (TASC) supports and enhances student learning and academic success by offering a variety of traditional and non-traditional 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

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 PROGRAMS AND SERVICES

Athletics and Wellness

Athletics Department
bhcc.edu/athletics
617-228-3443
jrossi@bhcc.mass.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, Men's Baseball, Women's Volleyball, Men's and Women's Cross Country and eSports. The College varsity programs compete in Region 21, Division III of the National Junior College Athletic Association (MJCAA). Intramurals, open gyms and fitness activities, including a fitness center, are offered on a regular basis to all students.

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 educational goals. The Division of Student Affairs includes departments and services that support learning outside of the classroom.

Disability Support Services

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

Health Services

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

International Center
bhcc.edu/internationalcenter
617-228-2460   international@bhcc.mass.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

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.mass.edu

Bunker Hill Community College offers a variety of co-curricular 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 lubs 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

Veterans Center
🌐 bhcc.edu/veterans
📞 617-228-3213   ✉ veteranscenter@bhcc.mass.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.

Degree and Certificate Programs

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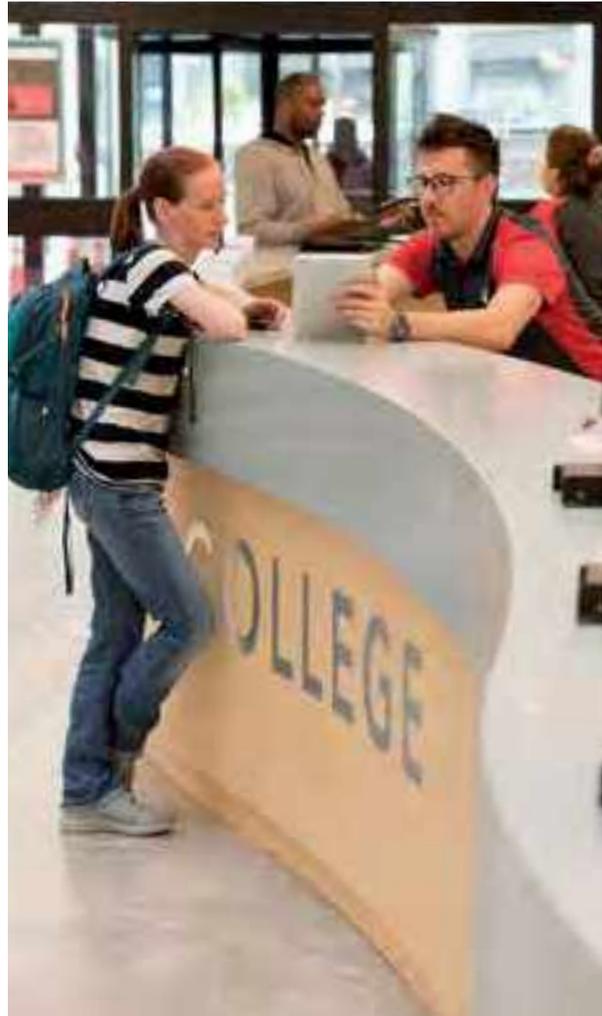
Education areas below. Students should consult their individual Program of Study Curriculum Map for General Education course requirements specific to their major. Some General Education requirements are met by concentration courses. Such instances are noted in Program of Study Curriculum Maps.

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**

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

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

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, MAT-172, MAT-181, MAT-194

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, ECO-202, GEO-101, GOV-101, GOV-103, HIS-103 (formerly HIS-101), HIS-102, HIS-111, HIS-112, HIS-151, HIS-152, PHL-103, PSY-101, PSY-107, REL-111, SOC-101, SOC-109, SOC-227, VMA-111

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, BIO-105, BIO-108, BIO-115, ENV-105, ENV-110, ENV-111, ENV-113, ENV-115, ENV-120

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, CHN-102, ENG-203, ENG-231, ENG-232, COM-101, COM-102,, FRN-102, GER-102, INT-110, ITL-102, JPN-102, LIT-201, LIT-203, LIT-204, LIT-206, LIT-207, LIT-211, LIT-212, LIT-217, LIT-218, LIT-219, LIT-220, LIT-221, LIT-223, LIT-224, LIT-225, LIT-227, LIT-229, LIT-230, LIT-231, LIT-233, LIT-241, LIT-242, LIT-250, MUS-101, MUS-130, MUS-141, MUS-144, MUS-147, PHL-101, RUS-102, SPN-102, SPN-280, THE-107, VMA-104, VMA-112, VMA-113, VMA-122, VMA-123, VMA-124, VMA-161

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

INT-101, MAN-112, any course listed under Community and Cultural Contexts, Creative Work, or Scientific Reasoning

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS, LISTED ALPHABETICALLY

The table of contents below lists the academic programs offered by BHCC in alphabetical order. A comprehensive overview of academic programs is included on the pages that follow, organized by department. Refer to the page numbers listed below for the program of interest.

Students enrolling in any A.A. degree program can earn World Studies Emphasis Certification simultaneously.

AA Associate in Arts
AS Associate in Science
CT Certificate Program

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS, LISTED BY DEGREE

Associate in Arts Degrees

Business Transfer Option
Chemical Science Concentration
Communication Concentration
Computer Information Systems
Concentration
Computer Science Concentration
Education Concentration
English Concentration
Fine Arts Concentration
Foreign Language Concentration
History and Government Concentration
Liberal Arts Concentration
Mathematics Concentration
Music Concentration
Physics Concentration
Psychology Concentration
Sociology Concentration
Theatre Concentration
(Students in any A.A. degree program can earn World Studies Emphasis certification.)

Associate in Science Degrees

Biological Sciences Program:
- Biology Transfer Option
- Biotechnology Option
- Medical Professions Option

Business Administration Program:
- Accounting Option
- Entrepreneurship Option
- Finance Option
- Management Option
- Sport Management Option

Computer Information Technology
Program:
- Computer Science Transfer Option
- Computer Support Specialist Option
- Cybersecurity Option
- Database Programming and Administration Option
- Digital and Computer Forensics and Investigations Option
- Information Technology Transfer Option
- Network Technology and Administration Option

Computer Media Technology Program:
- Gaming/Computer Artist Track Simulation Option
- Gaming/Computer Programming Track Simulation Option
- Web Development Option

Criminal Justice Program
- Criminal Justice Transfer Option
- Criminal Justice Career Option

Culinary Arts Program
- Baking and Pastry Arts Option
- Culinary Arts Option

Early Childhood Development Program
Electric Power Utility Technology
Program*
Emergency Medical Studies:
- Paramedic Studies Program*

Engineering Program:
- Biomedical Engineering Option
- Electrical Engineering Transfer Option
- Engineering Transfer Option

Environmental Science Option
Fire Protection and Safety Program
Gas Utility Technology Degree
Option Program*
Hotel and Restaurant Management
Program:
- Hotel/Restaurant Management Option
- Management of Assisted Living and Institutional Facilities Option
- Meeting and Event Planning Option

Human Services Program
Integrated Media Design
Medical Imaging Program:*
- Cardiac Sonography Option*
- General Sonography Option*
- Medical Radiography Full-time Option*
- Medical Radiography Part-time Evening Option*

Medical Laboratory Technician
Program*
Office and Information Management
Program:
- Medical Information Management Option

Paralegal Studies Program
Registered Nursing Program:
- Day/Alternative Options*

Visual and Media Arts Program:
- Integrated Media Design Option
- Studio Arts Option
- Visual Design Option

Certificate Programs

Allied Health:*
- Medical Assistant*
- Medical Interpreting*
- Patient Care Technician*

Business Administration:
- Accounting Information
- Entrepreneurship
- Sport Management

Computer Information Technology:
- Administrative Support Specialist
- Cisco Systems CCNA (Fast Track)
- Computer Forensics (Fast Track)
- Computer Forensics
- Computer Support Specialist

- Cybersecurity (Fast Track)
- Cybersecurity
- Data Analytics
- Data Management (Fast Track)
- Database Support Specialist
- Excel Applications Support Specialist
- Health Information Networking
- Health Information Technology
- Medical Information Management Assistant
- Microsoft Applications Support Specialist
- Mobile App Starter: Apple Devices
- Network Technology and Administration
- PC Hardware Support Specialist

Computer Media Technology:
- Gaming/Computer Simulation in Entrepreneurship
- Web Development
- Web Development in Entrepreneurship

Computer Science:
- Android Mobile App
- Mobile App Starter Certificate Apple
- Object Oriented Computer Programming and Design

Culinary Arts:
- Culinary Arts
- Pastry Arts

Early Childhood Development:
- Early Childhood Development with Child Development Association Credential
- Early Childhood Development

Emergency Medical Studies
- Paramedic*

Energy and Sustainability Management
Fire Protection and Safety
Hotel and Restaurant:
- Hotel and Restaurant Management
- Meeting and Event Planning

Human Services:
- Professional Human Services Work

Medical Imaging:*
- Computed Tomography*
- Magnetic Resonance*
- Mammography*

Office and Information Management:
- Medical Information Management Assistant

Paralegal*
Pharmacy Technician*
Surgical Technology:
- Central Processing*
- Surgical Technology*

*Selective program with specific prerequisites and start terms. For updated information, please visit the College's website at bhcc.edu/selectiveprogram.

BHCC is fully accredited by the New England Commission of Higher Education.

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS, LISTED BY DEPARTMENT

PROGRAMS OF STUDY

Behavioral, Social Sciences & Global Learning

Behavioral Sciences

Psychology Concentration	AA	50
Sociology Concentration	AA	53

History and Social Sciences

History and Government Concentration	AA	56

Human Services

Human Services Program	AS	58
Professional Human Services Work Certificate Program	CT	60

Health Sciences

Allied Health

Medical Assistant Certificate Program*	CT	62
Medical Interpreting Certificate Program*	CT	64
Patient Care Technician Certificate Program*	CT	65

Emergency Studies

Paramedic Certificate Program	CT	67
Paramedic Studies Program	AS	69

Medical Imaging

Cardiac Sonography Option*	AS	72
Computed Tomography Certificate Program*	CT	75
General Sonography Option*	AS	76
Magnetic Resonance (MR) Certificate Program*	CT	79
Mammography Certificate Program*	CT	80
Medical Radiography Full-time Option*	AS	81
Medical Radiography Part-time Option*	AS	83

Nurse Education

Registered Nursing Program: Day/Alternative Options*	AS	85

Pharmacy Technology

Pharmacy Technician Certificate Program*	CT	87

Surgical Technology

Central Processing Certificate Program*	CT	88
Surgical Technology Certificate Program*	CT	89

Humanities and Learning Communities

Communication

Communication Concentration	AA	91

English

English Concentration	AA	93

Foreign Language

Foreign Language Concentration	AA	95

Liberal Arts

Liberal Arts	AA	97

Performing Arts

Music Concentration	AA	99
Theatre Concentration	AA	102

Professional Studies

Business Administration

Accounting Information Certificate Program	CT	104
Accounting Option	AS	105
Business Transfer Option	AA	107
Entrepreneurship Certificate Program	CT	109
Entrepreneurship Option	AS	110
Finance Option	AS	112
Management Option	AS	114
Sport Management Certificate Program	CT	116
Sport Management Option	AS	117

Computer Information Technology

Administrative Support Specialist	CT	119
Cisco Systems CCNA (Fast-Track) Certificate Program	CT	120
Computer Forensics (Fast-Track) Certificate Program	CT	121
Computer Forensics Certificate Program	CT	122
Computer Information Systems Concentration	AA	123
Computer Support Specialist Certificate Program	CT	125
Computer Support Specialist Option	AS	126
Cybersecurity (Fast-Track) Certificate Program	CT	128
Cybersecurity Certificate Program	CT	129
Cybersecurity Option	AS	130
Data Analytics Certificate Program	CT	132
Data Management (Fast-Track) Certificate Program	CT	133
Database Programming and Administration Option	AS	134
Database Support Specialist Certificate Program	CT	136
Digital and Computer Forensics and Investigations Option	AS	137
Electric Power Utility Technology Program*	AS	140
Excel Applications Support Specialist Certificate Program	CT	142
Gas Utility Technology Degree Option Program	AS	144
Health Information Networking Certificate Program	CT	146
Health Information Technology Certificate Program	CT	148
Information Technology Transfer Option	AS	149

Medical Information Management Assistant Certificate Program	CT	152
Medical Information Management Option	AS	153
Microsoft Applications Support Specialist Certificate Program	CT	155
Network Technology and Administration Certificate Program	CT	156
Network Technology and Administration Option	AS	157
PC Hardware Support Specialist Certificate Program	CT	159

Computer Media Technology

Gaming/Computer Artist Track Simulation Option	AS	160
Gaming/Computer Programming Track Simulation Option	AS	162
Gaming/Computer Simulation in Entrepreneurship	CT	164
Web Development Certificate	CT	165
Web Development in Entrepreneurship Certificate	CT	166
Web Development Option	AS	167

Criminal Justice and Public Safety

Criminal Justice Career Option	AS	169
Criminal Justice Transfer Option	AS	171
Fire Protection and Safety Certificate Program	CT	173
Fire Protection and Safety Program	AS	174

Early Childhood Education

Early Childhood Development Certificate Program	CT	176
Early Childhood Development Program	AS	178
Early Childhood Development with Child Development Associate Credential Certificate Program	CT	181
Education Concentration	AA	183

Hospitality

Baking and Pastry Arts Option	AS	185
Culinary Arts Certificate Program	CT	187
Culinary Arts Option	AS	188
Hotel and Restaurant Management Certificate Program	CT	190
Hotel/Restaurant Management Option	AS	191
Management of Assisted Living and Institutional Facilities	AS	193
Meeting and Event Planning Certificate Program	CT	195
Meeting and Event Planning Option	AS	196
Pastry Arts Certificate Program	CT	198

(continued on next page)

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS, LISTED BY DEPARTMENT

(continued from previous page)

Paralegal and Legal Studies		
Paralegal Studies Certificate Program*	CT	199
Paralegal Studies Program	AS	201
Visual and Media Arts		
Fine Arts Concentration	AA	203
Integrated Media Design Option	AS	205
Studio Arts Option	AS	207
Visual Design Option	AS	209
Science, Engineering and Mathematics		
Biology and Chemistry		
Biological Sciences: Medical Professions Option	AS	212
Biology Transfer Option	AS	215

Biomedical Engineering Option	AS	218
Biotechnology Option	AS	220
Chemical Science Concentration	AA	222
Computer Science		
Android Mobile App Certificate Program	CT	224
Computer Science Concentration	AA	225
Computer Science Transfer Option	AS	228
Mobile App Starter Certificate Apple	CT	231
Object Oriented Computer Programming and Design Certificate Program	CT	232

Engineering & Physical Sciences		
Electrical Engineering Transfer Option	AS	233
Energy and Sustainability Management Certificate Program	CT	235
Engineering Transfer Option	AS	237
Environmental Science	AS	239
Physics Concentration	AA	241
Mathematics		
Mathematics Concentration	AA	243
Medical Laboratory Technician		
Medical Laboratory Technician Program*	AS	245

■ Division **■ Department** **□ Certificate or Program**   **AA** Associate in Arts   **AS** Associate in Science   **CT** Certificate Program

*Selective program with specific prerequisites and start terms. For updated information, please visit the College's website at bhcc.edu/selectiveprogram.
Students enrolling in any A.A. degree program can earn World Studies Emphasis Certificatiom simultaneously.
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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:
All Language Courses any level: ARB Arabic, CHN Mandarin Chinese, FRE French, GER German, ITL Italian, JPN Japanese, POR Portuguese, RUS Russian, SPN Spanish
All Music Courses: MUS Music
All Philosophy Courses: PHL Philosophy
All Religion Courses: REL Religion
All Theater Courses: THE Theatre
All 200 level ENG Courses
All Film Courses: FLM Film
All History Courses: HIS History
Honors Seminar: HON-200 Honors
Selected Interdisciplinary Courses: INT-101 Introduction to Yoga Studies, INT-110 American Culture

All Literature Courses: LIT Literature
Selected Visual and Media Arts Courses: VMA-102 Visual Design: Composition and Color, VMA-103 Elements of Form, VMA-104 Drawing from Observation, VMA-106 Digital Imaging for Artists and Designers, VMA111 Introduction to Mass Media, VMA-112 Art History: Prehistoric to Medieval, VMA-113 Art History: Renaissance to Contemporary, VMA-122 Painting for General Education, VMA-123 Watercolor I, VMA-124 Printmaking I, VMA-161 Introduction to Digital Photography, VMA-207 Figure Drawing, VMA-227 Studio Portfolio
Lab Science Electives
PHY Physics
AST Astronomy
BIO Biology*
CHM Chemistry
ENV Environmental Science
Liberal Arts Electives
VMA Art
VMA Photography
FLM Film
HUM Humanities
LIT Literature

ENG English
FRE French
GER German
ITL Italian
MUS Music
POR Portuguese
SPN Spanish
THE Theatre
HIS 101
HIS 102
PHL Philosophy
HON Honors
MAT Mathematics
REL Religious Studies
Social Science Electives
ECO Economics
GOV Gov't/Politics
HIS History
PHL Philosophy
GEO Geography

* BIO111 does not qualify as a Lab Science Elective

Associate in Arts

Behavioral, Social Sciences & Global Learning - Behavioral Sciences

Psychology Concentration

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
LCS-101	Learning Community Seminar	3	⚑		
	or				
Elective	Natural & Physical Sciences OR Humanities & Fine Arts OR Behavioral & Social Sciences				

✎ LCS-101 satisfies the Learning Community Requirement

ENG-111	College Writing I	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

PSY-101	Principles of Psychology	3	⚑	🎓	ESL-098 or RDG-095 or placement.

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)

SOC-101	Principles of Sociology	3			ESL-098 or RDG-095 or placement.
MAT-181	Statistics	3	⚑	🎓	MAT-098 or MAT-097.

🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)

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		Credits	Milestone	GenEd	Prerequisites
PSY-235	Introduction to Behavioral Research	3	⚑		PSY-101.
ENG-112	College Writing II	3		🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

GenEd-E	General Education Elective	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	4	⚑	🎓	

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✎ Choose one course from the Scientific Work Program Menu

GenEd-CW	Creative Work	3		🎓	

🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)
✎ 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		Credits	Milestone	GenEd	Prerequisites
PSY-209	**Child Psychology**	3	⚑		PSY-101.
	or				
PSY-224	**Adolescent/Adult Development**				
Elective-1	**Psychology Elective**	3			

✎ Elective Options:
   PSY-201 Learning & Memory, PSY-203 Psychology of Personal Adjustment, PSY-215 Counseling, PSY-223 Personality, PSY-227 Abnormal Psychology, PSY-233 Introduction to Psychiatric Rehabilitation

Elective-2	**Humanities Elective**	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-3	**Liberal Arts Elective**	3			

✎ Choose one course from the Liberal Arts electives menu

Elective-4	**Lab Science Elective**	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.
- Human Growth and Development (PSY-213) 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		Credits	Milestone	GenEd	Prerequisites
Elective-1	**Psychology Elective**	3			

✎ Elective Options:
   PSY-201 Learning & Memory, PSY-203 Psychology of Personal Adjustment, PSY-215 Counseling, PSY-223 Personality, PSY-227 Abnormal Psychology, PSY-233 Introduction to Psychiatric Rehabilitation

PSY-219	**Social Psychology**	3	⚑		PSY-101.

✎ Capstone course

Elective-2	**Humanities Elective**	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-3	**Humanities Elective**	3			

✎ Choose one course from the Humanities electives

Elective-4	**Literature Elective**	3			Pre/co-requisite: ENG-111.

✎ 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

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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.

Associate in Arts

Behavioral, Social Sciences & Global Learning - Behavioral Sciences

Sociology Concentration

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
LCS-101 Elective	Learning Community Seminar or Natural & Physical Sciences OR Humanities & Fine Arts OR Behavioral & Social Sciences	3	⚑		
✎ LCS-101 satisfies the Learning Community Requirement					
SOC-101	Principles of Sociology	3	⚑	🎓	ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)					
PSY-101	Principles of Psychology	3			ESL-098 or RDG-095 or placement.
ENG-111	College Writing I	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
MAT-181	Statistics	3	⚑	🎓	MAT-098 or MAT-097 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)					
	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.
- 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		Credits	Milestone	GenEd	Prerequisites
SOC-109	Introduction to Cultural Anthropology	3	⚑		ESL-098 or RDG-095 or placement.
SOC-211	The Family	3	⚑		100 level introductory SOC or PSY course.
GenEd-SR	Scientific Reasoning	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	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	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
	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.

Sociology Concentration (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
Elective-1 Elective	3	⚑		
Elective-2 Behavioral Science Elective	3			
✎ Choose one PSY or SOC course				
Elective-3 Math Elective	3-4	⚑		
✎ Recommended: MAT-171 or MAT-172 or MAT-173				
GenEd-CW Creative Work	3		🎓	
👉 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
✎ Choose one course from Creative Work Menu				
Elective-4 Literature Elective	3			Pre/co-req ENG-111.
✎ 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	Credits	Milestone	GenEd	Prerequisites
SOC-203 Social Problems	3	⚑		SOC-101.
✎ Capstone Course				
SOC-227 Race and Ethnicity	3	⚑		SOC-101 or PSY-101 or SOC-109.
Elective-1 Lab Science Elective	4			
✎ Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course				
COM-171 Oral Communication	3			
Elective-2 Literature Elective	3			Pre/co-requisite: ENG-111.
✎ Choose one LIT course				

Total Credits: 16

Semester 4 Advising Note
- SOC-203 – ePortfolio to be completed and presented
- Apply for graduation

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 👉 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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 towards becoming civically engaged and lifelong learners.

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.

Associate in Arts

Behavioral, Social Sciences & Global Learning - History and Social Sciences

History and Government Concentration

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
LCS-101	Learning Community Seminar	3	🚩		
	or				
Elective	Elective				
✏️ LCS-101 Satisfies Learning Community Requirement					
ENG-111	College Writing I	3	🚩	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
HIS-151	US History: From Colonization to the Civil War	3			ESL-098 or RDG-095 and ENG-095 or placement.
GOV-101	Government and Politics in the U.S.	3	🚩	🎓	ESL-098 or RDG-095 and ESL-099 or ENG-090 or placement.
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Area 2 and Area 3)					
GenEd-QPS	Quantitative Problem Solving	3-4		🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)					
✏️ 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		Credits	Milestone	GenEd	Prerequisites
Elective-1	Foreign Language Elective	3			
✏️ This must be taken as a sequence to the course you will take in the next semester.					
ENG-112	College Writing II	3	🚩	🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
HIS-152	U.S. History: Reconstruction to Present	3			ESL-098 or RDG-095 and ENG-095 or placement.
Elective-2	Mathematics Elective	3			Choose one college level MAT course.
LIT-203	Literature in America I	3			Pre/co-requisite of ENG-111.
	or				
LIT-211	Masterpieces of World Literature I				
✏️ This must be taken as a sequence to the LIT course taken the next semester.					
	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

History and Government Concentration (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
Elective-1 Foreign Language Elective	3			

🖊 This must be taken as a sequence to the course taken the previous semester.

| **HIS-103** Ancient, Classical, and Medieval European History
or
HIS-111 History of the Pre-Modern World | 3 | | | ESL-098 or RDG-095 and ENG-095 or placement. |

🖊 This must be taken as a sequence to the HIS course taken the next semester.

| **LIT-204** Literature in America II
or
LIT-212 Masterpieces of World Literature II | 3 | | | Pre/co-requisite of ENG-111. |

🖊 This must be taken as a sequence to the course taken the previous semester.

| **GenEd-E** General Education Elective | 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 | 4 | | 🎓 | |

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
🖊 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	Credits	Milestone	GenEd	Prerequisites
Elective-1 Lab Science Elective	4			

🖊 Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course

| **HIS-102** History of Modern Europe in a Global Context
or
HIS-112 History of Modern World | 3 | | | ESL-098 or RDG-095 and ENG-095 or placement. |

🖊 This must be taken as a sequence to the course taken in previous semester.

| **GOV-103** State and Local Politics | 3 | | | ESL-098 or RDG-095 and ENG-095 or placement. |
| **GenEd-CW** Creative Work | 3 | | 🎓 | |

🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)
🖊 Choose one course from Creative Work Menu

| **Elective-2** Behavioral Science Elective | 3 | | | |

🖊 Choose one PSY or SOC course

Total Credits: 16

Semester 4 Advising Note
- Apply for graduation

🚩 Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
🔗 This course has pre/co- requisites. 🖊 Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
This concentration prepares students to transfer to four-year colleges or universities and provides a foundation for advanced studies for students who major in history or political science. Graduates of this concentration may qualify to transfer using benefits of MassTransfer to a four-year state college or University of Massachusetts campus.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Understand how societies change over time and the implications for today.
- Understand the social, political and economic developments of specific societies at specific moments in history.
- Use the critical thinking and writing skills developed in the classroom in a variety of academic and employment situations.

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.

Associate in Science

Behavioral, Social Sciences & Global Learning - Human Services

Human Services Program

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENG-111 College Writing I	3	⚑	☞	ENG-095 and ESL-098 or RDG-095 or placement.
☞ This course meets the General Education requirement for Academic Discourse.				
HSV-101 Introduction to Human Services with Field Practice	3	⚑		ESL-098 or RDG-095 and ENG-095 or placement.
GenEd-QPS Quantitative Problem Solving	3-4	⚑	☞	
☞ This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)				
LCS-101 Learning Community Seminar or **AHE-104** Understanding Human Behavior for Health Care Professionals	3	⚑	☞	
☞ This course satisfies Learning Communities Seminar requirement. ✎ See semester note				
PSY-101 Principles of Psychology	3	⚑	☞	ESL-098 or RDG-095.
☞ This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)				
✎ PSY-101 is a pre-requisite for several courses in the program.				

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	Credits	Milestone	GenEd	Prerequisites
ENG-112 College Writing II	3	⚑	☞	ENG-111.
☞ This course meets the General Education requirement for Academic Discourse.				
PSY-215 Counseling	3	⚑		PSY-101.
HSV-112 Addiction	3			PSY-101 and ESL-098 or RDG-095 and ENG-095 or placement.
PSY-224 Adolescent/Adult Development	3	⚑		PSY-101.
HSV-216 Pre-practicum Prep for Field Experience	3	⚑		ENG-112 and a minimum of 27 credits completed toward the AS in Human Services including at minimum a grade of C or better in HSV-101, HSV-112, PSY-215 and PSY-227 or permission of department chair.

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. Student must receive a C or better to move to HSV-220 in the subsequent semester.

Human Services Program (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
ECE-103 Child Growth and Development	3	⚑		ESL-098 or RDG-095 and ENG-095 or placement.

✎ 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.

HSV-214 Professional Ethics in Human Services	3			ENG-111, HSV-112 and PSY-215.
GenEd-CW Creative Work	3		🎓	

🎓 This course meets the General Education requirement for Creative Work.
✎ Choose a course from the Creative Work Menu

HSV-220 Practicum I in Human Services	3	⚑		Permission of department chairperson.

✎ HSV-220 requires that the student complete HSV-216 with a B or better. Class ONLY starts in the fall and is a two semester sequence (HSV 220-221). Students missing application and orientation process must wait until the next fall to move forward (deadline end of spring semester). A GPA of 2.25 or above is required as well as multiple other requirements for application and acceptance into placement. HSV Coordinator and Department Chair have further information.

HSV-218 Case Management	3			PSY-215 and ESL-098 or RDG-095 and ENG-095 or placement.
Total Credits:	*15*			

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
GenEd-E General Education Elective	3		🎓	

🎓 This course meets the General Education requirement for General Education Elective.
✎ Students may choose a course from: GEO-101, GOV-101 or REL-111

HSV-217 Issues in Human Services	3			HSV-101 and PSY-101 and PSY-215 and PSY-224.
GenEd-SR Scientific Reasoning	3		🎓	

🎓 This course meets the General Education requirement for Scientific Reasoning.
✎ Choose one course from Scientific Reasoning

HSV-221 Practicum II in Human Services	3	⚑		HSV-220.

✎ HSV-221 requires student to have completed HSV-220 in the fall semester with a passing grade and completed portfolio. Students without this requirement completed are not allowed to proceed to HSV-221 and must reapply for readmission to the HSV-220 class in the next fall after following Department procedures for readmission.

Elective Career Elective	3	⚑		

✎ Career Elective Options: PSY-233 Introduction to Psychiatric Rehabilitation, PSY-227 Abnormal Psychology, HSV-215 Substance Abuse Counseling

Total Credits:	*15*	

Semester 4 Advising Note
- Apply for graduation

⚑ Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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.

Professional Human Services Work Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ENG-111	College Writing I	3	🚩		ENG-095 and ESL-098 or RDG-095 or placement.
HSV-101	Introduction to Human Services with Field Practice	3	🚩		ESL-098 or RDG-095 and ENG-095 or placement.
PSY-101	Principles of Psychology	3	🚩		ESL-098 or RDG-095 or placement.
	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		Credits	Milestone	GenEd	Prerequisites
PSY-227	Abnormal Psychology	3			PSY-101.
PSY-215	Counseling	3	🚩		PSY-101.
HSV-112	Addiction	3	🚩		PSY-101 and ESL-098 or RDG-095 and ENG-095 or placement.

✎ HSV-112 is required prior to taking career elective HSV-215 in the final semester for those interested in substance abuse human service work.

| | Total Credits: | 9 | | | |

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
HSV-214	Professional Ethics in Human Services	3			ENG-111 and HSV-112 and PSY-215.
HSV-218	Case Management	3			PSY-215 and ENG-095 and ESL-098 or RDG-095 or placement.
Elective	Career Elective	3			

✎ Career Elective Options:
PSY-233 Introduction to Psychiatric Rehabilitation, HSV-215 Substance Abuse Counseling, AHE-104 Understanding Human Behavior

| | Total Credits: | 9 | | | |

Semester 3 Advising Note
- Career elective choices should fit students human service interests: PSY-233 Psych Rehabilitation for those interested in working with developmentally disable or in mental health care or HSV-215 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 PSH-233 or HSV-215.
- Apply for graduation

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

This certificate prepares students for direct service jobs in human services providing the delivery of services to participants in human service organizations.

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.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Certificate

Health Sciences - Allied Health

Medical Assistant Certificate Program

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	High School diploma or GED				
Session	Attend Mandatory information session				
ENG-095	Writing Skills II	3			

✏ Completion of ENG-095 or higher placement

<div align="right">Total Credits: 3</div>

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		Credits	Milestone	GenEd	Prerequisites
AHE-110	Principles of Clinical Practice	3	⚑		
AHE-112	Medical Assisting Skills	3	⚑		Co-requisite: AHE-110.
NHP-180	Medical Terminology	3	⚑		
AHE-104	Understanding Human Behavior for Health Care Professionals or	3	⚑		Prerequisites for PSY-213: PSY-101.
PSY-213	Human Growth and Development				
OIM-102	Medical Computer Applications or	3	⚑		Prerequisite for OIM-102: Chair approval. Prerequisite for CIT-110: ESL-098 or RDG-095
CIT-110	Applications/Concepts				or placement.

<div align="right">Total Credits: 15</div>

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		Credits	Milestone	GenEd	Prerequisites
AHE-201	Advanced Clinical Skills	3	⚑		AHE-111 or AHE-112.

✏ The pre-requisite for AHE-201 is AHE-112 for students in the Medical Assistant Certificate Program

AHE-205	Practicum Medical Assistant	3	⚑		AHE-112; co-requisite of AHE-201.
AHE-209	Practicum Seminar	1	⚑		Co-requisite: AHE-205.
OIM-170	Procedures for Medical Office	3	⚑		OIM-102 or Chair approval.
Elective	Elective	3			

✏ Choose one college-level course. Recommended: College Writing 1 (ENG-111); Principles of Sociology (SOC-101); Human Biology/Lab (BIO-108).

<div align="right">Total Credits: 13</div>

Semester 2 Advising Note

- Attend a resume writing workshop
- Participation in employer panel
- Review graduation requirements with Program Coordinator
- Submit graduation application online

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

§ This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

Medical Assistant Certificate Program (continued)

PROGRAM OVERVIEW

This program prepares students to function as members of a health care delivery team and to perform administrative and clinical duties. The program prepares students in Healthcare Provider CPR, EKG, and phlebotomy.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Certificate
Health Sciences - Allied Health

Medical Interpreting Certificate Program

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	High School Diploma or GED				
Session	Attend a Mandatory Information Session				
ENG-095	**Writing Skills II**	3			
✏ Completion of ENG-095 or placement into ENG-111 (College Writing I)					
ALTA	Meet level 9 of Language assessment testing				
	Total Credits:	*3*			

Admission Requirements Advising Note

- 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 *FALL*		Credits	Milestone	GenEd	Prerequisites
AHE-101	**Medical Interpreting I**	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
✏ A grade of B- or better required in this course for progression in the program.					
AHE-104	**Understanding Human Behavior for Health Care Professionals**	3	⚑		
NHP-180	**Medical Terminology**	3	⚑		
CIT-101	**Computer Essentials** or	3	⚑		Prerequisites for CIT-101: none.
CIT-110	**Applications/Concepts**				Prerequisites for CIT-110: ESL-098 or RDG-095. .
	Total Credits:	*12*			

Semester 1 Fall Advising Note

- AHE-101: Course requires 16 hours of clinical interpreting observation at a health care facility with a preceptor.

SEMESTER 2 *SPRING*		Credits	Milestone	GenEd	Prerequisites
AHE-102	**Medical Interpreting II**	2	⚑		AHE-101 with a grade of B- or better.
✏ Course includes 30 hours of active clinical interpreting.					
AHE-299	**Medical Interpreting Internship**	1	⚑		Co-req of AHE-102.
AHE-117	**Communication Skills for Health Care**	3	⚑		
	Total Credits:	*6*			

Semester 2 Spring Advising Note

- Medical Interpreting Skills Assessment.
- Review graduation requirements with Program Coordinator.
- Complete graduation application.

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

§ This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW
This program prepares students, through lectures and hospital-based clinical experience, to be medical interpreters in a variety of health care settings.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Take the certification examination offered by the National Board of Certification for Medical Interpreters.
- Assist the health care team by serving as a certified medical interpreter between the patient or the patient's family and the health care provider.

CAREER OUTLOOK
Graduates of this program qualify for employment in hospitals, clinics, chronic care facilities, and health maintenance organizations as medical interpreters.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Patient Care Technician Certificate Program

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	High School diploma or GED				
Session	Attend Mandatory information session				
ENG-095	Writing Skills II	3			

✏ Completion of ENG-095 or higher placement

	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		Credits	Milestone	GenEd	Prerequisites
AHE-110	Principles of Clinical Practice	3	⚐		
AHE-111	Patient Care Skills	3	⚐		Co-requisites: AHE-106 and AHE-110.
AHE-106	Nursing Assistant Practicum	1	⚐		Co-requisites:AHE-110and AHE-111.
AHE-104	Understanding Human Behavior for Health Care Professionals or	3	⚐		Prerequisite for PSY-213: PSY-101. .
PSY-213	Human Growth and Development				
NHP-180	Medical Terminology	3	⚐		
	Total Credits:	*13*			

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
AHE-201	Advanced Clinical Skills	3	⚐		AHE-111 or AHE-112.

✏ The pre-requisite for AHE-201 is AHE-111 for students in the Patient Care Technician Certificate Program

AHE-204	Practicum Patient Care	3	⚐		AHE-111; Co-requisite: AHE-201.
AHE-209	Practicum Seminar	1	⚐		Co-requisite: AHE-204.
OIM-102	Medical Computer Applications	3	⚐		Chair approval.

✏ CIT-110 Applications and Concepts can also satisfy the OIM-102 requirement

Elective	Elective	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

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

§ This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

This program prepares students to deliver direct patient care through classroom teaching, lab practice, and actual clinical experience in hospitals and long-term care facilities. The program prepares students for a variety of positions in the health care field.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Paramedic

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 Nicholas J. Cardellicchio, Program Director, Department of Emergency Medical Studies, Chelsea Campus, Room 313, Chelsea, MA 02150, (617) - 936-1973, njcardel@bhcc.mass.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/co-requisites: 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 9	89%
	First Attempt Practical 8	**100%**

Paramedic Certificate Program

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	High School diploma or GED				
Session	Attend mandatory information session				
License	Possess a valid driver's license				
EMT	Complete one year experience as an Emergency Medical Technician or equivalent				
CPR	Possess a current American Heart Association, Basic Life Support Health Care Provider Card				
ENG-111	College Writing I	3			ESL-098 or RDG-095 and ENG-095 or placement.
✏ Course must be completed with a C or better					
BIO-108	Human Biology/Lab	4			ENG095, RDG095, and MAT093.
✏ Course must be completed with a C or better					
	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 Offcer at 617-228-2193 or visit https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/

SEMESTER 1 *FALL*		Credits	Milestone	GenEd	Prerequisites
EMS-205	Principles of Paramedicine I	10	⚑		BIO-108 and ENG-111; Co-requisite: EMS-214.
✏ Course to be taken in the Fall					
EMS-214	Paramedic Clinical Rotation I	3	⚑		Co-requisite: EMS-205.
✏ Course to be taken in the Fall					
	Total Credits:	13			

SEMESTER 2 *SPRING*		Credits	Milestone	GenEd	Prerequisites
EMS-206	Principles of Paramedicine II	10	⚑		EMS-205 and EMS-214; Co-requisite: EMS-215.
✏ Course to be taken in Spring					
EMS-215	Paramedic Clinical Rotation II	3	⚑		EMS-205 and EMS-214; Co-requisite: EMS-206.
✏ Course to be taken in Spring					
	Total Credits:	13			

Semester 2 Spring Advising Note

- Successful completion of EMS-205 and EMS-214 with a grade of B- or better.

SEMESTER 3 *SUMMER*		Credits	Milestone	GenEd	Prerequisites
EMS-207	Principles of Paramedicine III	4	⚑		EMS-206 and EMS-215; Co-requisite: EMS-216.
✏ Course to be taken in Summer Session I					
EMS-216	Paramedic Clinical Rotation III	1	⚑		EMS-206 and EMS-215; Co-requisite: EMS-207.
✏ Course to be taken in Summer Session I					
	Total Credits:	5			

Semester 3 Summer Advising Note

- Successful completion of EMS-206 and EMS-215 with a grade of B- or better.

Paramedic Certificate Program (continued)

SEMESTER 4 *SUMMER*	Credits	Milestone	GenEd	Prerequisites
EMS-208 **Principles of Paramedicine IV**	4	🚩		EMS-207 and EMS-216; Co-requisite: EMS-217.
✏ Course to be taken in Summer Session II				
EMS-217 **Paramedic Clinical Rotation IV**	1	🚩		EMS-207 and EMS-216; Co-requisite: EMS-208.
✏ Course to be taken in Summer Session II				
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*	Credits	Milestone	GenEd	Prerequisites
EMS-218 **Paramedic Field Internship**	3	🚩		EMS-208 and EMS-217 and Chair approval.
✏ Course to be taken in the fall				
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

🚩 Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
𝒮 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW
This program prepares the student through lectures, laboratory activities, hospital based hands-on clinical experience and a field internship to evaluate, treat and care for patients experiencing medical emergencies or trauma. Paramedic students work under the direction of a nurse, nurse practitioner, physician, physician assistant and/or experienced Paramedics in a variety of health care settings such as acute care hospitals and on Advanced Life Support Paramedic Ambulances. The program begins in the fall semester with the didactic and clinical educational components correlated to provide reinforcement in the clinical setting of skills learned in the classroom.

ALL PARAMEDIC STUDENTS ARE REQUIRED TO:
undergo a physical examination; complete the necessary immunization forms, including, but not limited to the three (3) dose Hepatitis B immunization series, proof of immunity against measles, tetanus, mumps, rubella and chicken pox; current proof of freedom from tuberculosis, and any other immunization(s) that clinical or field sites require. Students will undergo and pass a drug screening analysis in order to be eligible for placement in a clinical facility or field internship as well as be required to undergo and pass random drug screening analysis as required by a clinical facility or field internship ambulance service.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Associate in Science

Health Sciences - Emergency Studies

Paramedic Studies Program

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	High School Diploma or GED				
Session	Attend a mandatory Information Session				
License	Possess a valid driver's license				
EMT	Complete one year experience as an Emergency Medical Technician or equivalent				
CPR	Possess a current American Heart Association, Basic Life Support Health Care Provider Card				
BIO-108	Human Biology/Lab	4	⚑	🎓	MAT093, RDG095, ENG095 or placement.

🎓 This course meets the General Education requirement for Scientific Reasoning.
✎ Completion of BIO 108, Human Biology/Lab

ENG-111	College Writing I	3	⚑	🎓	RDG-095 or ESL-098 and ENG-095 or placement.

🎓 This course meets the General Education requirement for Academic Discourse.
✎ Completion of ENG 111, College Writing I

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		Credits	Milestone	GenEd	Prerequisites
EMS-205	Principles of Paramedicine I	10	⚑		Co-requisite: EMS-214.

✎ Course to be taken in the Fall

EMS-214	Paramedic Clinical Rotation I	3	⚑		Co-requisite: EMS-205.

✎ Course to be taken in the Fall

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		Credits	Milestone	GenEd	Prerequisites
EMS-206	Principles of Paramedicine II	10	⚑		EMS-205; Co-requisite: EMS-215.

✎ Course to be taken in Spring

EMS-215	Paramedic Clinical Rotation II	3	⚑		EMS-205; Co-requisite: EMS-206.

✎ Course to be taken in Spring

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		Credits	Milestone	GenEd	Prerequisites
EMS-207	Principles of Paramedicine III	4	⚑		EMS-206; Co-requisite: EMS-216.

✎ Course to be taken in Summer Session I

EMS-216	Paramedic Clinical Rotation III	1	⚑		EMS-215; Co-requisite:EMS-207.

✎ Course to be taken in Summer Session I

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	Credits	Milestone	GenEd	Prerequisites
EMS-208 Principles of Paramedicine IV	4	⚑		EMS-207; Co-requisite: EMS-217.
✎ Course to be taken in Summer Session II				
EMS-217 Paramedic Clinical Rotation IV	1	⚑		EMS-216; Co-requisite: EMS-208.
✎ Course to be taken in Summer Session II				
	Total Credits:	5		

Semester 4 Advising Note
- Successful completion of EMS-208 and EMS-217 with a grade of B- or higher is required to advance in the program.

SEMESTER 5	Credits	Milestone	GenEd	Prerequisites
EMS-218 Paramedic Field Internship	3	⚑		EMS-208 and EMS-217.
	Total Credits:	3		

SEMESTER 6	Credits	Milestone	GenEd	Prerequisites
ENG-112 College Writing II	3	⚑	🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
PSY-101 Principles of Psychology	3	⚑	🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)				
GenEd-E General Education Elective	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	3-4	⚑	🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)				
GenEd-CW Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6) ✎ Choose one course from Creative Work Menu				
	Total Credits:	15-16		

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

🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

This program prepares the student through lectures, laboratory activities, hospital based hands-on clinical experience and a field internship to evaluate, treat and care for patients experiencing medical emergencies or trauma. Paramedic students work under the direction of a nurse, nurse practitioner, physician, physician assistant and/or experienced Paramedics in a variety of health care settings such as acute care hospitals and on Advanced Life Support Paramedic Ambulances. The program begins in the fall semester with the didactic and clinical educational components correlated to provide reinforcement in the clinical setting of skills learned in the classroom.

All paramedic students are required to: undergo a physical examination; complete the necessary immunization forms, including, but not limited to the three (3) dose Hepatitis B immunization series, proof of immunity against measles, tetanus, mumps, rubella and chicken pox; current proof of freedom from tuberculosis, and any other immunization(s) that clinical or field sites require. Students will undergo and pass a drug screening analysis in order to be eligible for placement in a clinical facility or field internship as well as be required to undergo and pass random drug screening analysis as required by a clinical facility or field internship ambulance service.

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 require.

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.

Associate in Science Degree: Medical Imaging Program

The Medical Imaging Program prepares students in four different Associate in Science Degree options:

Full-time Cardiac Sonography Option – 24 months. p. 72

Full-time General Sonography Option – 24 months. p. 76

Full-time Medical Radiography Option – 21 months. p. 81

Part-time Medical Radiography Option – 35 months. p. 83

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 non-core 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 (ENG111) 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, MIG111, Imaging Technology I (web-based), will be offered in the summer prior to the start of the program.

Health Sciences - Medical Imaging

Cardiac Sonography Option

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	High School diploma or GED				
Session	Attend a mandatory information session				
ENG-111	**College Writing I**	3		🎓	

🎓 This course meets the General Education requirement for Academic Discourse.
✏ Completion of ENG 111, College Writing I

BIO-203	**Anatomy and Physiology/Lab I**	4			

✏ Completion of BIO 203, Anatomy and Physiology I/Lab

Math	Completion of any 3 credit College Algebra or Statistics course				
TEAS	Complete the Test of Essential Academic Skills (TEAS) Allied Health				

Total Credits: 7

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 five 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		Credits	Milestone	GenEd	Prerequisites
MIG-111 **PHY-201**	**Imaging Technology I** or **General Physics/Lab**	3-4	🚩		Prerequisite for MIG-111: Acceptance into the program. Prerequisite for PHY-201: MAT-197 or placement.

✏ 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.

Total Credits: 3-4

SEMESTER 1 *FALL*		Credits	Milestone	GenEd	Prerequisites
MIG-101	**Introduction to Ultrasound**	2	🚩		Acceptance into the Cardiac Sonography program.
MIG-109	**Patient Care in Medical Imaging**	4	🚩		Co-requisite of MIG-101.
MIG-105	**Ultrasound Physics and Instrumentation**	3	🚩		Acceptance into the Cardiac Sonography program.
BIO-204	**Anatomy and Physiology/Lab II**	4	🚩		BIO-203.
MIG-106	**Introduction to Cardiac Scanning**	2			Acceptance to Cardiac Sonography Program; Co-requisite: MIG-101.

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*		Credits	Milestone	GenEd	Prerequisites
MIG-112	Echo 1	3	⚑		MIG-101.
MIG-115	Interpretation I	4	⚑		MIG-109.
ENG-112	College Writing II	3		☛	ENG-111.

☛ This course meets the General Education requirement for Research Writing (Formerly Area 1)

✎ Suggested semester course

Total Credits: 10

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*		Credits	Milestone	GenEd	Prerequisites
MIG-205	Vascular Ultrasound	3	⚑		Co-requisite of MIG-119.
✎ To be taken during the Summer I Session					
MIG-119	Echo II	3	⚑		MIG-112.
✎ To be taken during the Summer I Session					
SOC-101	Principles of Sociology	3		☛	RDG-095 or ESL-098 or placement.
☛ This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)					
✎ To be taken during Summer Session II					
MIG-203	Interpretation II	3	⚑		MIG-115.
✎ To be taken during Summer Session II					

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*		Credits	Milestone	GenEd	Prerequisites
MIG-201	Echo III	4	⚑		MIG-119.
MIG-207	Ultrasound Physics and Instrumentation for the Cardiac Sonographer	2	⚑		MIG-105 and MIG-119.
MIG-211	Cardiac Sonography Clinical I	3	⚑		MIG-119 and co-requisite of MIG-201.

✎ Cardiac Sonography Clinical I is three (3) eight hour days/week.

Total Credits: 9

SEMESTER 5 *SPRING*		Credits	Milestone	GenEd	Prerequisites
MIG-213	Cardiac Sonography Clinical II	4	⚑		MIG-211 and co-requisite of MIG-215.
✎ Cardiac Sonography Clinical II is four (4) eight hour days/week.					
MIG-215	Echo IV/Interpretation	4	⚑		MIG-203.
MIG-216	Advanced Interpretation Seminar	2	⚑		MIG-211 and MIG-203 and co-requisite of MIG-215.
CIT-110	Applications/Concepts	3			ESL-098 or RDG-095 or placement.

Total Credits: 13

Semester 5 Spring Advising Note

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

SEMESTER 6 *SUMMER*		Credits	Milestone	GenEd	Prerequisites
MIG-217	Cardiac Sonography Clinical III	4	⚑		MIG-213.

✎ Cardiac Sonography Clinical III is 40 hours per week or five (5) eight hour days per week.

Total Credits: 4

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

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

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.

Certificate

Health Sciences - Medical Imaging

Computed Tomography Certificate Program

ADMISSION REQUIREMENTS	
Card	Submit copy of current ARRT or NMTCB card
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 CT 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*		Credits	Milestone	GenEd	Prerequisites
CTC-111	**Computer Tomography I**	3	⚑		Acceptance into the Computed Tomography Program.

✏ This course has a Fall Semester start date.

		Total Credits:	*3*

SEMESTER 2 *SPRING*		Credits	Milestone	GenEd	Prerequisites
CTC-211	**Computed Tomography II**	3	⚑		CTC-111 and pre/co-requisite CTC-299.

✏ This course has a Spring Semester start date.

CTC-299	**Computed Tomography Internship**	3	⚑		Chair approval. Pre/co-requisite: CTC-211.

✏ This course has a Spring Semester start date.

		Total Credits:	*6*

Semester 2 Spring Advising Note

- Apply online for graduation.

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

§ This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

This certificate helps to prepare students for the American Registry of Radiologic Technologists' (ARRT) post-primary registry examination in CT, as well as for entry-level CT positions. It is intended for ARRT or Nuclear Medicine Technologist Certification Board (NMTCB) registered imaging professionals.

This Computed Tomography Certificate Program is designed for experienced medical imaging professionals seeking to enter the field of computed tomography. The didactic and clinical content is structured to meet the content requirements of the American Registry of Radiologic Technologists

(ARRT) Post-primary Examination in CT, and will help professionals prepare for the examination. Didactic courses are delivered online in an interactive format to accommodate the working adult student. Students are responsible for finding a host hospital in which to complete the 100 hour clinical internship in which relevant skills will be reinforced. Students must earn a numerical grade of 80 or higher in all courses. Failure to meet internship objectives or failure to obtain a numerical course grade of 80 or better constitutes failure in that course. Students may apply for readmission to the program one time.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

- Demonstrate competence in the essential aspects of computed tomography at the entry-level.
- Understand the importance of life-long continuing education in the field of computed tomography.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Associate in Science

Health Sciences - Medical Imaging

General Sonography Option

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	High School diploma or GED				
Session	Attend a mandatory Information session				
ENG-111	**College Writing I**	3			
✎ Completion of ENG 111, College Writing I					
BIO-203	**Anatomy and Physiology/Lab I**	4	🚩		
✎ Completion of BIO 203, Anatomy and Physiology I/Lab					
Math	Completion of any 3 credit College Algebra or Statistics course				
TEAS	Complete the Test of Essential Academic Skills (TEAS) Allied Health				
	Total Credits:	*7*			

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 five 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		Credits	Milestone	GenEd	Prerequisites
MIG-111	**Imaging Technology I** or	3	🚩		Prerequisite for MIG-111: Acceptance into the program. Prerequisite for PHY-201: MAT-197 or placement.
PHY-201	**General Physics/Lab**				

✎ 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.

	Total Credits:	*3*			

SEMESTER 1 *FALL*		Credits	Milestone	GenEd	Prerequisites
MIG-101	**Introduction to Ultrasound**	2	🚩		Acceptance into the Sonography program.
MIG-109	**Patient Care in Medical Imaging**	4	🚩		Co-requisite: MIG-101.
MIG-105	**Ultrasound Physics and Instrumentation**	3	🚩		Acceptance into the Sonography program.
BIO-204	**Anatomy and Physiology/Lab II**	4	🚩		BIO-203.
SON-113	**Cross-Sectional Anatomy**	4	🚩		Co-Requisite: BIO-204.
	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.

General Sonography Option (continued)

SEMESTER 2 *SPRING*	Credits	Milestone	GenEd	Prerequisites
SON-115 Abdominal Ultrasound	3	⚑		SON-113 and co-requisite of SON-121.
CIT-110 Applications/Concepts	3			ESL-098 or RDG-095 or placement.
✎ CIT-110 may be taken in a different semester but must be successfully completed with a grade of C or better by the Spring of Year 2 to graduate on time.				
SON-117 Ultrasound Scanning protocols and Pathology	4	⚑		SON-113 and co-requisite of SON-121.
SON-119 Subspecialty Sonography and Neurosonography	3	⚑		SON-113 and co-requisite of SON-121.
SON-121 General Sonography Clinical I	3	⚑		SON-113 and co-requisite SON-115 and SON-117 and SON-119.
Total Credits:	16			

SEMESTER 3 *SUMMER*	Credits	Milestone	GenEd	Prerequisites
MIG-205 Vascular Ultrasound	3	⚑		Co-requisite:SON-123.
✎ To be taken during the Summer I Session				
SON-123 General Sonography Clinical II	3	⚑		SON-121 and co-requisite of MIG-205.
✎ To be taken during Summer Session I				
Total Credits:	6			

SEMESTER 4 *FALL*	Credits	Milestone	GenEd	Prerequisites
ENG-112 College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
✎ ENG-112 may be taken in any semester but must be completed by Spring of year 2 to graduate on time.				
SON-213 Ultrasound Physics and Instrumentation for the General Sonographer	2	⚑		MIG-105 and co-requisite of SON-223.
SON-215 Advanced General Sonography Seminar I	2	⚑		SON-115 and co-requisite of SON-223.
SON-219 Obstetrical/Gynecological	3	⚑		SON-123 and co-requisite of SON-223.
SON-223 General Sonography Clinical III	3	⚑		SON-123 and co-requisites of SON-219and SON-213 and SON-215.
Total Credits:	13			

SEMESTER 5 *SPRING*	Credits	Milestone	GenEd	Prerequisites
SOC-101 Principles of Sociology	3		🎓	RDG-095 or ESL-098 or placement.
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)				
✎ SOC-101 may be taken in any semester but must be completed by Spring of year 2 to graduate on time				
SON-217 Advanced General Sonography Seminar II	2	⚑		SON-215 and co-requisite of SON-225.
SON-221 Obstetrical/Gynecological Sonography II	3	⚑		SON-219 and co-requisite of SON-225.
SON-225 General Sonography Clinical IV	3	⚑		SON-223 and co-requisites of SON-217 and SON-221.
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*	Credits	Milestone	GenEd	Prerequisites
SON-227 General Sonography Clinical V	3	⚑		SON-225.
Total Credits:	3			

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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.

Magnetic Resonance (MR) Certificate Program

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*	Credits	Milestone	GenEd	Prerequisites
MRC-111 **MR Concepts I**	3	🚩		Acceptance into the MR program.
Total Credits:	*3*			

SEMESTER 2 *SPRING*	Credits	Milestone	GenEd	Prerequisites
MRC-211 **MR Concepts II**	3	🚩		MRC-111 and co-requisite of MRC-299.
✏ This course has a Spring semester start date				
MRC-299 **MR Clinical Internship**	3	🚩		Department Chair Approval; pre/co-requisite of MRC-211.
✏ This course has a spring semester start date				
Total Credits:	*6*			

Semester 2 Spring Advising Note

- Apply for graduation

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

🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

- This certificate helps to prepare students for the American Registry of Radiologic Technologists' (ARRT) Post-primary Registry Examination in Magnetic Resonance, as well as for entry level MR positions. It is intended for ARRT registered imaging professionals.
- This Magnetic Resonance (MR) Certificate Program is designed for experienced medical imaging professionals seeking to enter the field of MR imaging. The didactic and clinical content is structured to meet the content requirements of the American Registry of Radiologic Technologists (ARRT) Post-primary Examination in MR, and will help professionals prepare for the examination. Didactic courses are delivered online in an interactive format to accommodate the working adult student. Students are responsible for finding a host hospital in which to complete the 100 hour clinical internship in which relevant skills will be reinforced. Students must earn a numerical grade of 80 or higher in all courses. Failure to meet internship objectives or failure to obtain a numerical course grade of 80 or better constitutes failure in that course. Students may apply for readmission to the program one time.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Certificate

Health Sciences - Medical Imaging

Mammography Certificate Program

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 mammography 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*		Credits	Milestone	GenEd	Prerequisites
MAC-111	**Mammography Principles I**	3	⚑		Acceptance into the Mammography program.
	Total Credits:	*3*			

SEMESTER 2 *SPRING*		Credits	Milestone	GenEd	Prerequisites
MAC-211	**Mammography Principles II**	3	⚑		MAC-111; co-requisite MAC-299.
MAC-299	**Mammography Clinical Internship**	3	⚑		Chair approval; pre/co-requisite MAC-211.
	Total Credits:	*6*			

Semester 2 Spring Advising Note	

- Apply for graduation

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

𝒮 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

- This certificate helps to prepare students for the American Registry of Radiologic Technologists' (ARRT) Post-primary Registry Examination in Mammography, as well as for entry-level Mammography positions. It is intended for ARRT registered imaging professionals.
- This Mammography Certificate Program is designed for experienced medical imaging professionals seeking to enter the field of mammography. The didactic and clinical content is structured to meet the content requirements of the American Registry of Radiologic Technologists (ARRT) Post-primary Examination in Mammography, and will help professionals prepare for the examination. Didactic courses are delivered online in an interactive format to accommodate the working adult student.

- Students are responsible for finding a host hospital in which to complete the 100 hour clinical internship in which relevant skills will be reinforced. Students must earn a numerical grade of 80 or higher in all courses. Failure to meet internship objectives or failure to obtain a numerical course grade of 80 or better constitutes failure in that course. Students may apply for readmission to the program one time.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

- Demonstrate competence in the essential aspects of Mammographic imaging at the entry-level.
- Understand the importance of life-long continuing education in the field of Mammographic 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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Medical Radiography Full-time Option

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	High School diploma or GED				
Session	Attend a mandatory Information session				
ENG-111	College Writing I	3			
✎ Course must be completed with a C or better					
BIO-203	Anatomy and Physiology/Lab I	4			
✎ Course must be completed with a C or better					
Math	Completion of any 3 credit College Algebra or Statistics course				
TEAS	Complete the Test of Essential Academic Skills (TEAS) Allied Health				
	Total Credits:	7			

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 five 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*		Credits	Milestone	GenEd	Prerequisites
MIG-107	Introduction to Medical Radiography	2	⚑		Acceptance to Medical Radiography program.
MIG-109	Patient Care in Medical Imaging	4	⚑		Co-requisite: MIG-107.
MIG-122	Positioning I	3	⚑		Co-requisite: MIG-124F.
MIG-124F	FT Medical Radiography Clinical I	2	⚑		Co-requisite: MIG-122.
	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*		Credits	Milestone	GenEd	Prerequisites
BIO-204	Anatomy and Physiology/Lab II	4	⚑		BIO-203.
MIG-120	Radiologic Imaging I	3	⚑		MIG-107.
MIG-111	Imaging Technology I	3	⚑		MAT-097 or placement.
MIG-126	Positioning II	3	⚑		MIG-122 and co-requisite of MIG-128F.
MIG-128F	FT Medical Radiography Clinical II	2	⚑		MIG-124F.
	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.

Medical Radiography Full-time Option (continued)

SEMESTER 3 *SUMMER*	Credits	Milestone	GenEd	Prerequisites
MIG-222F FT Medical Radiography Clinical III	3	⚑		MIG-128F.
SOC-101 Principles of Sociology	3		🎓	RDG-095 or ESL-098 or placement.

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)
✎ To be taken during Summer Session II

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*	Credits	Milestone	GenEd	Prerequisites
MIG-220 Positioning III	2	⚑		MIG-126.
MIG-228F FT Medical Radiography Clinical IV	3	⚑		MIG-222F.
MIG-224 Radiologic Technology II	3	⚑		MIG-111.
MIG-226 Radiologic Imaging II	3	⚑		MIG-120.
MIG-227 Pharmacology of Radiology	1	⚑		MIG-109 and BIO-204.
ENG-112 College Writing II	3		🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

Total Credits: 15

SEMESTER 5 *SPRING*	Credits	Milestone	GenEd	Prerequisites
MIG-230 Radiation Protection	3	⚑		MIG-226.
MIG-236F FT Medical Radiography Clinical V	3	⚑		MIG-228F.
MIG-234 CT/Cross Sectional Anatomy	2	⚑		BIO-204.
CIT-110 Applications/Concepts	3			ESL-098 or RDG-095 or placement.
MIG-238 Advanced Medical Radiography Seminar	2	⚑		MIG-224 and MIG-226.

Total Credits: 13

Semester 5 Spring Advising Note
- *Note: MIG-234 is a web-based course.

⚑ Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
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.

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.

Medical Radiography Part-time Option

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	High School diploma or GED				
Session	Attend a mandatory Information session				
ENG-111	**College Writing I**	3			
✏ Completion of ENG 111, College Writing I					
BIO-203	**Anatomy and Physiology/Lab I**	4			
✏ Completion of BIO 203, Anatomy and Physiology I/Lab					
Math	Completion of any 3 credit College Algebra or Statistics course				
TEAS	Complete the Test of Essential Academic Skills (TEAS) Allied Health				
	Total Credits:	7			

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 five 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*		Credits	Milestone	GenEd	Prerequisites
MIG-109	**Patient Care in Medical Imaging**	4	⚑		Co-requisite: MIG-107.
MIG-107	**Introduction to Medical Radiography**	4	⚑		Acceptance to Medical Radiography program.
	Total Credits:	8			

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*		Credits	Milestone	GenEd	Prerequisites
MIG-111	**Imaging Technology I**	3	⚑		MAT-097 or placement.
MIG-120	**Radiologic Imaging I**	3	⚑		MIG-107.
ENG-112	**College Writing II**	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
	Total Credits:	9			

SEMESTER 3 *SUMMER*		Credits	Milestone	GenEd	Prerequisites
MIG-224	**Radiologic Technology II**	3	⚑		MIG-111.
SOC-101	**Principles of Sociology**	3		🎓	RDG-095 or ESL-098 or placement.
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)					
CIT-110	**Applications/Concepts**	3			ESL-098 or RDG-095 or placement.
	Total Credits:	9			

PROGRAMS OF STUDY

SEMESTER 4 *FALL*		Credits	Milestone	GenEd	Prerequisites
MIG-226	Radiologic Imaging II	3	⚑		MIG-120.
MIG-230	Radiation Protection	3	⚑		Co-requisite: MIG-226.
	Total Credits:	6			

SEMESTER 5 *SPRING*		Credits	Milestone	GenEd	Prerequisites
MIG-122	Positioning I	3	⚑		Co-requisite: MIG-124P.
MIG-124P	PT Medical Radiography Clinical I	1	⚑		
BIO-204	Anatomy and Physiology/Lab II	4	⚑		BIO-203.
	Total Credits:	8			

Semester 5 Spring Advising Note
- All didactic courses and clinical are held in the evenings this semester.

SEMESTER 6 *SUMMER*		Credits	Milestone	GenEd	Prerequisites
MIG-126	Positioning II	3	⚑		MIG-122; co-requisite of MIG-128P.
MIG-128P	PT Medical Radiography Clinical II	1			MIG-124P.
MIG-227	Pharmacology of Radiology	1	⚑		MIG-109 and BIO-204.
	Total Credits:	5			

Semester 6 Summer Advising Note
- All didactic courses and clinical are held in the evening this semester.

SEMESTER 7 *FALL*		Credits	Milestone	GenEd	Prerequisites
MIG-220	Positioning III	2	⚑		MIG-126.

✎ Clinical internship held during evening hours.

		Credits	Milestone	GenEd	Prerequisites
MIG-222P	PT Medical Radiography Clinical III	1	⚑		MIG-128P.

✎ Clinical internship held during evening hours.

		Credits	Milestone	GenEd	Prerequisites
MIG-234	CT/Cross Sectional Anatomy	2	⚑		BIO-204.

✎ This is an online course. Students will need access to a personal computer with internet capability for this course.

| | *Total Credits:* | 5 | | | |

SEMESTER 8 *SPRING*		Credits	Milestone	GenEd	Prerequisites
MIG-228P	PT Medical Radiography Clinical IV	5	⚑		MIG-222P.

✎ This is a daytime clinical rotation. Students need to be available Monday – Friday for a total of 35 hours per week and have one evening didactic course.

		Credits	Milestone	GenEd	Prerequisites
MIG-238	Advanced Medical Radiography Seminar	2	⚑		MIG-224 and MIG-226.
	Total Credits:	7			

SEMESTER 9 *SUMMER*		Credits	Milestone	GenEd	Prerequisites
MIG-236P	PT Medical Radiography Clinical V	5	⚑		MIG-228P.

✎ Daytime Clinical Course. Students need to be available Monday- Friday for 40 hours per week.

| | *Total Credits:* | 5 | | | |

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

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

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.

Associate in Science

Health Sciences - Nurse Education

Registered Nursing Program: Day/Alternative Options

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	High School diploma or GED				
Session	Attend mandatory information session				
TEAS	Complete the ATI Test of Essential Academic Skills (TEAS) Nursing				
ENG-111	**College Writing I**	3	⚑	🎓	RDG-095 or ESL-098 and ENG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
BIO-203	**Anatomy and Physiology/Lab I**	4	⚑		BIO-105 or BIO-108 or BIO-195.
CHM	**Chemistry**	4	⚑		
✏ One year of high school chemistry with lab or one semester of college chemistry with lab with a grade of C or better					
MAT-097	**Fundamentals of Algebra**	3	⚑		MAT-093 or placement.
	Total Credits:	14			

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 five (5) 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/

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
NUR-120	**Fundamentals of Patient-Centered Care**	10	⚑		BIO-203 and ENG-111.
BIO-204	**Anatomy and Physiology/Lab II**	4	⚑		BIO-203.
PSY-101	**Principles of Psychology**	3		🎓	ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for General Education Elective.					
	Total Credits:	17			

Semester 1 Advising Note

- General Education Requirements Creative Work and Scientific Reasoning satisfied by program.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
NUR-150	**Patient-Centered Care of the Adult and Mental Health Concepts**	10	⚑		BIO-204 and NUR-120.
BIO-205	**Microbiology/ Lab**	4	⚑		BIO-195 or BIO-203.
PSY-213	**Human Growth and Development**	3			PSY-101.
	Total Credits:	17			

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
NUR-220	**Patient-Centered Care of Adults and Families**	10	⚑		BIO-205and PSY-213 and NUR-150.
SOC-101	**Principles of Sociology**	3		🎓	ESL-098 or RDG-095.
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)					
ENG-112	**College Writing II**	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
	Total Credits:	16			

Registered Nursing Program: Day/Alternative Options (continued)

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
NUR-250 Patient-Centered Care of Adults with Multisystem Disorders and Transition to Practice	9	⚑		NUR-220.
GenEd-QPS Quantitative Problem Solving	3-4		🎓	MAT-097 or MAT-098 or placement.

🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)
✎ Choose one MAT course from Quantitative Problem Solving Menu.

Total Credits: 12-13

⚑ Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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 five 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.

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.

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**

Pharmacy Technician Certificate Program

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	Possess a High School Diploma or GED				
Session	Attend a mandatory Information session				
ENG-095	**Writing Skills II**	3			

✏ Completion of ENG-095 or higher placement

Total Credits: *3*

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
PMT-111	**Pharmacy Practice for Pharmacy Technicians I**	4	⚑		ENG-095 or placement.
PMT-112	**Pharmacy Practice for Pharmacy Technicians II**	4	⚑		PMT-111.
PMT-113	**Pharmacy Practice for Pharmacy Technicians III**	4	⚑		PMT-112.
PMT-299	**Practicum and Seminar for Pharmacy Technicians**	4	⚑		ENG-095 or placement.

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.

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

🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

Through classroom teaching and practical experience in one or more pharmacy settings, the student will be prepared to work in teams supervised by a pharmacist to prepare prescriptions; provide customer service and perform inventory control, record keeping and the packaging of drugs. Courses in this 16-credit program include the following topics: Pharmacy Operations, Pharmaceutical Calculations, Pharmacology and Pharmacy Law. Students also participate in a 150 hour Internship in a pharmacy. This certificate program is designed to be completed in one semester.

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 more than 20 percent by 2022.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Certificate

Health Sciences - Surgical Technology

Central Processing Certificate Program

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	High School diploma or GED				
Session	Attend mandatory information session				
Test	Complete the College Placement Test				
ENG-090	Writing Skills I	3			
✎ Complete ENG-090 or higher placement					
	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		Credits	Milestone	GenEd	Prerequisites
SGT-109	Central Processing I	2	⚑		
SGT-109A	Central Processing I Clinical	2	⚑		
NHP-180	Medical Terminology	3	⚑		
CIT-110	Applications/Concepts	3			ESL-098 or RDG-095 or placement.
	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		Credits	Milestone	GenEd	Prerequisites
SGT-110	Central Processing II	2	⚑		SGT-109 and SGT-109A and ENG-090 and RDG-090 and MAT-093 or placement.
SGT-110A	Central Processing II Clinical	2	⚑		SGT-109 and SGT-109A.
SGT-111	Central Processing Clinical	2	⚑		SGT-109 and SGT-109A.
✎ Students working in Central Processing can apply for Prior Learning Assessment credits.					
AHE-117	Communication Skills for Health Care	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

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

This evening program prepares working students to enter this expanding field as Certified Central Processing Technicians. The program prepares students to assume leadership roles within the profession, through a blend of clinical skills and business concepts. The program prepares students in computer competency, health care communication skills, medical terminology, central processing functions, central processing skills and regulations.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Health Sciences - Surgical Technology

Surgical Technology Certificate Program

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	High School diploma or GED				
Session	Attend Mandatory information session				
Test	Take College Placement Test				
ENG-095	**Writing Skills II**	3			
✏ Complete ENG-095 or higher placement					
MAT-093	**Foundations of Mathematics**	3			
✏ Complete MAT-093 or higher placement					
	Total Credits:	6			

Admission Requirements Advising Note

- To be a competitive candidate it is recommend that applicants complete with a grade C or higher ENG-111 – College Writing I, PSY-101 – Principles of Psychology, BIO-108 – Human Biology w/lab or BIO-203 & BIO-204 – Anatomy & physiology I & II w/lab prior to applying.
- 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*		Credits	Milestone	GenEd	Prerequisites
SGT-105	**Surgical Technology I**	5	⚑		Acceptance in the Surgical Technology program and pre/co-requisite of NHP-180.
NHP-180	**Medical Terminology**	3	⚑		
SGT-115	**Asepsis for Surgical Technology**	2	⚑		Acceptance into the Surgical Technology program.
PMT-103	**Pharmacology for the Surgical Technologist I**	1	⚑		Acceptance into the Surgical Technology program.
BIO-108	**Human Biology/Lab**	4	⚑		ENG-095 and MAT-093 and ESL-098 or RDG-095 or placement.
PSY-101	**Principles of Psychology**	3	⚑		ESL098 or RDG095 or placement.
	Total Credits:	18			

Semester 1 Fall Advising Note

- The Surgical Technology Program has a Fall semester start date.
- Students must earn a grade of B- or better in all Surgical Technology (SGT) courses for progression in the program.

SEMESTER 2 *SPRING*		Credits	Milestone	GenEd	Prerequisites
SGT-106	**Surgical Technology II**	8	⚑		BIO-108 and SGT-105.
PMT-105	**Pharmacology for the Surgical Technologist II**	1	⚑		PMT-103.
PSY-213	**Human Growth and Development**	3			PSY-101.
ENG-111	**College Writing I**	3			ENG095 and ESL098 or RDG095 or placement.
	Total Credits:	15			

Semester 2 Spring Advising Note

- Students must earn a grade of B- or better in all Surgical Technology (SGT) courses for progression in the program.

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
SGT-107	Surgical Technology III	3	⚑		SGT-106 and PMT-105 and PSY-213.
SGT-116	Surgical Seminar	4	⚑		SGT-106 and PSY-213.
	Total Credits:	7			

Semester 3 Advising Note

- Students must earn a grade of B- or better in all Surgical Technology (SGT) courses for progression in the program.
- Apply for graduation.

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

𝒮 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☞ This course satisfies General Education requirement.

PROGRAM OVERVIEW

Through classroom teaching, lab observation and practice, and clinical experience, this full-time, 11-month certificate 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 spend three days per week in area hospitals during spring semester and work full-time during June and July.

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 at the end of the program.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Communication Concentration

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ENG-111	**College Writing I**	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
LCS-101	**Learning Community Seminar**				
	or	3	⚑		
Elective	**Elective**				
✎ LCS-101 satisfies the Learning Community Requirement					
or					
Choose one college-level course as an elective.					
GenEd-QPS Quantitative Problem Solving		3-4		🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)					
✎ Choose one course from Quantitative Problem Solving Menu					
GenEd-CCC Community & Cultural Contexts		3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)					
✎ Choose one course from Community and Cultural Contexts Menu					
GenEd-CW Creative Work		3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)					
✎ Choose one course from 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		Credits	Milestone	GenEd	Prerequisites
ENG-112	**College Writing II**	3	⚑	🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
Elective-1 Concentration Elective 3		3	⚑		
✎ Choose one Concentration Elective:					
CIT-110 Applications/Concepts, COM-101 Film as Art, COM-171 Oral Communication, VMA-125 Introduction to Adobe Suite, VMA-111 Introduction to Mass Media, COM-242 Journalism II (Only offered in the Spring)					
Elective-2 Literature Elective		3			Pre/co-requisite: ENG-111.
✎ Choose one LIT course					
Elective-3 Math Elective		3-4			MAT 097 or MAT-098 or placement.
✎ Choose one college-level MAT course					
Elective-4 Concentration Elective		3	⚑		
✎ Choose one Concentration Elective:					
CIT-110 Applications/Concepts, COM-101 Film as Art, COM-171 Oral Communication, VMA-125 Introduction to Adobe Suite, VMA-111 Introduction to Mass Media, COM-242 Journalism II (Only offered in the Spring)					

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	Credits	Milestone	GenEd	Prerequisites
COM-241 Journalism I	3	⚑		ENG-095 or placement.
GenEd-SR Scientific Reasoning	4		🎓	
🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5) ✏ Choose one course from Scientific Reasoning Menu				
Elective-1 Elective	3			
✏ Choose one college-level course				
Elective-2 Concentration Elective	3	⚑		
✏ Choose one Concentration Elective: CIT-110 Applications/Concepts, COM-101 Film as Art, COM-171 Oral Communication, VMA-125 Introduction to Adobe Suite, VMA-111 Introduction to Mass Media, COM-242 Journalism II (Only offered in the Spring)				
Elective-3 Behavioral Science Elective	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	Credits	Milestone	GenEd	Prerequisites
Elective-1 Literature Elective	3			Pre/co-requisite: ENG-111.
✏ Choose one LIT course				
Elective-2 Social Science Elective	3			
✏ Choose one HIS or GOV or PHIL or GEO course				
Elective-3 Lab Science Elective	4			
✏ Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course				
Elective-4 Concentration Elective	3	⚑		
✏ Choose one Concentration Elective: CIT-110 Applications/Concepts, COM-101 Film as Art, COM-171 Oral Communication, VMA-125 Introduction to Adobe Suite, VMA-111 Introduction to Mass Media, COM-242 Journalism II (Only offered in the Spring)				
GenEd-E General Education Elective	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:	16			

Semester 4 Advising Note
- Apply for graduation

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

𝒮 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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 communications concentration prepares students to transfer to four-year colleges or universities in journalism or media communications. 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.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Communicate effectively in a variety of formats and situations.
- Write for a variety of purposes, adapting to varying audiences.
- Write pieces for specific markets, such as news stories and traditional academic papers.
- Use a computer to compose and edit papers and conduct Internet research.
- Demonstrate proficiency in critical thinking.
- Understand the dynamics of communication in a global context.

CAREER OUTLOOK

Graduates of this concentration qualify to transfer to four-year colleges or universities that prepare students for professional careers in journalism, public relations, and media communications. A bachelor's degree is the minimum requirement for entry into these fields. Graduate work may be necessary, as well.

Humanities and Learning Communities - English

English Concentration

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
LCS-101 **Elective**	**Learning Community Seminar** or **Elective**	3	⚑		

✎ LCS-101 satisfies the Learning Community Requirement
   OR
   Choose one college-level course as an elective.

ENG-111	**College Writing I**	3	⚑	🎓	RDG-095 or ESL-098 and ENG-095 or placement.

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

GenEd-QPS	**Quantitative Problem Solving**	3-4	⚑	🎓	MAT-097 or MAT-098 or placement.

🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)
✎ Choose one course from Quantitative Problem Solving Menu

GenEd-CCC	**Community & Cultural Contexts**	3	⚑	🎓	

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)
✎ Choose one course from the Community and Cultural Contexts Menu

Elective-2	**Foreign Language Elective**	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		Credits	Milestone	GenEd	Prerequisites
ENG-112	**College Writing II**	3	⚑	🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

GenEd-E	**General Education Elective**	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**	3			Pre/co-requisite: ENG-111.

✎ Choose one LIT course

Elective-1	**Math Elective**	3			MAT-097 or MAT-098 or placement.

✎ Choose one college-level MAT course

Elective-2	**Foreign Language Elective**	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

English Concentration (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
ENG-115 Writing Tutor Seminar I	3	🚩		Chair approval.
Elective-1 Behavioral Science Elective	3			
✏ Choose one PSY or SOC course				
Elective-2 English Elective	3			
✏ Choose one ENG course				
Elective-3 Literature Elective	3			Pre/co-requisite: ENG-111.
✏ Choose one LIT course				
GenEd-SR Scientific Reasoning	4	🚩	🎓	

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✏ 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	Credits	Milestone	GenEd	Prerequisites
Elective-1 Literature Elective	3			Pre/co-requisite: ENG-111.
✏ Choose one LIT course				
Elective-2 Literature Elective	3			Pre/co-requisite: ENG-111.
✏ Choose one LIT course				
Elective-3 Elective	3			
✏ Choose any course				
Elective-4 Social Science Elective	3			
✏ Choose one HIS or GOV or PHIL or GEO course				
Elective-5 Laboratory Science Elective	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

🚩 Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
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, visit www.mass.edu/ masstransfer.

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.

Foreign Language Concentration

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
LCS-101	Learning Community Seminar or	3	🚩		
Elective	Elective				

✏ LCS-101: Satisfies the Learning Community Requirement, Choose one college-level course as an elective.

Elective-1	100 Level Foreign Language Course	3	🚩		

✏ Example: FRE-101 Elementary French

HIS-103	Ancient, Classical, and Medieval European History	3	🚩		ESL-098 or RDG-095 and ENG-095 or placement.
ENG-111	College Writing I	3	🚩	🎓	ENG-095 and ESL-098 or RDG-095 or placement.

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

GenEd-QPS	Quantitative Problem Solving	3-4		🎓	MAT-097 or MAT-098 or placement.

🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)

✏ Choose one MAT 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 are expected to study 2 Foreign Languages to complete this degree: one at the 100 level and one at the 200 level.
- 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		Credits	Milestone	GenEd	Prerequisites
Elective-1	100 Level Foreign Language course	3	🚩		

✏ Example: FRE-102 Elementary French II

HIS-102	History of Modern Europe in a Global Context	3			ENG-095 and ESL-098 or RDG-095 or placement.
ENG-112	College Writing II	3	🚩	🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

Elective-2	Lab Science Elective	4			

✏ Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course

GenEd-CCC	Community & Cultural Contexts	3		🎓	

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Area 2 and Area 3)

✏ Choose one course from Community & Cultural Contexts 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

Foreign Language Concentration (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
Elective-1 200 Level Foreign Language Course	3	🚩		
✏ Example: SPN-201 Intermediate Spanish I				
LIT-211 Masterpieces of World Literature I	3	🚩		Pre/co-requisite: ENG-111.
Elective-2 Behavioral Science Elective	3	🚩		
✏ Choose one PSY or SOC course				
GenEd-E General Education Elective	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	4		🎓	
👉 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)				
✏ 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	Credits	Milestone	GenEd	Prerequisites
Elective-1 200 Level Foreign Language Course	3			
✏ Example: SPN-202 Intermediate Spanish II				
LIT-212 Masterpieces of World Literature II	3			Pre/co-requisite: ENG-111.
Elective-2 Mathematics Elective	3 or 4			MAT-097 or MAT-098 or placement.
✏ Choose one college level MAT course				
Elective-3 Elective	3			
✏ Choose one college level course				
Elective-4 Elective	3			
✏ Choose one college level course				
Total Credits:	15-16			

Semester 4 Advising Note
- Apply for graduation

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

🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 👉 This course satisfies General Education requirement.

PROGRAM OVERVIEW

The mission of the Foreign Language Department at Bunker Hill Community College is to expose students to a language and culture in order to enable them to become knowledgeable and active members of a global society. Students learn to use modern foreign languages for meaningful communication in both spoken and written form. Students completing classes in the Foreign Language Program will gradually achieve course-appropriate outcomes in the four basic language skills of speaking, listening comprehension, reading and writing of the target language. Through foreign language study, students develop sensitivity to other cultural and linguistic heritages, and are prepared to participate in a society characterized by linguistic and cultural diversity.

The Foreign Language concentration prepares students to transfer to four-year colleges or universities with a major in a foreign language. Graduates of this concentration may qualify to transfer using benefits of MassTransfer to a four-year state college or University of Massachusetts campus.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Demonstrate the basic skills for understanding and speaking a foreign language.
- Read and comprehend simple selections in a foreign language.
- Express their thoughts and ideas in writing in an uncomplicated manner in a foreign language.

CAREER OUTLOOK

Graduates of this concentration often qualify for careers that require bilingual skills.

Liberal Arts

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
LCS-101	**Learning Community Seminar** or	3	⚑		
Elective	**Elective**				

✎ LCS-101 satisfies the Learning Community Requirement. Choose one college-level course as an elective.

| **ENG-111** | **College Writing I** | 3 | ⚑ | 🎓 | ENG-095 and ESL-098 or RDG-095 or placement. |

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

| **GenEd-QPS** | **Quantitative Problem Solving** | 3-4 | ⚑ | 🎓 | MAT-097 or MAT-098 or placement. |

🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)
✎ Choose one MAT course from Quantitative Problem Solving Menu.

| **GenEd-CCC** | **Community & Cultural Contexts** | 3 | ⚑ | 🎓 | |

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)
✎ Choose one course from Community and Cultural Contexts Menu

| **GenEd-CW** | **Creative Work** | 3 | ⚑ | 🎓 | |

🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)
✎ 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		Credits	Milestone	GenEd	Prerequisites
ENG-112	**College Writing II**	3	⚑	🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

| **GenEd-E** | **General Education Elective** | 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-1** | **Humanities Elective** | 3 | | | |

✎ Choose one course from the Humanities Electives menu.

| **GenEd-SR** | **Scientific Reasoning** | 3 | ⚑ | 🎓 | |

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✎ Choose one course from Scientific Reasoning Menu

| **Elective-2** | **Elective** | 3 | | | |

✎ Choose one college-level course

Total Credits: 15

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.

Liberal Arts (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
Elective-1 Literature Elective	3			Pre/co-requisite: ENG-111.
✏ Choose one LIT course				
Elective-2 Behavioral Science Elective	3			
✏ Choose one PSY or SOC course				
Elective-3 Social Science Elective	3			
✏ Choose one HIS or GOV or PHIL or GEO course				
Elective-4 Lab Science Elective	4			
✏ Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course				
Elective-5 Elective	3			
✏ Choose one college-level 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	Credits	Milestone	GenEd	Prerequisites
Elective-1 Elective	3			
✏ Choose one college-level course				
Elective-2 Elective	3			
✏ Choose one college-level course				
Elective-3 Elective	3			
✏ Choose one college-level course				
Elective-4 Elective	3			
✏ Choose one college-level course				
Elective-5 Elective	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

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

🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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, visit www.mass.edu/masstransfer.

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 skills as critical thinkers, readers, and writers.
- Demonstrate competence in basic computer use.

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.

Music Concentration

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
MUS-101 **Music Fundamentals**	3	⚑	☛	ESL-088 and ESL-099 or RDG-090 and ENG-090 or placement.

☛ This course meets the General Education requirement for Creative Work (Formerly Area 6)
✎ Music elective may replace MUS-101 if a student passes a Challenge Exam. See the Department Chair for more information.

MUS-180 **Introduction to the Music Business**	3			

✎ Satisfies Learning Communities requirement

MUS-151 **Piano I**	2	⚑		
Elective **Performance Ensemble Elective**	1			

✎ See semester advising note

MUS-195 **Applied Music I** or **MUS-295** **Applied Music II**	1			

✎ See semester advising note

ENG-111 **College Writing I**	3	⚑	☛	ENG-095 and ESL-098 or RDG-095 or placement.

☛ This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

GenEd-QPS **Quantitative Problem Solving**	3-4		☛	MAT-097 or MAT-098 placement.

☛ This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)
✎ 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 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 must consult with the department Chair to register.

Music Concentration (continued)

SEMESTER 2	Credits	Milestone	GenEd	Prerequisites
MUS-105 Music Theory and Aural Skills I	4	⚑		MUS-101 or Chair approval.
MUS-171 Introduction to Music Technology	3			
Elective Performance Ensemble Elective	1			
✎ See semester advising note				
MUS-195 Applied Music I or **MUS-295** Applied Music II	1			
✎ See semester advising note				
ENG-112 College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
GenEd-CCC Community & Cultural Contexts	3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)				
✎ 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 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 must consult with the department Chair to register.
- Meet with an advisor to begin career planning activities.
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
MUS-106 Music Theory and Aural Skills II	4			MUS-105.
MUS-133 Music History I	3	⚑		MUS-101 and ESL-098 and ESL-099 or RDG-095 and ENG-095 or placement or Chair approval.
Elective Performance Ensemble Elective	1			
✎ See semester advising note.				
MUS-195 Applied Music I or **MUS-295** Applied Music II	1			
✎ See semester advising note.				
GenEd-SR Scientific Reasoning	4		🎓	
🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)				
✎ Choose any course from Scientific Reasoning Menu				
Elective-3 Behavioral or Social Science Elective	3			
✎ Choose one PSY or SOC or HIS or GOV or PHIL or GEO course				
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 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 must consult with the department Chair to register.
- 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

Music Concentration (continued)

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
MUS-134 **Music History II**	3			MUS-133 or Chair approval.
Elective-1 **Music Elective**	3			
✎ Choose one course with a MUS prefix. MUS-130 is not a qualifying music elective.				
Elective-2 **Performance Ensemble Elective**	1			
✎ See semester advising note.				
MUS-195 **Applied Music I** or **MUS-295** **Applied Music II**	1			
✎ See semester advising note.				
GenEd-E **General Education Elective**	3-4		🎓	
🎓 This course meets the General Education requirement for General Education Elective. ✎ Choose a course from the Scientific Reasoning Menu				
Elective-4 **Behavioral or Social Science Elective**	3			
✎ Choose one PSY or SOC or HIS or GOV or PHIL or GEO course				

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 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 must consult with the department Chair to register.
- Apply for graduation.

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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, visit www.mass.edu/masstransfer.

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.

Humanities and Learning Communities - Performing Arts

Theatre Concentration

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
LCS-101	**Learning Community Seminar**	3	⚑		
	or				
Elective	**Elective**				

✏ LCS-101 satisfies the Learning Community Requirement OR Choose one college-level course as an elective.

THE-107	**Acting I**	3	⚑	🎓	

👉 This course meets the General Education requirement for Creative Work (Formerly Area 6)

ENG-111	**College Writing I**	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.

👉 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

GenEd-CCC	**Community & Cultural Contexts**	3		🎓	

👉 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)
✏ Choose one course from Community and Cultural Contexts Menu

GenEd-QPS	**Quantitative Problem Solving**	3-4	⚑	🎓	MAT-097 or MAT-098 placement.

👉 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)

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		Credits	Milestone	GenEd	Prerequisites
THE-109	**Play Production Workshop**	3			THE-107.
COM-171	**Oral Communication**	3			
ENG-112	**College Writing II**	3	⚑	🎓	ENG-111.

👉 This course meets the General Education requirement for Research Writing (Formerly Area 1)

Elective-1	**Mathematics Elective**	3-4			MAT-097 or MAT-098 placement.

✏ Choose a college-level MAT course

THE-108	**Acting II**	3			THE-107.

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

Theatre Concentration (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
Elective-1 Theatre Elective	3			
✎ Choose a course with a prefix of THE (Elective may not be a required Theatre course)				
Elective-2 Behavioral or Social Science Elective	3			
✎ Choose one PSY or SOC or HIS or GOV or PHIL or GEO course				
Elective-3 Literature Elective	3			Pre/co-requisite: ENG-111.
✎ Choose one LIT course				
GenEd-SR Scientific Reasoning	4		🎓	
☛ This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)				
✎ Choose any course from the Scientific Reasoning Menu				
Elective-4 Humanities Elective	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	Credits	Milestone	GenEd	Prerequisites
Elective-1 Theatre Elective	3			
✎ Choose a course with a prefix of THE (Elective may not be a required Theatre course)				
Elective-2 Elective	3			
✎ Choose one college level course				
Elective-3 Literature Elective	3			Pre/co-requisite: ENG-111.
✎ Choose one LIT course				
Elective-3 Behavioral or Social Science Elective	4			
✎ Choose one PSY or SOC course				
GenEd-E General Education Elective	4		🎓	
☛ This course meets the General Education requirement for General Education Elective.				
✎ Choose a course from the Scientific Reasoning Menu				
Total Credits:	17			

Semester 4 Advising Note
- Apply for graduation

⚑ Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW
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 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, visit www.mass.edu/masstransfer.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Apply fundaments 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.

Certificate

Accounting Information Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ACC-101	Principles of Accounting I	3	⚑		ESL-098 or RDG-095 or placement.
CIT-110	Applications/Concepts or	3	⚑		Prerequisites for CIT-110: ESL-098 or RDG-095 or placement.
CIT-133	Introduction to Microsoft Office				
MAT-181	Statistics	3	⚑		MAT-097 or MAT-098 or placement.
	Total Credits:	9			

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
ACC-102	Principles of Accounting II	3	⚑		ACC-101.
ACC-105	Accounting Information Systems	3			ACC-101 and ENG-095 and ESL-098 or RDG-095 or placement.
CIT-234	Decision Support Using Microsoft Excel	3			CIT-110, CIT-113 or CIT-120.
	Total Credits:	9			

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
ACC-201	Intermediate Accounting I	3	⚑		ACC-102.
Elective-1	Concentration Elective	3			

✎ Choose Concentration Elective from:
ACC-202 Intermediate Accounting II, ACC-207 Cost Accounting I, ACC-203 Personal Income Tax, FIN-210 Financial Management, CIT-128 Database Design with Microsoft Access

Elective-2	Concentration Elective	3			

✎ Choose Concentration Electives from:
ACC-202 Intermediate Accounting II, ACC-207 Cost Accounting I, ACC-203 Personal Income Tax, FIN-210 Financial Management, CIT-128 Database Design with Microsoft Access

Total Credits: 9

Semester 3 Advising Note
- Gather recommendation letters from faculty and staff.
- Apply for graduation

⚑ Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
𝒮 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Associate in Science

Professional Studies - Business Administration

Accounting Option

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
BUS-101	Introduction to Business	3	⚑		ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.
✐ Satisfies Learning Community Seminar Requirement					
ENG-111	College Writing I	3	⚑	🎓	RDG-095 or ESL-098 and ENG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
GenEd-QPS	Quantitative Problem Solving	3-4	⚑	🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)					
✐ Choose one course from Quantitative Problem Solving Menu					
ACC-101	Principles of Accounting I	3	⚑		ESL-098 or RDG-095 or placement.
CIT-110	Applications/Concepts	3			ESL-098 or RDG-095 or placement.
		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		Credits	Milestone	GenEd	Prerequisites
ENG-112	College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
ACC-102	Principles of Accounting II	3	⚑		ACC-101.
BUS-201	Business Law I	3			ENG-095 and ESL-098 or RDG-095 or placement.
MAN-112	Organizational Behavior and Design	3		🎓	ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.
🎓 This course meets the General Education requirement for General Education Elective.					
ACC-105	Accounting Information Systems	3			ACC-101 and ENG-095 and ESL-098 or RDG-095 or placement.
		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.

Accounting Option (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
ACC-201 Intermediate Accounting I	3			ACC-102.
GenEd-SR Scientific Reasoning	4		🎓	

☛ This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)

ACC-203 Personal Income Tax	3			ACC-102.
ACC-207 Cost Accounting I	3			ACC-102.
ECO-201 Macroeconomics _or_ **ECO-202** Microeconomics	3		🎓	MAT-097 or MAT-098 or RDG-095.

☛ This course meets the General Education requirement for Community & Cultural Contexts.

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	Credits	Milestone	GenEd	Prerequisites
ACC-202 Intermediate Accounting II	3			ACC-201.
GenEd-CW Creative Work	3		🎓	

☛ This course meets the General Education requirement for Creative Work (Formerly Area 6)
✎ Choose one course from Creative Work Menu

ACC-205 Volunteer Income Tax Assistance	3			ACC-203.
ACC-216 Managerial Accounting I _or_ **MAN-299** Business Internship _or_ **INT-299B** Learn and Earn Business Internship	3			Prerequisites for ACC-216: ACC-207. Prerequisites for MAN-299: Chair approval. Prerequisites for INT-299B: Chair approval.
MAN-105 Principles of Marketing _or_ **MAN-111** Principles of Management	3			Prerequisites for MAN-105: ENG-090 or placement and ESL-098 or RDG-095 or placement. Prerequisites for MAN-111: ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.

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.

⚑ Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
𝒮 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW
This option trains students in 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.

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.

Business Transfer Option

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
BUS-101	Introduction to Business	3	⚑		ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.
✎ Satisfies the Learning Community Requirement					
ENG-111	College Writing I	3	⚑	🎓	RDG-095 or ESL-098 and ENG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
MAT-194	College Algebra for STEM	4	⚑	🎓	MAT-099 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)					
CIT-110	Applications/Concepts	3			ESL-098, RDG-095 or placement.
PSY-101	Principles of Psychology	3		🎓	ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)					
	Total Credits:	16			

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		Credits	Milestone	GenEd	Prerequisites
ENG-112	College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
MAT-231	Calculus for Management Science				Prerequisite for MAT-231: MAT-194 or placement.
	or	4	⚑		
MAT-281	Calculus I				Prerequisite for MAT-281: MAT-197 or placement.
ACC-101	Principles of Accounting I	3	⚑		ESL-098 or RDG-095 or placement.
GenEd-SR	Scientific Reasoning	4		🎓	
🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)					
✎ Choose one course from Scientific Reasoning Menu					
GenEd-CW	Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)					
✎ Choose one course from Creative Work Menu					
	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
- 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.

Business Transfer Option (continued)

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
ACC-102	Principles of Accounting II	3			ACC-101.
MAN-105	Principles of Marketing	3			ENG-090 and ESL-098 or RDG-095 or placement.
MAT-181	Statistics	3	⚑		MAT-097 or MAT-098 or placement.
Elective-1	Literature Elective	3			Pre/co-requisite: ENG-111.
✎ Choose one LIT course					
MAN-112	Organizational Behavior and Design	3		🎓	ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.

🎓 This course meets the General Education requirement for General Education Elective.

Total Credits: 15

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		Credits	Milestone	GenEd	Prerequisites
MAN-111	Principles of Management	3			BUS-101 and ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.
ECO-202	Microeconomics	3			MAT-097 or MAT-098 or placement and RDG-095 or placement.
Elective-1	Literature Elective	3			Pre/co-requisite: ENG-111.
✎ Choose one LIT course					
Elective-2	Lab Science Elective	4			
✎ Choose one 4 credit AST or BIO or CHM or GIS or ENV or PHY course					
Elective-3	Behavioral Science Elective	3			
✎ Choose one PSY or SOC course					

Total Credits: 16

Semester 4 Advising Note
- Apply for Graduation.
- Finalize your resume and upload it to your ePortfolio and LinkedIn website.

⚑ Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
𝒮 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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.

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.

Entrepreneurship Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ACC-101	Principles of Accounting I	3	⚑		ESL-098 or RDG-095 or placement.
CIT-110	Applications/Concepts	3			ESL-098, RDG-095 or placement.
MAN-107	Introduction to Entrepreneurship	3	⚑		ENG-095 and RDG-095 or ESL-098 or placement.
MAN-105	Principles of Marketing	3	⚑		ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.
MAN-111	Principles of Management	3			ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.
	Total Credits:	15			

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
MAN-204	Entrepreneurship & Innovation	3			MAN-107 or Chair approval.
MAN-207	Small Business Management	3			ACC-102 or ACC-105 and MAN-111 and MAN-105 or Chair approval.
ACC-105	Accounting Information Systems	3			ACC-101 and ENG-095 and ESL-098 or RDG-095 or placement.
MAN-112	Organizational Behavior and Design or	3			Prerequisites for MAN-112: ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement. Prerequisites for BUS-201:ENG-095 and RDG-095 or ESL-098 or placement.
BUS-201	Business Law I				
	Total Credits:	12			

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

This program prepares students to understand the business issues, technical skills and other knowledge underlying success in entrepreneurial endeavors. All of the courses are part of the Entrepreneurship Option of the A.S. in Business Administration Degree and thus could be used to fulfill requirements of that program. The certificate could also be completed to supplement knowledge of those majoring in other disciplines such as information technology, hospitality, or culinary arts who may wish to start their own business.

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.

To view gainful employment information for this program, please visit our website at bhcc.edu/certificate-programs.

PROGRAMS OF STUDY

Associate in Science

Professional Studies - Business Administration

Entrepreneurship Option

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
BUS-101	Introduction to Business	3	⚑		ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement
✎ Satisfies Learning Community Requirement					
ENG-111	College Writing I	3	⚑	🎓	RDG-095 or ESL-098 and ENG-095 or placement
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
CIT-110	Applications/Concepts	3	⚑		ESL-098 or RDG-095 or placement
ACC-101	Principles of Accounting I	3	⚑		ESL-098 or RDG-095 or placement
MAT-181	Statistics	3	⚑	🎓	Prerequisites for MAT-181: MAT-098 or MAT-097 or placement
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)					
	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		Credits	Milestone	GenEd	Prerequisites
ENG-112	College Writing II	3		🎓	ENG-111
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
MAN-112	Organizational Behavior and Design	3		🎓	ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement
🎓 This course meets the General Education requirement for General Education Elective.					
MAN-105	Principles of Marketing	3			ENG-090 or placement and ESL-098 or RDG-095 or placement
MAN-111	Principles of Management	3			ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement
ACC-102	Principles of Accounting II or	3			Prerequisites for ACC-102: ACC-101
ACC-105	Accounting Information Systems				
	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.

Entrepreneurship Option (continued)

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
ECO-201	Macroeconomics	3		🎓	MAT-097 or MAT-098 and RDG-095 or ESL-098 or placement
	or				
ECO-202	Microeconomics				

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)

GenEd-SR	Scientific Reasoning	4		🎓	

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✏️ Choose one course from Scientific Reasoning Menu

MAN-107	Introduction to Entrepreneurship	3	🚩		ENG-095 and RDG-095 or ESL-098 or placement
BUS-201	Business Law I	3			ENG-095 and ESL-098 or RDG-095 or placement
CIT-234	Decision Support Using Microsoft Excel	3			CIT-110 or CIT-113 or CIT-120 or Chair approval
	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		Credits	Milestone	GenEd	Prerequisites
GenEd-CW	Creative Work	3		🎓	

🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)
✏️ Choose one course from Creative Work Menu

MAN-204	Entrepreneurship & Innovation	3			MAN-107 or Chair approval
Elective	Career Elective	3			

✏️ Choose any ACC, BUS, FIN or MAN course

BUS-207	Professional Communication	3			ENG-111
MAN-201	Management Seminar	3			Prerequisites for MAN-201: MAN-105 and MAN-111
	or				
MAN-299	Business Internship				
	or				
INT-299B	Learn and Earn Business Internship				
	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.

🚩 Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
🔗 This course has pre/co- requisites. Prerequisites must be passed with a C or better, unless otherwise noted.
✏️ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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.

Finance Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENG-111 College Writing I	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
CIT-110 Applications/Concepts	3			ESL-098 or RDG-095 or placement.
ACC-101 Principles of Accounting I	3	⚑		ESL-098 or RDG-095 or placement.
BUS-101 Introduction to Business	3	⚑		ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.
✏ Satisfies Learning Community Requirement				
GenEd-QPS Quantitative Problem Solving	3-4	⚑	🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)				
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 an Education Plan with an Academic Advisor.

SEMESTER 2	Credits	Milestone	GenEd	Prerequisites
MAN-111 Principles of Management	3			ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.
✏ BUS101 for Business Concentration, Management and Finance options ONLY				
ENG-112 College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
ACC-102 Principles of Accounting II	3	⚑		ACC-101.
GenEd-CW Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
✏ Choose one course from Creative Work Menu				
ECO-201 Macroeconomics	3		🎓	MAT-097 or MAT-098 and RDG-095 or placement.
🎓 This course meets the General Education requirement for Community & Cultural Contexts.				
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.

Finance Option (continued)

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
FIN-111	Investments	3	🚩		ACC-102.
MAN-112	Organizational Behavior and Design	3		🎓	ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.

🎓 This course meets the General Education requirement for General Education Elective.

| ECO-202 | Microeconomics | 3 | 🚩 | | MAT-097 or MAT-098 and RDG-095 or placement. |
| GenEd-SR | Scientific Reasoning | 3 | | 🎓 | |

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✏️ Choose one course from Scientific Reasoning Menu

| BUS-207 | Professional Communication | 3 | | | ENG-111. |
| | Total Credits: | 15 | | | |

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		Credits	Milestone	GenEd	Prerequisites
FIN-112	Personal Finance	3			
FIN-211	Money & Banking	3			ECO-201 and ECO-202.
FIN-213	Mutual Funds Industry	3			ACC-102 and FIN-111.
FIN-106	Introduction to Corporate Finance or				
MAN-299	Business Internship or	3			Prerequisites for MAN-299: Chair approval. Prerequisites for INT-299B: Chair approval.
INT-299B	Learn and Earn Business Internship				
FIN-210	Financial Management	3			ACC-102.
	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.

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

§ This course has pre/co- requisites. ✏️ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
This option prepares students with general workforce skills and specialized educational training for entry-level positions in financial services, investment banking, financial planning, budgeting, and/or administration.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Understand the process of preparing a budget and recognize the value it provides the end-user.
- Analyze the many choices available to the investor and recognize the importance of diversifying investment options.
- Evaluate sets of financial statements using financial ratios and draw accurate conclusions as to the strengths or weaknesses of the concern.
- Understand the mutual fund industry in order to design a comprehensive portfolio for a wide range of investors

CAREER OUTLOOK
This option qualifies graduates for a variety of positions in banking, insurance, finance, brokerage, and mutual fund operations.

Professional Studies - Business Administration

Management Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENG-111 College Writing I	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
ACC-101 Principles of Accounting I	3	⚑		ESL-098 or RDG-095 or placement.
CIT-110 Applications/Concepts	3			ESL-098 or RDG-095 or placement.
MAN-105 Principles of Marketing	3			ENG-090 and ESL-098 or RDG-095 or placement.
BUS-101 Introduction to Business	3	⚑		ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.
✏ Satisfies Learning Community Requirement				
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	Credits	Milestone	GenEd	Prerequisites
ENG-112 College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
ACC-102 Principles of Accounting II	3			ACC-101.
MAN-111 Principles of Management	3			ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.
ECO-201 Macroeconomics or **ECO-202** Microeconomics	3		🎓	MAT-097 or MAT-098 or RDG-095.
🎓 This course meets the General Education requirement for Community & Cultural Contexts.				
GenEd-QPS Quantitative Problem Solving	3-4	⚑	🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)				
✏ 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

Management Option (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
GenEd-SR Scientific Reasoning	4		🎓	

📣 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✏ Choose one course from Scientific Reasoning Menu

MAN-112 Organizational Behavior and Design	3		🎓	ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.

📣 This course meets the General Education requirement for General Education Elective.

BUS-201 Business Law I	3			ENG-095 and ESL-098 or RDG-095 or placement.
GenEd-CW Creative Work	3		🎓	

📣 This course meets the General Education requirement for Creative Work (Formerly Area 6)

Elective Career Elective	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	Credits	Milestone	GenEd	Prerequisites
FIN-210 Financial Management	3			ACC-102.
BUS-207 Professional Communication	3			ENG-111.
MAN-201 Management Seminar or **ITB-299B** Learn and Earn Business Internship or **MAN-299** Business Internship	3			Prerequisites for MAN-201: MAN-105 and MAN-111. Prerequisite for MAN-299: Chair approval. Prerequisite for ITB-299B: Chair approval.
Elective-1 Career Elective	3			

✏ Choose one course from ACC or BUS or FIN or MAN

Elective-2 Computer Elective	3			

✏ Choose one CIT course

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.

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

🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 📣 This course satisfies General Education requirement.

PROGRAM OVERVIEW
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.

CAREER OUTLOOK
This option qualifies graduates to enter the workforce as productive entry-level managers.

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.

Sport Management Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
BUS-101	**Introduction to Business**	3	⚑		ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.
SPM-101	**Principles of Sport Management**	3	⚑		Pre/Co-requisite of BUS-101.
CIT-110	**Applications/Concepts**	3			ESL-098 or RDG-095.
Elective	**Elective**	3			

✏ Elective Options:
   ACC-101 Accounting I, FIN-112 Personal Finance

Total Credits: *12*

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
SPM-211	**Sport Facility and Event Management**	3	⚑		SPM-101.
SPM-213	**Sport Law and Ethics**	3	⚑		SPM-101.
SPM-215	**Sport Marketing and Promotion**	3	⚑		SPM-101.
BUS-207	**Professional Communication**	3			ENG-111.

Total Credits: *12*

Semester 2 Advising Note
- ENG-111 is not a required course for this program, but is a prerequisite for BUS-207.
- Apply for graduation

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

§ This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Sport Management Option

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ENG-111	College Writing I	3	🚩	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
ACC-101	Principles of Accounting I	3	🚩		ESL-098 or RDG-095 or placement.
CIT-110	Applications/Concepts	3			ESL-098 or RDG-095 or placement.
SPM-101	Principles of Sport Management	3	🚩		Pre/Co-requisite: BUS-101.
BUS-101	Introduction to Business	3	🚩		ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.
✏️ BUS-101 Satisfies Learning Community Seminar Requirement					
	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		Credits	Milestone	GenEd	Prerequisites
ENG-112	College Writing II	3	🚩	🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
ACC-102	Principles of Accounting II	3			ACC-101.
BUS-201	Business Law I	3			ENG-095 and ESL-098 or RDG-095 or placement.
ECO-201	Macroeconomics	3		🎓	MAT-097 or MAT-098 or placement and RDG-095 or placement.
🎓 This course meets the General Education requirement for General Education Elective.					
MAT-181	Statistics	3	🚩	🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 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
- 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.

Sport Management Option (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
BIO-108 Human Biology/Lab	4		🎓	ENG-095, MAT-093 and RDG-095 or placement.
🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)				
PSY-101 Principles of Psychology	3	🚩	🎓	ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)				
SPM-215 Sport Marketing and Promotion	3			SPM-101.
GenEd-CW Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6) ✎ Choose one course from Creative Work Menu				
SPM-211 Sport Facility and Event Management	3			SPM-101.
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	Credits	Milestone	GenEd	Prerequisites
SPM-213 Sport Law and Ethics	3			SPM-101.
BUS-207 Professional Communication	3			ENG-111.
MAN-107 Introduction to Entrepreneurship	3			ESL-098 or RDG-095 and ESL-099 or ENG-090 or placement.
SPM-217 Seminar in Sport Management or **SPM-299** Sport Management Internship	3			Prerequisite for SPM-217: SPM-101. Prerequisite for SPM-299: Chair approval.
SPM-201 Psychology of Sport	3			PSY-101.
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.

🚩 Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
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.

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.

Certificate

Professional Studies - Computer Information Technology

Administrative Support Specialist

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
OIM-103	MS Word	3	🚩		

✏️ OIM-103 is a pre/co-requisite to the program. It should be taken prior to the first semester. An exemption exam is available. Contact BHCC's Prior Learning Assessment coordinator at pla@bhcc.mass.edu to learn more.

CIT-110	Applications/Concepts				Prerequisites for CIT-110: ESL-098 or RDG-095 or Chair approval.
	or	3	🚩		
CIT-133	Introduction to Microsoft Office				
OIM-106	Records and Information Management	3			Pre-co-requisite: CIT-110 or CIT-133.
OIM-132	Administrative Business Communications I	3			ENG-095 or placement and OIM-103.
	Total Credits:	12			

Semester 1 Advising Note
- This program is considered a DAY program. Some courses in this program are offered as hybrid or Web (online). See the OIM Coordinator for details if you have specific limitations in scheduling.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-234	Decision Support Using Microsoft Excel	3			CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-118	Principles of Internet & Information Security	3			CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-128	Database Design				Prerequisites for CIT-128: CIT-110 or CIT-113 or CIT-120 or Chair approval.
	or	3			Prerequisites for CIT-250: CIT-110 or CIT-113 or Chair approval.
CIT-250	Collaboration, Communication and Integration				
	Total Credits:	9			

Semester 2 Advising Note
- Apply for graduation

🚩 Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
🔗 This course has pre/co- requisites. ✏️ Advising note or suggestion regarding this course. 🏴 This course satisfies General Education requirement.

PROGRAM OVERVIEW
- Using the most current computer applications, this program prepares students to acquire the competencies needed to work in an office environment.
- This program is considered a DAY program. Some courses in this program are offered as hybrid or Web (online). See the OIM Coordinator for details if you have specific limitations in scheduling.
- Three-credit courses meet for 150 minutes weekly—class meetings are either once a week or twice a week.
- Hybrid courses meet for 75 minutes—the same objectives and assignments apply—students complete more assignments independently outside of class.

- 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.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Demonstrate proficiency in computer and software applications.
- Use the complete range of Microsoft Office applications in an efficient manner.
- Demonstrate the ability to use various communication mediums

CAREER OUTLOOK
Graduates of this program may qualify for entry-level positions such as receptionists, data-entry clerks, word processing specialists, office assistants, or customer service representatives in a wide range of small and large organizations. More experienced graduates may obtain positions as executive assistants or office managers. Students qualify to take the MS Office certification exam at the end of the program.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Cisco Systems CCNA (Fast-Track) Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts				ESL-098 or RDG-095 or placement.
	or				
CIT-113	Information Technology Problem Solving	3			
	or				
CIT-182	PC Hardware and Software				
CIT-162	Cisco Networking I	3	⚑		ESL-098 or RDG-095 or placement.
CIT-167	Cisco Networking II	3	⚑		CIT-162.
CIT-267	Cisco Networking III	3	⚑		CIT-167.
CIT-274	Cisco Networking IV	3	⚑		CIT-267.
OIM-100	PC Keyboarding Techniques	1			
	Total Credits:	16			

Semester 1 Advising Note

- In order to complete the Fast Track (FT) certificate in one semester, students must register for FT courses.
- Alternatively, if a student has successfully finished one of the Networking courses previously in any other format (full semester or web), the student may complete the remaining courses as FT courses.
- CIT-162 Cisco Networking I must be taken before registering for Networking II OR Networking III OR

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

This is a "Fast-Track" CCNA Certificate Program designed for those students interested in pursuing a career as Cisco Systems Networking Specialists. All course work is offered through the internationally recognized Cisco Systems Networking Academy.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

- Qualified to apply for positions as entry-level network technicians.
- Prepared to take the Cisco CCNA Certification Examination(s).

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Computer Forensics (Fast-Track) Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-121	Introduction to Computer Forensics	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-182	PC Hardware and Software	3			RDG-095 or ESL-098 or placement.
CIT-268	Windows Operating Systems	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair Approval.
	Total Credits:	9			

Semester 1 Advising Note

- To begin this certificate students will need to demonstrate introductory level computer knowledge by successfully completing CIT-110, CIT-113, CIT-120 or completing the Challenge Exam at the Prior Learning Office. To learn more about the Challenge Exam in Computers, email pla@bhcc.mass.edu.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-221	Advanced Computer Forensics	3	⚑		CIT-121 and CIT-268.
CRJ-245	Cyber Crime in Today's Society	3			ENG-111 and CRJ-101 and CRJ-103 or Chair Approval.
OIM-100	PC Keyboarding Techniques	1			
	✎ Students can also complete the Challenge Exam for OIM-100. Please email pla@bhcc.mass.edu for more information.				
	Total Credits:	7			

Semester 2 Advising Note

- Students can also complete the Challenge Exam for OIM-100. Please email pla@bhcc.mass.edu for more information.

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

𝒮 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

Computer Forensics is the name for a field of study and practice that incorporates many areas of expertise including but not limited to hard drive and mobile device analysis, and computer crime investigation.
This certificate provides to the Information Technology and Criminal Justice professionals, the opportunity to obtain basic knowledge, training and skills in Computer Forensics.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

- Image and analyze the evidence found on a hard drive including file system analysis.
- Analyze digital evidence including evidence found in the seizure of cell phones, PDA's and other mobile devices.

CAREER OUTLOOK

This Certificate Program is designed to align with the law enforcement, public safety, private industry and homeland security needs to ensure consistent, current and flexible training in the emerging technology field of Computer and Digital Forensics.

To view gainful employment information for this program, please visit our website at bhcc.edu/certificate-programs.

Certificate
Professional Studies - Computer Information Technology

Computer Forensics Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-121	Introduction to Computer Forensics	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
Elective-1	Criminal Justice Elective	3	⚑		
✎ Recommended Criminal Justice Elective: CRJ-101 Introduction to Criminal Justice is the recommended elective as it is a prerequisite to other courses.					
Elective-2	Computer Elective	3	⚑		
✎ Recommended Computer Elective: CIT-268 Windows Operating Systems as it is a pre-requisite to other courses					
CRJ-103	Criminal Law	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
	Total Credits:	12			

Semester 1 Advising Note
- Demonstrated knowledge of IT skills through work experience or course work is required for entrance to this program. Permission of Department Chair or program coordinator is required for non-coursework experience. Students may also complete a Challenge Exam for CIT-110, CIT-113 or CIT-120 through the Prior Learning Assessment program. To learn more about the Challenge Exam, email pla@bhcc.mass.edu.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-219	Information Security and Assurance	3	⚑		CIT-268.
CRJ-202	Evidence and Court Procedures	3	⚑		ENG-111 and CRJ-101 and CRJ-103 or Chair approval.
Elective	Computer or Criminal Justice Elective	3			
✎ Choose one CRJ or CIT course.					
CIT-118	Principles of Internet & Information Security	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-221	Advanced Computer Forensics	3	⚑		CIT-121 and CIT-268.
	Total Credits:	15			

Semester 2 Advising Note
- Apply for graduation

⚑ Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☚ This course satisfies General Education requirement.

PROGRAM OVERVIEW
Computer Forensics is the name for a field of study and practice that incorporates many areas of expertise including but not limited to hard drive and mobile device analysis, and computer crime investigation.
This certificate provides to the Information Technology and Criminal Justice professionals, the opportunity to obtain basic knowledge, training and skills in Computer Forensics.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Image and analyze the evidence found on a hard drive including file system analysis.
- Analyze digital evidence including evidence found in the seizure of cell phones, PDA's and other mobile devices.

CAREER OUTLOOK
This Certificate Program is designed to align with the law enforcement, public safety, private industry and homeland security needs to ensure consistent, current and flexible training in the emerging technology field of Computer and Digital Forensics.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Associate in Arts

Professional Studies - Computer Information Technology

Computer Information Systems Concentration

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-110	**Applications/Concepts**	3	⚑		Prerequisites for CIT-110 and CIT-113: ESL-098 or RDG-095 or placement.
	or				
CIT-113	**Information Technology Problem Solving**				

✎ CIT-113 satisfies the Learning Community Requirement

ENG-111	**College Writing I**	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

ACC-101	**Principles of Accounting I**	3	⚑		ESL-098 or RDG-095 or placement.
GenEd-E	**General Education Elective**	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**	3-4		🎓	MAT-097 or MAT-098 or placement.

🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)

✎ 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		Credits	Milestone	GenEd	Prerequisites
CIT-216	**Visual Basic**	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
ACC-102	**Principles of Accounting II**	3			ACC-101.
ENG-112	**College Writing II**	3		🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

ECO-202	**Microeconomics**	3		🎓	MAT-097 or MAT-098 and ESL-098 or RDG-095 or placement.

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)

Elective	**Mathematics Elective**	3-4			MAT 097 or MAT-098 or placement.

✎ 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		Credits	Milestone	GenEd	Prerequisites
CIT-218	Intermediate Visual Basic	3	⚑		CIT-216 or Chair approval.
ECO-201	Macroeconomics	3			MAT-097 or MAT-098 and ESL-098 or RDG-095 or placement.
Elective-1	Literature Elective	3			Pre/co-requisite: ENG-111.
✎ Choose one LIT course					
Elective-2	Computer Elective	3-4			
✎ Computer Elective Options: CIT-118 Principles of Internet and Information Security, CIT-120 Introduction Computer Sci/Object Oriented Programming (OOP), CIT-128 Database Design with MS Access, CIT-162 CISCO Networking, CIT-242 Data Structures, CIT-268 Windows Op Systems, CIT-284 Advanced C++/OOP					
GenEd-SR	Scientific Reasoning	4		🎓	
👉 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5) ✎ 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		Credits	Milestone	GenEd	Prerequisites
Elective-1	Computer Elective	3-4			
✎ Computer Elective Options: CIT-118 Principles of Internet and Information Security, CIT-120 Introduction Computer Sci/Object Oriented Programming (OOP), CIT-128 Database Design with MS Access, CIT-162 CISCO Networking, CIT-242 Data Structures, CIT-268 Windows Op Systems, CIT-284 Advanced C++/OOP					
GenEd-CW	Creative Work	3		🎓	
👉 This course meets the General Education requirement for Creative Work (Formerly Area 6) ✎ Choose one course from Creative Work Menu					
Elective-2	Behavioral Science Elective	3			
✎ Choose one PSY or SOC course					
Elective-3	Lab Science Elective	4			
✎ Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course					
Elective-4	Literature Elective	3			Pre/co-requisite: ENG-111.
✎ Choose one LIT course					
Elective-5	Mathematics Elective	3-4			MAT 097 or MAT-098 or placement.
✎ Choose one college-level MAT course					

Total Credits: 19-21

Semester 4 Advising Note
- Apply for graduation

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

🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 👉 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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, visit www.mass.edu/masstransfer.

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.

Computer Support Specialist Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts	3	🚩		ESL-098 or RDG-095 or placement.
CIT-133	Introduction to Microsoft Office	3	🚩		
CIT-162	Cisco Networking I	3			ESL-098 or RDG-095 or placement.
CIT-182	PC Hardware and Software	3			RDG-095 or ESL-098 or placement.
OIM-100	PC Keyboarding Techniques	1			
	Total Credits:	13			

Semester 1 Advising Note
▪ Students can also complete the Challenge Exam for OIM-100. Please email pla@bhcc.mass.edu for more information.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-118	Principles of Internet & Information Security	3	🚩		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-230	Help Desk Techniques	3	🚩		CIT-110 or Chair approval.
CIT-233	Advanced MS Office	3	🚩		CIT-110 or CIT-113 or CIT-133 or Chair approval.
CIT-268	Windows Operating Systems	3	🚩		CIT-110 or CIT-113 or CIT-120 or Chair approval.
	Total Credits:	12			

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

🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

This program prepares students to become vital links between the company and its customers; to educate users, solve hardware or software operation and application problems; and to become good sources of product information.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

▪ Have the skill set necessary to take the Comp TIA A+ Certification Examination.
▪ Understand help desk, Internet support, hardware and other entry level IT support professions.

CAREER OUTLOOK

Graduates of this program qualify for entry-level support positions in hardware support and troubleshooting, help desk, and other Internet support positions.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Computer Support Specialist Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
CIT-110 Applications/Concepts or **CIT-113** Information Technology Problem Solving	3	⚑		Prerequisites for CIT-110 and CIT-113: ESL-098 or RDG-095 or placement. .
✏ CIT-113 satisfies the Learning Community Requirement				
CIT-133 Introduction to Microsoft Office	3	⚑		
CIT-162 Cisco Networking I	3	⚑		RDG-095 or ESL-098 or placement.
GenEd-CW Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6) ✏ Choose one course from Creative Work Menu				
GenEd-CCC Community & Cultural Contexts	3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3) ✏ Choose one course from Community and Cultural Contexts Menu				
OIM-100 PC Keyboarding Techniques	1			
✏ Students can also complete the Challenge Exam for OIM 100. For more information contact the Prior Learning Assessment coordinator, pla@bhcc.mass.edu.				
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

SEMESTER 2	Credits	Milestone	GenEd	Prerequisites
CIT-118 Principles of Internet & Information Security	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
ENG-111 College Writing I	3		🎓	RDG-095 or ESL-098 or ENG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
CIT-233 Advanced MS Office	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
GenEd-QPS Quantitative Problem Solving	3		🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4) ✏ Choose one MAT course from Quantitative Problem Solving Menu				
CIT-216 Visual Basic	3			CIT-110 or CIT-113 or CIT-120 or Chair approval.
Total Credits:	15			

Semester 2 Advising Note

■ Meet with an advisor to begin career planning activities.

Computer Support Specialist Option (continued)

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
CIT-182	PC Hardware and Software	3	⚑		ESL-098 or RDG-095 or placement.
ENG-112	College Writing II	3		🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

CIT-299C	Computer Technology Internship	3	⚑		Chair approval.
GenEd-SR	Scientific Reasoning	4		🎓	

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✒ Choose one course from Scientific Reasoning Menu

ACC-101	Principles of Accounting I	3			ESL-098 or RDG-095 and ENG-095 or placement.
	Total Credits:	16			

Semester 3 Advising Note
- Complete a pre-graduation check with an advisor in LifeMap

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
CIT-250	Collaboration, Communication and Integration in MS Office Applications	3			CIT-110 or CIT-113 or Chair approval.
GenEd-E	General Education Elective	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.

CIT-230	Help Desk Techniques	3	⚑		CIT-110 or Chair approval.
COM-171	Oral Communication	3			
CIT-268	Windows Operating Systems	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
	Total Credits:	15			

Semester 4 Advising Note
- Apply for graduation

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

§ This course has pre/co- requisites. ✒ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
This option is designed for full-time or part-time students who wish to prepare for the positions of Help Desk Technician, Technical Support Specialist and Customer Service Representative. This occupational group provides technical assistance, support, and advice to customers and users. The degree prepares graduates by developing in them skills ranging from the technical and computer-related to the "people" skills of verbal and written communications, telephone skills, tact, good manners, and logical problem diagnosis and solution.

The degree incorporates preparation for ICT Industry Certification Examinations. A range of general education courses in the program also enrich professional skills.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Take the Comp TIA A+ Certification Examination.
- Understand help desk, Internet support, hardware and other entry level IT support professions.

CAREER OUTLOOK
Graduates of this option may qualify for entry-level support positions in hardware support, trouble-shooting, help desk, Microsoft applications and other Internet support positions.

Cybersecurity (Fast-Track) Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts or	3	⚑		Prerequisites for CIT-110 and CIT-113: ESL-098 OR RDG-095 or placement.
CIT-113	Information Technology Problem Solving				
CIT-162	Cisco Networking I	3	⚑		RDG-095 or ESL-098 or placement.
CIT-102	IT Career Exploration	1			
	Total Credits:	7			

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-118	Principles of Internet & Information Security	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-264	Networking Security	3	⚑		CIT-162.
CIT-219	Information Security and Assurance	3			CIT-268.
	Total Credits:	9			

Semester 2 Advising Note
- CIT-268 is not a required course for this FT certificate, but is a prerequisite of CIT-219.
- Apply for graduation.

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

𝒮 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW
Designed for the IT technician or professional seeking new and updated skills in the area of information security and assurance, this basic level certificate may enhance existing knowledge for increased job opportunities and employment growth. The Information Technology Security + Essentials Certificate aligns with the COMPTIA National Standards for Security + Certification. It may prepare students to be responsible for desktop security support contained within a networked environment.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Secure a desktop computer connected to a network.
- Install and configure security software.
- Analyze potential security threats.
- Delineate differences between various operating system security issues.
- Define the types of malicious software found.

CAREER OUTLOOK
This entry level certificate provides the skills necessary to provide basic security support for networked computers. It is an entry point into the field of Information Security. This option is designed to provide alignment with the entry level National Institute of Technology and Standards' (NITS) National Initiative for Cybersecurity Education and Workforce Framework to ensure consistent, current, and flexible training in the growing technology field of Information Security. Graduates of this option may qualify for positions as entry level information security desktop support technicians.

To view gainful employment information for this program, please visit our website at bhcc.edu/certificate-programs.

Certificate

Professional Studies - Computer Information Technology

Cybersecurity Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts or	3	🚩		Prerequisites for CIT-110 and CIT-113: ESL-098 or RDG-095 or placement.
CIT-113	Information Technology Problem Solving				
CIT-162	Cisco Networking I	3	🚩		ESL-098 or RDG-095 or placement.
	Total Credits:	6			

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-118	Principles of Internet & Information Security	3	🚩		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-264	Networking Security	3	🚩		CIT-162.
✎ CIT-264 aligns with the COMPTIA National Standards for Security + Certification					
CIT-268	Windows Operating Systems	3	🚩		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-121	Introduction to Computer Forensics	3	🚩		CIT-110 or CIT-113 or CIT-120 or Chair approval.
	Total Credits:	12			

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
CIT-219	Information Security and Assurance	3	🚩		CIT-268.
CIT-125	Python Programming	3	🚩		CIT-110 or CIT-113 or CIT-120 or CMT-121.
CIT-273	Ethical Hacking	4	🚩		CIT-268 or CIT-270.
	Total Credits:	10			

Semester 3 Advising Note
▪ Apply for graduation

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

This option may prepare students to support the security of networks, systems located on these networks, and the data/information contained within those systems; identifying, developing, implementing and maintaining security processes throughout organizations to reduce risks, respond to incidents and limit exposure and liability; identifying, notifying, and responding to security threats to networks.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

▪ Understand network protocols and routing.
▪ Understand commonly used network services - DNS, mail, web, etc. as well as less common network services.
▪ Perform packet analysis and be able to identify malformed packets.
▪ Understand differences between various operating systems - which OS an event came from and which OS is vulnerable to a certain attack.
▪ Define the types of malicious software found in modern networks.
▪ Explain the threats and countermeasures for physical security and social engineering.
▪ Perform footprinting, port scans, and enumeration on a network.
▪ Perform very simple programming in C, HTML, and Perl, specifically oriented towards the needs of network security professionals.
▪ Identify Microsoft Windows vulnerabilities and to harden systems.
▪ Identify Linux vulnerabilities and to protect servers.
▪ Describe and deploy security devices, including routers, firewalls, Intrusion Detection Systems, and honeypots.
▪ Describe the ethics associated with the use of hacking or penetration testing tools and techniques.

CAREER OUTLOOK

This option is designed to align with the National Institute of Technology and Standards' (NITS) National Initiative for Cybersecurity Education Cybersecurity Workforce Framework to ensure consistent, current, and flexible training in the growing technology field of Information Security. Graduates of this option may qualify for positions as entry level information security professionals.

To view gainful employment information for this program, please visit our website at bhcc.edu/certificate-programs.

Associate in Science

Professional Studies - Computer Information Technology

Cybersecurity Option

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts or	3	⚑		Prerequisites for CIT-110 and CIT-113: ESL-098 or RDG-095 or placement.
CIT-113	Information Technology Problem Solving				

✎ CIT-113 satisfies the Learning Community requirement.

CIT-162	Cisco Networking I	3	⚑		ESL-098 or RDG-095 or placement.
CIT-182	PC Hardware and Software	3	⚑		RDG-095 or ESL-098 or placement.
ENG-111	College Writing I	3		🎓	ESL-098 or RDG-095 and ENG-095 or placement.

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

GenEd-QPS	Quantitative Problem Solving	3-4		🎓	MAT-097 or MAT-098 or placement.

🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)
✎ 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.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-118	Principles of Internet & Information Security	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-268	Windows Operating Systems	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-121	Introduction to Computer Forensics	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-167	Cisco Networking II	3	⚑		CIT-162.
ENG-112	College Writing II	3		🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

Total Credits: 15

Semester 2 Advising Note

▪ Meet with an advisor to begin career planning activities

SUMMER SEMESTER		Credits	Milestone	GenEd	Prerequisites
GenEd-CCC	Community & Cultural Contexts	3		🎓	

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)

Total Credits: 3

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
CIT-264	Networking Security	3	🚩		CIT-162.
CIT-219	Information Security and Assurance	3	🚩		CIT-268.
CIT-125	Python Programming	3	🚩		CIT-113 or CIT-110 or CIT-120 or CMT-121.
Elective	CIT Elective	3-4			

✏ Elective Options:
  CIT-221 Advanced Computer Forensics, CIT-225 Adv Python Programming, CIT-262 Wireless Technology,
  CIT-267 CISCO Networking III, CIT-270 Linux Administration/Lab, CIT-274 CISCO Networking IV,
  CIT-282 MS Windows Administration/Lab, CRJ-245 Cyber Crime-Justice in the Virtual World

GenEd-SR	Scientific Reasoning	4		🎓	

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✏ Choose one course from the Scientific Reasoning Menu

Total Credits: 16-17

Semester 3 Advising Note
- Complete a pre-graduation check with an advisor in LifeMap

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
CIT-273	Ethical Hacking	4	🚩		CIT-268 or CIT-270 or Chair approval.
CIT-275	Information Security Seminar	3	🚩		Pre/co-requisite: CIT-273.
Elective	CIT Elective	3-4			

✏ Elective Options:
  CIT-221 Advanced Computer Forensics, CIT-225 Adv Python Programming, CIT-262 Wireless Technology,
  CIT-267 CISCO Networking III, CIT-270 Linux Administration/Lab, CIT-274 CISCO Networking IV,
  CIT-282 MS Windows Administration/Lab, CRJ-245 Cyber Crime-Justice in the Virtual World

GenEd-E	General Education Elective	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	3		🎓	

🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)
✏ Choose one course from Creative Work Menu

Total Credits: 16-17

Semester 4 Advising Note
- Apply for graduation

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

🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
This option prepares students to support the security of networks, systems located on these networks, and the data/information contained within those systems; identifying, developing, implementing and maintaining security processes throughout organizations to reduce risks, respond to incidents and limit exposure and liability; identifying, notifying, and responding to security threats to networks.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Understand network protocols and routing.
- Understand commonly used network services - DNS, mail, web, etc. as well as less common network services.
- Perform packet analysis and be able to identify malformed packets.
- Understand differences between various operating systems - which OS an event came from and which OS is vulnerable to a certain attack.
- Define the types of malicious software found in modern networks.
- Explain the threats and countermeasures for physical security and social engineering.
- Perform footprinting, port scans, and enumeration on a network.
- Perform very simple programming in C, HTML, and Perl, specifically oriented towards the needs of network security professionals.
- Identify Microsoft Windows vulnerabilities and to harden systems.
- Identify Linux vulnerabilities and to protect servers.
- Describe and deploy security devices, including routers, firewalls, Intrusion Detection Systems, and honeypots.
- Describe the ethics associated with the use of hacking or penetration testing tools and techniques.

CAREER OUTLOOK
The option is designed to align with the National Institute of Technology and Standards' (NITS) National Initiative for Cybersecurity Education Cybersecurity Workforce Framework to ensure consistent, current, and flexible training in the growing technology field of Information Security. Graduates of this option will qualify for positions as entry-level information security professionals.

Data Analytics Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-113	Information Technology Problem Solving	3	⚑		ESL-098 or RDG-095 or placement.
MAT-181	Statistics	3	⚑		MAT-097 or MAT-098 or placement.
	Total Credits:	6			

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-236	SQL Programming	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-137	Introduction to Big Data with R and R Studio	4	⚑		CIT-110 or CIT-113 or CIT-120 or Chair Approval.
CIT-234	Decision Support Using Microsoft Excel	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-268	Windows Operating Systems	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
	Total Credits:	13			

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
CIT-125	Python Programming	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-187	Data Analytics and Predictive Analysis	3	⚑		CIT-137 and MAT-181.
CIT-240	Database Programming	3	⚑		CIT-236.
	Total Credits:	9			

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

🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

This certificate will teach the necessary skills to enter the field of analytics, or business intelligence as a junior data engineer.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Data Management (Fast-Track) Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts				Prerequisites for CIT-110: ESL-098 or RDG-095 or placement.
	or				
CIT-113	Information Technology Problem Solving	3-4	⚑		Prerequisites for CIT-113: RDG-095 or ESL-098 or placement.
	or				
CIT-120	Intro to Computer Science and Object Oriented Programming				Prerequisites for CIT-120: ENG-095 and RDG-095 or ESL-098 and MAT-099 or placement.
	Total Credits:	3-4			

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
MAT-181	Statistics	3	⚑		MAT-097 or MAT-098 or placement.
CIT-137	Introduction to Big Data with R and R Studio	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-236	SQL Programming	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-234	Decision Support Using Microsoft Excel	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
	Total Credits:	12			

Semester 2 Advising Note
■ Apply for graduation

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

This program prepares students to become database and spreadsheet support technicians who work with users to identify their needs and design and program reports and forms to meet those needs.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Professional Studies - Computer Information Technology

Database Programming and Administration Option

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts or	3	⚑		Prerequisites for CIT-110 and CIT-113: ESL-098 or RDG-095 or placement.
CIT-113	Information Technology Problem Solving				

✎ CIT-113 Satisfies Learning Community Requirement

| CIT-162 | Cisco Networking I | 3 | ⚑ | | ESL-098 or RDG-095 or placement. |
| ENG-111 | College Writing I | 3 | | 🎓 | RDG-095 or ESL-098 and ENG-095 or placement. |

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

| GenEd-CCC | Community & Cultural Contexts | 3 | | 🎓 | |

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)
✎ Choose one course from Community and Cultural Contexts Menu

| ACC-101 | Principles of Accounting I | 3 | | | ESL-098 or RDG-095 or placement. |
| OIM-100 | PC Keyboarding Techniques | 1 | | | |

✎ Students can also complete the Challenge Exam for OIM-100. Please email pla@bhcc.mass.edu for more information.

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.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-216	Visual Basic	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-128	Database Design	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-236	SQL Programming	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-268	Windows Operating Systems	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
ENG-112	College Writing II	3		🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

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; follow-up with an advisor

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
COM-171	Oral Communication	3			
GenEd-QPS	Quantitative Problem Solving	3-4		🎓	MAT-097 or MAT-098 or placement.

🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)
✎ Choose one MAT course from Quantitative Problem Solving Menu.

CIT-218	Intermediate Visual Basic	3	⚑		CIT-216.
CIT-240	Database Programming	3	⚑		CIT-236 or Chair approval.
CIT-219	Information Security and Assurance	3	⚑		CIT-268.

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

Database Programming and Administration Option (continued)

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
CIT-118	Principles of Internet & Information Security	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-245	Database Administration	3	⚑		CIT-236 or Chair approval.
GenEd-SR	Scientific Reasoning	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	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	3		🎓	

🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)
✎ Choose one course from Creative Work Menu

Total Credits: 16

Semester 4 Advising Note
- Apply for graduation

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

🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

The Database Programming and Administration option prepares students to gather data to determine user requirements and to design and program reports and forms so those users can create queries and interpret results. It also prepares students to determine necessary system changes, to create security procedures, and to implement backup and recovery processes.

The Computer Information Technology Department (CIT) has a clear, well-articulated, three-pronged mission, which includes supporting the IT components of the college's General Education offerings (across divisions, departments, and campuses, as well as through interdepartmental collaboration), preparing an IT workforce through certificate and associate degree offerings, and providing IT students with seamless transfer opportunities to related Baccalaureate Degree programs.

The Computer Technology Program offers many courses that apply to other options to afford students the opportunity to explore the many career tracks in Information Technology before selecting a career in Computer Support, Data Base or Networking. The department's goals are in concert with the college's goals. Using input from its Industry Advisory Committees and internship course, the department is continually updating and fine tuning its programs of study.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Write programs to support database applications.
- Design and code complex queries.
- Use a database procedural language to design and code database functions, triggers and collections.
- Qualify with the skill set necessary to take the first level of Oracle Database Certification.

CAREER OUTLOOK

Graduates of this option may qualify for entry-level database programming and support positions in a wide range of organizations.

Certificate

Professional Studies - Computer Information Technology

Database Support Specialist Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts	3	⚑		ESL-098 or RDG-095 or placement.
CIT-133	Introduction to Microsoft Office	3	⚑		
CIT-162	Cisco Networking I	3			RDG-095 or ESL-098 or placement.
CIT-182	PC Hardware and Software	3			RDG-095 or ESL-098 or placement.
OIM-100	PC Keyboarding Techniques	1			
	Total Credits:	13			

Semester 1 Advising Note
- Students can also complete the Challenge Exam for OIM-100. Please email pla@bhcc.mass.edu for more information.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-118	Principles of Internet & Information Security	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-230	Help Desk Techniques	3	⚑		CIT-110 or Chair approval.
CIT-128	Database Design	3			CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-216	Visual Basic	3			CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-236	SQL Programming	3			CIT-110 or CIT-113 or CIT-120 or Chair approval.
	Total Credits:	15			

⚑ Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
This program prepares students to become database programmers or administrators who work with users to identify their needs and design and program reports and forms to meet those needs. The program prepares students to create security procedures, implement backup and recovery processes, and determine necessary system changes.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Design and code complex queries.
- Support desktop security functions.
- Support Excel and Access functions.

CAREER OUTLOOK
Graduates of this program qualify for entry-level database programming and support positions in a wide range of organizations.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Professional Studies - Computer Information Technology

Digital and Computer Forensics and Investigations Option

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts	3	🚩		ESL-098 or RDG-095 or placement.
	Total Credits:	*3*			

Admission Requirements Advising Note
- Students will need to demonstrate introductory level computer knowledge by successfully completing CIT-110, or completing a Challenge Exam. To learn more about the Challenge Exam contact BHCC's Prior Learning Assessment coordinator at pla@bhcc.mass.edu.

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-118	Principles of Internet & Information Security	3	🚩		CIT-110 or CIT-113 or CIT-120 or Department Chair approval.
✏️ See semester advising note					
CIT-121	Introduction to Computer Forensics	3	🚩		ESL-098 or RDG-095 or placement.
CIT-162	Cisco Networking I	3			ESL-098 or RDG-095 or placement.
ENG-111	College Writing I	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse.					
GenEd-QPS	Quantitative Problem Solving	3-4		🎓	MAT-097 or MAT-098 or placement.
🎓 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
- This map assumes students have completed CIT-110 or have demonstrated introductory level computer knowledge.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-268	Windows Operating Systems	3	🚩		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-216	Visual Basic	3	🚩		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CRJ-103	Criminal Law	3	🚩		ESL-098 or RDG-095 and ENG-095 or placement.
Elective	Career Elective	3	🚩		
✏️ Recommended: CRJ 101 (this course is a prerequisite to CRJ-202 & CRJ-245)					
ENG-112	College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing.					
	Total Credits:	*15*			

SUMMER SEMESTER		Credits	Milestone	GenEd	Prerequisites
GenEd-CCC	Community & Cultural Contexts	3	🚩	🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts.					
✏️ Choose one course from Community and Cultural Contexts menu.					
GenEd-SR	Scientific Reasoning	4	🚩	🎓	
🎓 This course meets the General Education requirement for Scientific Reasoning.					
✏️ Choose one course from Scientific Reasoning menu.					
	Total Credits:	*7*			

Summer Semester Advising Note
- In order to complete in 2 years, student may need to complete summer classes.

Digital and Computer Forensics and Investigations Option (continued)

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
CIT-221	Advanced Computer Forensics	3	⚑		CIT-121 and CIT-268.
CIT-219	Information Security and Assurance	3	⚑		CIT-268.
CRJ-245	Cyber Crime in Today's Society	3			ENG-111 and CRJ-101 and CRJ-103 or Chair approval.
Elective-1	Career Elective	3	⚑		
✏ Recommended: CRJ 208 (this course is a prerequisite to CRJ-202)					
Elective-2	Career Elective	3	⚑		
✏ Recommended course CIT-270 (this course is a prerequisite to CIT-271)					
	Total Credits:	15			

Semester 3 Advising Note
- Complete a pre-graduation check with an advisor in LifeMap

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
CIT-271	Batch File Programming	1	⚑		CIT-270 and pre/co requisite of CIT-268.
CIT-223	Special Topics in Digital and Computer Forensics	3	⚑		Pre/co-requisite: CIT-221.
CIT-220	Directed Studies in Digital and Computer Forensics	1	⚑		CIT-221.
CRJ-202	Evidence and Court Procedures	3	⚑		ENG-111 and CRJ-101 and CRJ-103 and CRJ-208.
GenEd-E	General Education Elective	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.					
GenEd-CW	Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work.					
✏ Choose one course from Creative Work Menu.					
	Total Credits:	15			

Semester 4 Advising Note
- Apply for graduation

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

🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

Digital and Computer Forensics is the name for a newly emerging field of study and practice that incorporates many areas of expertise including but not limited to internet, network and information security, intrusion detection, incident response, infrastructure protection, and computer crime investigation.

This program provides to Information Technology and Criminal Justice professionals the opportunity to obtain knowledge, training, and skills in Computer Forensics. Both civil and criminal offenders are using computers to commit crimes such as illegally downloading information, documents, or copyrighted materials, committing accounting fraud or releasing malicious code on computer networks to disrupt services. Internet crimes against children and other vulnerable populations have increased dramatically. Computers and other digital devices now play a part in many criminal activities. As a result, the need for computer forensics-based skills continues to grow.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

- Image and analyze the evidence found on a hard drive including file system analysis.
- Demonstrate knowledge of the issues surrounding a digital investigation including evidence and court procedures and search and seizure laws and regulations.
- Analyze digital evidence including evidence found in the seizure of cell phones, PDAs and other mobile devices.

CAREER OUTLOOK

This Associate Program is designed to align with the law enforcement, public safety, private industry and homeland security needs to ensure consistent, current and flexible training in the emerging technology field of Computer and Digital Forensics.

Electric Power Utility Program – A Partnership with EVERSOURCE

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 **tbcdn.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.**

▌Associate in Science

▌Professional Studies - Computer Information Technology

Electric Power Utility Technology Program

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	Possess a High School Diploma or GED				
Other	See Admissions Requirements below				
Test	Take College Placement Test				
MAT-097	**Fundamentals of Algebra**	3			
✏ Completion of MAT-097 or higher placement					
ENG-095	**Writing Skills II**	3			
✏ Completion of ENG-095 or higher placement					
	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		Credits	Milestone	GenEd	Prerequisites
ENG-111	**College Writing I**	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
MAT-193	**Topics in Algebra and Trigonometry**	3	⚑		MAT-097 or placement.
EPU-101	**DC Circuit Theory/Lab**	4	⚑		Pre/co-requisite: MAT-193.
EPU-151	**Fundamentals of Single Phase and Poly Phase Metering**	4	⚑		Acceptance into the program.
CIT-110	**Applications/Concepts**	3			ESL-098 or RDG-095 or placement.
	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		Credits	Milestone	GenEd	Prerequisites
ENG-112	**College Writing II**	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
PSY-107	**Group Dynamics**	3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 Area 3)					
EPU-104	**AC Circuit Theory/Lab**	4	⚑		EPU-101.
EPU-203	**Introduction to Underground Operation**	3	⚑		Acceptance into the program.
	Total Credits:	*13*			

Semester 2 Advising Note
- Courses with EPU, MAT and PHY prefixes must be taken and completed as indicated in the program grid.

SUMMER SEMESTER		Credits	Milestone	GenEd	Prerequisites
EPU-251	**Electric Power/Utility Tech Internship**	3	⚑		PSY-107 and EPU-151 and ENG-111.
	Total Credits:	*3*			

Electric Power Utility Technology Program (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
VMA-111 Introduction to Mass Media	3		🎓	ENG-095 and MAT-093.
🎓 This course meets the General Education requirement for General Education Elective.				
MAN-111 Principles of Management	3			ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.
EPU-205 Introduction to Substation Operations	4	🚩		Acceptance into the program.
EPU-257 Power and Distribution	3	🚩		EPU-104.
Total Credits:	13			

Semester 3 Advising Note
- Courses with EPU, MAT and PHY prefixes must be taken and completed as indicated in the program grid.

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
PHY-191 Introduction to Physics	4			MAT-193.
GenEd-CW Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
✏ Choose one course from Creative Work menu				
ENR-101 Introduction to Engineering/Lab	4			MAT-193.
✏ Department Chair approval required. MAT-193 may satisfy the pre-requisite for EPUT students only.				
EPU-207 Introduction to Overhead Linework	4	🚩		Acceptance into the program.
Total Credits:	15			

Semester 4 Advising Note
- Courses with EPU, MAT and PHY prefixes must be taken and completed as indicated in the program grid.
- Apply for graduation

🚩 Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
Designed to prepare students for employment in a variety of electric and gas related position; students will complete coursework in Algebra, College Writing, DC Circuit Theory and various laboratory assignments for Overhead Lines and Construction.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Demonstrate practiced and acquired skills while working at Eversource in a variety of electrical and gas fields.

- Use a computer to access data and information.
- Communicate effectively both orally and in writing.
- Obtain licenses from Eversource.

CAREER OUTLOOK
Based on a student's grades, skills, and attitude, employment opportunities exist with Eversource or an Eversource qualified contractor upon graduation. Current starting hourly wage is $20-30 per hour and overtime is also compensated. Eversource offers a competitive and comprehensive

benefits package including health and dental care, life insurance, 401K plan (including company matching program), as well as continuing education reimbursement.
Students will earn the following certifications:
- OSHA 30 Certification.
- First Aid/CPR.
- CDL Pre-trip Training.
- DL Class A Drivers License.
- O.T. Medical Certification.
- Certification in Natural Gas Technology.
- EVERSOURCE Hoisting License.

Certificate

Professional Studies - Computer Information Technology

Excel Applications Support Specialist Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts or	3	⚑		Prerequisites for CIT-110: ESL-098 or RDG-095 or placement.
CIT-112	Information Technology Fundamentals				
CIT-133	Introduction to Microsoft Office	3	⚑		
CIT-162	Cisco Networking I	3	⚑		RDG-095 or ESL-098 or placement.
CIT-182	PC Hardware and Software	3	⚑		ESL-098 or RDG-095 or placement.
OIM-100	PC Keyboarding Techniques	1			

✎ See semester note

Total Credits: 13

Semester 1 Advising Note

- Students can also complete the Challenge Exam for OIM-100. Please email pla@bhcc.mass.edu for more information.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-118	Principles of Internet & Information Security	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-230	Help Desk Techniques	3	⚑		CIT-110 or Chair approval.
CIT-234	Decision Support Using Microsoft Excel	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-250	Collaboration, Communication and Integration in MS Office Applications	3			CIT-110 or CIT-113 or CIT-120 or Chair approval.
ACC-101	Principles of Accounting I	3			ESL-098 or RDG-095 or placement.

Total Credits: 15

Semester 2 Advising Note

- Apply for graduation

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

𝒮 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

This certificate is designed to prepare students for entry-level positions in Excel support. All courses are offered web-based to provide maximum scheduling flexibility for students, and most are offered in the traditional classroom setting each term. This certificate program is open to all CIT, BUS, OIM and other students.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Gas Utility Technology Degree Option Program

Gas Utility Technology (GUT) Degree Option Program

A collaboration with Feeney Brothers Excavation, LLC

In collaboration with Feeney Brothers Excavation, LLC, 103 Clayton Street, Dorchester, MA, Bunker Hill Community College (BHCC) offers a two year accredited Associated in Science degree option with a focus on Gas Utility Technology. Most classroom courses will take place at BHCC. Students receive continuous hands-on training at Feeney Brothers Excavation, LLC's Dorchester Training labs and during a required internship.

Program Requirements:

Students must apply to the Gas Utility Technology degree program through Enrollment Management and Admissions and complete a Feeney Brothers Excavation, LLC application which may be found at feeneybrothers.com

This five-semester program of study includes a paid summer internship with Feeney Brothers Utility Services and two four-week paid work experiences during winter breaks for students who maintain a C or higher in the Gas Utility Technology courses.

Qualified applicants must interview with Feeney Brothers and Bunker Hill Community College staff and pass additional physical and mechanical testing before being accepted into the program. Students in this degree option program must successfully pass any pre-employment and random drug or alcohol screening tests mandated by Feeney Brothers Excavation, LLC; successfully complete all Operator Qualification Testing administered by the Northeast Gas Association; maintain safety skills per PHMSA, MUTDC, OSHA 1910 and OSHA 1926 regulations; and pass the First Aid/CPR test.

Careers and Salaries

During summer break, students in the Gas Utility program participate in a paid internship at Feeney Brothers Utility Services while they complete a for-credit internship course. Over both winter breaks, students participate in four-week paid work experiences. Students work full-time for $16/hour, with available overtime hours at time and a half.

After completing this degree option, students receive an associate in science degree and will have the experience and qualifications they need to launch a career in gas utility construction. Successful graduates of the Gas Utility Technology Degree Option Program at BHCC will have the option of full-time employment at Feeney Brothers, or they will also be well-qualified for careers at other utility companies.

The current starting salary for laborers in Massachusetts ranges from $32,000-$45,000, with additional compensation for overtime. There are opportunities for advancement to Gas Utility Operator ($46,000-$80,000), Gas Utility Foreman ($50,000-$90,000) and Gas Utility Supervisor ($52,000-$95,000).

For more information visit **bhcc.edu/gasutility.**

Associate in Science

Professional Studies - Computer Information Technology

Gas Utility Technology Degree Option Program

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	Possess a High School diploma or GED				
Work	Have the legal right to work in the United States				
Application	Complete a Feeney Brothers Excavation, LLC application				
Test	Take College Placement Test				
MAT-099	Intermediate Algebra	3			
✎ Completion of MAT-099 or higher placement					
ENG-095	Writing Skills II	3			
✎ Completion of ENG-095 or higher placement					
	Total Credits:	6			

Admission Requirements Advising Note

- 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		Credits	Milestone	GenEd	Prerequisites
ENG-111	College Writing I	3	⚑	🎓	RDG-095 or ESL-098 and ENG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
CIT-113	Information Technology Problem Solving	3			ESL-098 or RDG-095 or placement.
MAT-193	Topics in Algebra and Trigonometry	3			MAT-097 or placement.
GUT-101	Introduction to the Utility Industry	4	⚑		Acceptance in the GUT program.
	Total Credits:	13			

Semester 1 Advising Note

- General Education Requirements Scientific Reasoning satisfied by program.
- Students must earn a grade of C or higher in all courses required by the program.
- ENG, GUT, MAT and PHY courses required for this program MUST be taken and completed in the order indicated on this curriculum map.
- The program requires a CORI check and pre-employment drug and alcohol test for internship placement. Contact the BHCC CORI/SORI Officer (https://www.bhcc.edu/studentcentral/academicrecords/coriandsorichecks/) for more information.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
ENG-112	College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
PSY-107	Group Dynamics	3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)					
GUT-102	Gas Utility Technology I	4	⚑		GUT-101.
EPU-101	DC Circuit Theory/Lab	4	⚑		
	Total Credits:	14			

SUMMER SEMESTER		Credits	Milestone	GenEd	Prerequisites
GUT-299	Gas Utility Technology Summer Internship	3	⚑		GUT-101.
	Total Credits:	3			

Summer Semester Advising Note

- Student must successfully pass a Criminal Offender Record Information (CORI) check and pre-employment drug and alcohol test before beginning internship.

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
GenEd-E General Education Elective	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-194 College Algebra for STEM	4		🎓	MAT-099 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)				
GenEd-CW Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6) ✏ Choose one course from Creative Work Menu				
GUT-103 Gas Utility Technology II	4	🚩		GUT-102 and co-req GUT-104.
GUT-104 Utility Regulations, Ethics and Safety Standards	3	🚩		GUT-101 and co-req GUT-103.
Total Credits:	*17*			

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
PHY-191 Introduction to Physics	4		🎓	MAT-193 or placement.
🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)				
GUT-105 Leadership for the Utility Industry Professional	4	🚩		GUT-103 and GUT-104.
MAN-215 Project Management	3	🚩		CIT-113 and GUT-105 and MAT-097 are pre/co-requisites only for students accepted in the GUT program or Chair approval.
ENR-101 Introduction to Engineering/Lab	4			Pre/co-requisite of MAT-194.
Total Credits:	*15*			

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

🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

The Gas Utility Technology Degree Option Program (GUT) is comprised of courses that will prepare students to obtain a laborer position with utility firms doing business in Massachusetts as well as out-of-state utility firms. In addition to lectures by subject area experts, the GUT courses include a lab component that provides hands-on demonstrations and opportunities to perform industry specific tasks to demonstrate competency under the supervision of faculty mentors. Students are exposed to the local, state and federal regulations and laws governing the utilities industry. Throughout the curriculum, students are required to successfully complete gas specific performance skills testing, proctored by the Northeast Gas Association, leading to the acquisition of 43 - 50 Operator Qualifications. Additionally, students will be required to ensure job safety through safe housekeeping practices and the successful completion of a CPR/First Aid license exam.

To ensure students are prepared for advancement in the utility industry, a leadership course is required to complete the program.

Upon completion of the program, students will be prepared to enter the workforce as laborers in the utility industry.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

■ Explain the history and current state of the communication (fiber optics), electric, natural gas, steam and condensate, and water and sewer utilities.
■ Demonstrate safe operation of heavy duty equipment and specialized tools through knowledge acquired in the lab.
■ Successfully complete gas specific performance skills testing leading to the acquisition of 43 - 50 Operator Qualifications.
■ Successfully complete an examination for CPR/First Aid.
■ Demonstrate the ability to work in teams to accomplish a firm's objectives.
■ Apply local, state and federal regulations and statutes to ensure regulatory compliance at job sites.
■ Identify hazards and unsafe conditions at a job site and initiate corrective action in a timely manner.

■ Utilize an understanding of electricity by applying risk assessment and taking remedial action as appropriate in situational analysis.
■ Conduct research on current events, create a PowerPoint presentation, and articulate in a clear and concise manner how natural gas is transforming the way the world uses energy.
■ Demonstrate the ability to use critical thinking skills, communicate effectively and collaborate with team members to achieve the organization's objectives.

CAREER OUTLOOK

Workforce shortages are predicted to occur both in Massachusetts and at out-of-state utilities. Based on the student's grades, skills, and attitude, employment opportunities exist with Feeney Brothers Excavation LLC and other utility companies upon graduation. Current starting salary for laborers ranges from $32,000 - $45,000, and overtime is also compensated. There are opportunities for advancement to Gas Utility Operator ($46,000-$80,000), Gas Utility Foreman ($50,000-$90,000) and Gas Utility Supervisor ($52,000-$95,000).

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Health Information Networking Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts				
	or				
CIT-113	Information Technology Problem Solving	3	⚑		Prerequisite for CIT-110 and CIT-113: ESL-098 or RDG-095 or placement.
	or				
CIT-182	PC Hardware and Software				
CIT-162	Cisco Networking I	3	⚑		ESL-098 or RDG-095 or placement.
	Total Credits:	6			

Semester 1 Advising Note
- CIT-182 is the equivalent to Cisco's 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.
- To accelerate take CIT-162 and CIT-167 as a mini session if offered or the Fast Track classes.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-167	Cisco Networking II	3	⚑		CIT-162.
	Total Credits:	3			

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.
- Speak to an Advisor about internship and career opportunities.

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
CIT-267	Cisco Networking III	3			CIT-167.
CIT-277	Health Information Networking	3			CIT-167.
CIT-279	Cisco CCNA Security	3			CIT-167.
	Total Credits:	9			

Semester 3 Advising Note
- CIT-267 is the equivalent to Cisco's CCNA R&S Semester 3
- CIT-274 is the equivalent to Cisco's CCNA R&S Semester 4
- CIT-279 is the equivalent to Cisco's CCNA Security
- Upon completion of CIT-274, prepare and take the Cisco Certified Networking Associate certification and/or
- Upon completion of CIT-279 prepare and take the Cisco CCNA Security certification
- Speak to an Advisor about internship and career opportunities.

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
CIT-274	Cisco Networking IV	3			Co-requisite: CIT-267or Chair approval.
	Total Credits:	3			

Semester 4 Advising Note
- Apply for graduation

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

§ This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

The Health Information Networking Certificate program provides students with the networking and security concepts and skills needed to work in industry and in the healthcare field. The sequence of courses will help students prepare for the CCNA (Cisco Certified Networking Associate) certifications and the Cisco Network Security certification. Students enhance their core routing and switching knowledge and learn how to apply networking and security skills to the healthcare field. The health Information Networking Certificate program is designed for students who hope to further their networking skills with healthcare information and communication technology (ICT) and for students seeking career-oriented, entry-level networking and security specialist skills.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

- Apply for entry-level networking positions.
- Apply for entry-level network security specialist careers.
- Apply for entry-level network and network security positions in the healthcare industry.
- Prepare to take the Cisco CCNA Certification Examination(s).
- Prepare to take the Comp TIA A+ Certification Examination(s).
- Prepare to take the Cisco Network Security Certification Examination.

CAREER OUTLOOK

The Health Information Networking Program helps students prepare for entry-level specialized ICT and networking careers in physician offices, hospitals, healthcare facilities and with third-party contractors. Students also gain the knowledge and skills needed to prepare for entry-level security specialist careers and networking careers in industry and will be prepared to take multiple industry certificate exams.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Professional Studies - Computer Information Technology

Health Information Technology Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-113	Information Technology Problem Solving	3	⚑		Prerequisites for CIT-110 and CIT-113: ESL-098 or RDG-095 or placement.
	or				
CIT-110	Applications/Concepts				
✎ CIT-110 is recommended.					
CIT-182	PC Hardware and Software	3	⚑		ESL-098 or RDG-095 or placement.
✎ CIT-182 is the equivalent to Cisco's IT Essentials A+ certification course					
CIT-162	Cisco Networking I	3	⚑		ESL-098 or RDG-095 or placement.
✎ CIT-162 is the equivalent to Cisco's CCNA R&S Semester 1					
	Total Credits:	9			

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		Credits	Milestone	GenEd	Prerequisites
CIT-183	Healthcare IT Concepts I	3	⚑		CIT-110 or CIT-113 or CIT-120 or Chair approval and pre/co-requisite of CIT-182.
CIT-167	Cisco Networking II	3	⚑		CIT-162.
✎ CIT-167 is the equivalent to Cisco's CCNA R&S Semester 2					
CIT-288	Healthcare IT Concepts II	3	⚑		Pre/co-requisite: CIT-183 or Chair approval.
	Total Credits:	9			

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

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
The Health Information Technology (HIT) 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 position. 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 and software 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 information sharing. The Health Information Technology (HIT) Certificate Program is designed to be "Stackable", allowing students to apply completed courses to IT degrees and additional IT certificates, such as the Health Information Networking Certificate.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Information Technology Transfer Option

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-113	**Information Technology Problem Solving**	3	🚩		Prerequisites for CIT-110 and CIT-113: ESL-098 or RDG-095 or placement.
	or				
CIT-110	**Applications/Concepts**				
✏️ CIT-113 satisfies Learning Community Requirement					
ENG-111	**College Writing I**	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
MAT-181	**Statistics**	3		🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)					
GenEd-CCC	**Community & Cultural Contexts**	3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)					
✏️ Choose one course from the Community and Cultural Context Menu					
GenEd-E	**General Education Elective**	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		Credits	Milestone	GenEd	Prerequisites
CIT-125	**Python Programming**	3	🚩		CIT-110 or CIT-113 or CIT-120 of CMT-121 or Chair approval.
CMT-111	**HTML5**	3			
CIT-162	**Cisco Networking I**	3	🚩		RDG-095 or ESL-098 or placement.
GenEd-CW	**Creative Work**	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)					
✏️ Choose one course from Creative Work Menu					
MAT-194	**College Algebra for STEM**	4			MAT-099 or placement.
	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.

Information Technology Transfer Option (continued)

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
CIT-225	Advanced Python Programming	3	⚑		CIT-215 or Chair approval.
CIT-236	SQL Programming	3			CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-268	Windows Operating Systems or	3-4	⚑		Prerequisite for CIT-268: CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-270	Linux Administration/Lab				Prerequisite for CIT-270: CIT-162.
Elective	Natural & Physical Sciences OR Humanities & Fine Arts OR Behavioral & Social Sciences or	3-4			
Elective-1	CIT Elective				

✎ Recommended Electives: CIT-118 CIT-121 CIT-219 CIT-221 CIT-223 CIT-240 CIT-264 CIT 282 CRJ-103 CRJ-145 CRJ-202 Any other programming course

Elective	Natural & Physical Sciences OR Humanities & Fine Arts OR Behavioral & Social Sciences or	3-4			
Elective-2	CIT Elective				

✎ Recommended Electives: CIT-118 CIT-121 CIT-219 CIT-221 CIT-223 CIT-240 CIT-264 CIT 282 CRJ-103 CRJ-145 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		Credits	Milestone	GenEd	Prerequisites
Elective	Natural & Physical Sciences OR Humanities & Fine Arts OR Behavioral & Social Sciences or	3-4			
Elective-1	CIT Elective				

✎ Recommended Electives: CIT-118 CIT-121 CIT-219 CIT-221 CIT-223 CIT-240 CIT-264 CIT 282 CRJ-103 CRJ-145 CRJ-202 Any other programming course

Elective	Natural & Physical Sciences OR Humanities & Fine Arts OR Behavioral & Social Sciences or	3-4			
Elective-2	CIT Elective				

✎ Recommended Electives: CIT-118 CIT-121 CIT-219 CIT-221 CIT-223 CIT-240 CIT-264 CIT 282 CRJ-103 CRJ-145 CRJ-202 Any other programming course

MAT-231	Calculus for Management Science	4			MAT-194 or placement.
ENG-112	College Writing II	3		🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

GenEd-SR	Scientific Reasoning	4		🎓	

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✎ 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

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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.

PROGRAMS OF STUDY

Medical Information Management Assistant Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
OIM-103	**MS Word**	3	⚑		

✏ OIM-103 is a pre/co-requisite to the program. It should be taken prior to the first semester. An exemption exam is available. Contact BHCC's Prior Learning Assessment coordinator at pla@bhcc.mass.edu to learn more.

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
OIM-105	**Skills for the Administrative Success**	3			ENG-095 and ESL-098 or RDG-095 or placement; Pre/co-requisite of OIM-103 or OIM-101.
CIT-110	**Applications/Concepts**	3	⚑		ESL-098 or RDG-095 or placement.
NHP-180	**Medical Terminology**	3	⚑		
OIM-190	**Medical Information Management**	3			Pre/co-requisite: OIM-103 or OIM-101.
	Total Credits:	*15*			

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
OIM-106	**Records and Information Management**	3	⚑		Pre/co-requisite: CIT-110 or CIT-133.
OIM-112	**MS Word II**	3	⚑		OIM-103 or OIM-101 and CIT-110 or Chair approval.
OIM-115	**Administrative Technology and Procedures**	3	⚑		OIM-103 and CIT-110.
OIM-132	**Administrative Business Communications I**	3	⚑		ENG-095 or placement and OIM-103 or OIM-101.
OIM-200	**Introduction to Physicians' Billing**	3			Pre/co-requisite: NHP-180.
	Total Credits:	*15*			

Semester 2 Advising Note
- Some courses in this program are offered as hybrid or Web (online).
- Apply for graduation

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

🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🕮 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

- Demonstrate proficiency in computer operations and the 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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Associate in Science

Professional Studies - Computer Information Technology

Medical Information Management Option

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
OIM-103	MS Word	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.

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
OIM-105	Skills for the Administrative Success	3			ENG-095 and ESL-098 or RDG-095 or placement; Pre/co-requisite of OIM-103.

✎ Satisfies the Learning Community Requirement

		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts	3	⚑		ESL-098 or RDG-095 or placement.
NHP-180	Medical Terminology	3	⚑		
OIM-132	Administrative Business Communications I	3			ENG-095 orplacement.
	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		Credits	Milestone	GenEd	Prerequisites
OIM-106	Records and Information Management	3	⚑		Pre/co-requisite: CIT-110 or CIT-133.
OIM-112	MS Word II	3	⚑		OIM-103 and CIT-110 or Chair approval.
ENG-111	College Writing I	3		☛	ENG-095 and ESL-098 or RDG-095 or placement.

☛ This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

		Credits	Milestone	GenEd	Prerequisites
CIT-118	Principles of Internet & Information Security	3			CIT-110 or CIT-113 or CIT-120 or Chair approval.
OIM-190	Medical Information Management	3	⚑		Pre/Co-requisite: OIM-103.
	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		Credits	Milestone	GenEd	Prerequisites
OIM-200	Introduction to Physicians' Billing	3	⚑		Pre/co-requisite: NHP-180.
OIM-232	Administrative Business Communications II	3	⚑		OIM-130 or OIM-132 and Pre/co-requisite OIM-106 and OIM-112 and OIM-115 or Chair approval.

✎ This course must be taken during the fall semester prior to enrolling OIM-299 and requires Chair approval.

		Credits	Milestone	GenEd	Prerequisites
OIM-115	Administrative Technology and Procedures	3	⚑		Pre/co-requisite: OIM-103 and CIT-110 andENG-112.
ENG-112	College Writing II	3		☛	ENG-111.

☛ This course meets the General Education requirement for Research Writing (Formerly Area 1)

		Credits	Milestone	GenEd	Prerequisites
CIT-128 or CIT-250	Database Design or Collaboration, Communication and Integration	3			CIT-110 or CIT-113 or CIT-120 or Chair approval. CIT-110 or CIT-113 or Chair approval.
	Total Credits:	15			

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
OIM-299 **Office and Information Management Internship**	3	🚩		OIM-232 and Chair approval.
✏ The internship involves 150 hours within a medical office. With prior approval from the OIM coordinator, students with a minimum of one year in a medical administrative position complete a portfolio in place of the internship.				
GenEd-CCC **Community & Cultural Contexts**	3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3) ✏ PSY-107 is recommended				
GenEd-QPS **Quantitative Problem Solving**	3-4		🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4) ✏ Choose one MAT course from Quantitative Problem Solving Menu.				
GenEd-E **General Education Elective**	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**	4		🎓	
🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5) ✏ Choose one course from Scientific Reasoning Menu				
GenEd-CW **Creative Work**	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6) ✏ Choose one course from Creative Work Menu				

Total Credits: 19-20

Semester 4 Advising Note
- Apply for graduation

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

🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

The Office and Information Management Department's mission is to provide industry-identified knowledge, skills, and abilities to prepare students for entry-level careers within office administration and/or medical office administration fields. For individuals already employed within these fields, professional development can be obtained through the more advanced courses. In addition, transfer to four-year programs is possible. The Department offers a capstone internship program for all degree students.

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.

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.

Certificate

Professional Studies - Computer Information Technology

Microsoft Applications Support Specialist Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts	3	⚑		ESL-098 or RDG-095 or placement.
CIT-133	Introduction to Microsoft Office	3	⚑		
OIM-100	PC Keyboarding Techniques	1			

✎ For students proficient in keyboarding techniques, a challenge exam is available. For more information please email pla@bhcc.mass.edu

Total Credits: 7

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-233	Advanced MS Office	3	⚑		CIT-110 or CIT-113 or CIT-133 or Chair approval.
CIT-250	Collaboration, Communication and Integration in MS Office Applications	3	⚑		CIT-110 or CIT-113 or Chair approval.
CIT-230	Help Desk Techniques	3	⚑		CIT-110 or Chair approval.

Total Credits: 9

Semester 2 Advising Note
- Apply for graduation

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

This certificate prepares students for entry level positions in Microsoft personal computer desktop applications support. Recommended non-credit industry certification courses offered through the College's Community Education Office are optional, but will greatly enhance employment prospects. The CIT internship and entrepreneurship courses are also optional.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Network Technology and Administration Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-162	Cisco Networking I	3	⚑		ESL-098 or RDG-095 or placement.
CIT-182	PC Hardware and Software	3			RDG-095 or ESL-098 or placement.
	Total Credits:	6			

Semester 1 Advising Note
- To complete the program in 1 year, take Cisco I-IV as Fast Track as well as CIT 182 in the first semester and complete the other courses in the subsequent semester.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-167	Cisco Networking II	3	⚑		CIT-162.
CIT-264	Networking Security	3	⚑		CIT-162.
CIT-262	Wireless Technology	3	⚑		CIT-162.
	Total Credits:	9			

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
CIT-267	Cisco Networking III	3	⚑		CIT-167.
CIT-270	Linux Administration/Lab	4	⚑		CIT-162.
	Total Credits:	7			

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
CIT-274	Cisco Networking IV	3			CIT-267.
CIT-282	MS Windows Server Administration/Lab	4			CIT-162 and pre/co requisite CIT-268.
	Total Credits:	7			

Semester 4 Advising Note
- Apply for graduation

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

🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
This program prepares students to maintain network hardware and software so that people within the organization receive timely and accurate information. The program prepares students to connect users to the company's computer system, by using cable, fiber optics, or wireless communications. It prepares students to identify, document, solve problems, and recommend system improvements, based on user needs and technological advances.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Set up, maintain, and support networks for small and medium sized businesses.
- Qualify to take the Microsoft Certified Professional (MCP) Examination, the Comp TIA Network+ and Comp TIA A+ Certification examinations, the Cisco Certified Network Administrator (CCNA) examination and the Certified Wireless Network Administrator (CWNA) examination.

CAREER OUTLOOK
Graduates of this program may qualify to become network administrators, responsible for day-to-day network operations, and for other entry-level network positions.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Network Technology and Administration Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
CIT-113 Information Technology Problem Solving or **CIT-110** Applications/Concepts	3	🚩		Prerequisites for CIT-110 and CIT-113: RDG-095 or ESL-098 and or placement.
✏ CIT-113 satisfies the Learning Community Requirement				
ENG-111 College Writing I	3	🚩	🎓	RDG-095 or ESL-098 or ENG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
CIT-162 Cisco Networking I	3	🚩		ESL-098 or RDG-095 or placement.
CIT-182 PC Hardware and Software	3			RDG-095 or ESL-098 or placement.
GenEd-QPS Quantitative Problem Solving	3		🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)				
✏ Choose one MAT course from Quantitative Problem Solving Menu.				
OIM-100 PC Keyboarding Techniques	1			
✏ Student can also complete the Challenge Exam for OIM-100. Please email pla@bhcc.mass.edu for more information				
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.

SEMESTER 2	Credits	Milestone	GenEd	Prerequisites
CIT-167 Cisco Networking II	3	🚩		CIT-162.
CIT-268 Windows Operating Systems	3	🚩		CIT-110 or CIT-113 or CIT-120 or Chair approval.
GenEd-SR Scientific Reasoning	4		🎓	
🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)				
✏ Choose one course from Scientific Reasoning Menu				
ENG-112 College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
CIT-282 MS Windows Server Administration/Lab	4			CIT-162 and pre/co-requisite CIT-268.
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.

Network Technology and Administration Option (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
CIT-267 Cisco Networking III	3	⚑		CIT-167.
GenEd-CCC Community & Cultural Contexts	3		🎓	

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)
✏ Choose one course from Community and Cultural Contexts Menu

CIT-262 Wireless Technology	3	⚑		CIT-162.
GenEd-E General Education Elective	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.

CIT-270 Linux Administration/Lab	3			CIT-162.
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	Credits	Milestone	GenEd	Prerequisites
CIT-274 Cisco Networking IV	3			CIT-267.
CIT-264 Networking Security	3	⚑		CIT-162.
GenEd-CW Creative Work	3		🎓	

🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)
✏ Choose one course from Creative Work menu.

ACC-101 Principles of Accounting I	3			ESL-098 or RDG-095 or placement.
COM-171 Oral Communication	3			
Total Credits:	15			

Semester 4 Advising Note
- Apply for graduation

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

𝒮 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
This option prepares students to maintain network hardware and software so that people within the organization receive timely and accurate information. Using cable, fiber optics, or wireless communications, the option prepares students to configure, manage and maintain a company's computer networking infrastructure. The option emphasizes networking technology for local area networks (LANs), and for connecting to larger networks (WANs) and to the Internet. The Computer Information Technology Department (CIT) has a clear, well-articulated, three-pronged mission, which includes supporting the IT components of the college's General Education offerings (across divisions, departments, and campuses, as well as through inter-departmental collaboration), preparing an IT workforce through certificate and associate degree offerings, and providing IT students with seamless transfer opportunities to related Baccalaureate Degree programs. The Computer Technology Program offers many courses that apply to other options to afford students the opportunity to explore the many career tracks in Information Technology before selecting a career in Computer Support, Data Base or Networking. The Department's goals are in concert with the College's goals. Using input from its Industry Advisory Committees and internship course, the department is continually updating and fine tuning its programs of study.

CAREER OUTLOOK
Graduates of this option may qualify as network administrators, responsible for day to day network operations as well as for entry level networking positions, that may include hardware support and troubleshooting, software installation, and maintenance of a network.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Have knowledge of the latest versions of Network Operating Systems (NOS) including UNIX, Linux and Microsoft Windows.
- Set up and configure a network. Set up user accounts and profiles to protect the network's integrity and security.
- Qualify to take the Microsoft Certified Professional (MCP) Examination, the Comp TIA Network+ and Comp TIA A+ Certification examinations, the Cisco Certified Network Administrator (CCNA) examination and the Certified Wireless Network Administrator (CWNA) examination.

PC Hardware Support Specialist Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts	3	🚩		ESL-098 or RDG-095 or placement.
CIT-182	PC Hardware and Software	3	🚩		ESL-098 or RDG-095 or placement.
CIT-162	Cisco Networking I	3	🚩		ESL-098 or RDG-095 or placement.
OIM-100	PC Keyboarding Techniques	1			
✏️ Students can also complete the Challenge Exam for OIM-100. Please email pla@bhcc.mass.edu for more information.					
	Total Credits:	10			

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-268	Windows Operating Systems	3	🚩		CIT-110 or CIT-113 or CIT-120 or Chair approval.
CIT-230	Help Desk Techniques	3	🚩		CIT-110 or Chair approval.
	Total Credits:	6			

Semester 2 Advising Note
- Apply for graduation

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

🔗 This course has pre/co- requisites. ✏️ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
This certificate prepares students for entry level positions in personal computer hardware support. Recommended noncredit industry certification courses offered through the College's Community Education Office are optional, but will greatly enhance employment prospects. The CIT internship and entrepreneurship courses are also optional.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Describe, remove, and replace select components of desktop and laptop personal computers; upgrade components based on customer needs and perform preventive maintenance and troubleshooting.
- Understand the basics of the most common desktop Office applications.
- Explain, install, and navigate the most common personal computer operating systems; upgrade components based on customer needs and perform preventive maintenance and troubleshooting.
- Demonstrate good communication skills and professional behavior while working with customers.
- Qualify to take the COMPTIA A+ Essentials Certification Examination.
- Qualify to take the NETWORK+ Certification Examination.

CAREER OUTLOOK
Graduates completing this certificate may find employment in information support services departments in firms large and small as well as other companies specializing in personal computer maintenance support.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Associate in Science

Professional Studies - Computer Media Technology

Gaming/Computer Artist Track Simulation Option

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CMT-101	**Game Development Essentials**	3	🚩		ENG-095 and ESL-098 or RDG-095 or placement.
✏ Satisfies Learning Community Requirement					
CMT-121	**Maya Foundations**	3	🚩		ENG-095 and ESL-098 or RDG-095 or placement.
ENG-111	**College Writing I**	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.
👉 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
GenEd-CCC	**Community & Cultural Contexts**	3		🎓	
👉 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)					
✏ Choose one course from Community and Cultural Contexts Menu Recommended: SOC-101					
GenEd-E	**General Education Elective**	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		Credits	Milestone	GenEd	Prerequisites
CMT-123	**Maya Character Modeling**	3	🚩		CMT-121.
CMT-119	**Human Character**	3			CMT-101.
CMT-103	**Managing Game Development**	3			ENG-095 and ESL-098 or RDG-095 or placement.
ENG-112	**College Writing II**	3		🎓	ENG-111.
👉 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
VMA-104	**Drawing from Observation**	3		🎓	ENG-095 or placement.
👉 This course meets the General Education requirement for Creative Work (Formerly Area 6)					
	Total Credits:	*15*			

Semester 2 Advising Note

▪ Meet with an advisor to begin career planning activities.

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
CMT-217	**3D Modeling and Sculpting**	3	🚩		CMT-121.
CMT-229	**Creating 3D Special Effects**	3	🚩		CMT-121.
CMT-129	**Photoshop for Gaming**	3			ENG-095 and MAT-093 or placement.
COM-171	**Oral Communication**	3			
MAT-172	**Contemporary Math I**	3		🎓	MAT-097 or MAT-098 or placement.
👉 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)					
	Total Credits:	*15*			

Semester 3 Advising Note

▪ Complete a pre-graduation check with an advisor in LifeMap

Gaming/Computer Artist Track Simulation Option (continued)

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
CMT-249	**3D Liquids Simulation**	3			CMT-229.
CMT-223	**Maya Character Animation**	3			CMT-123.
VMA-151	**Introduction to Audio Technology**	3			ENG-095 and MAT-093 or placement.
GenEd-SR	Scientific Reasoning	4		🎓	

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✏ Choose one course from Scientific Reasoning Menu

Elective	**Career Elective**	3			

✏ Choose one Computer Media Technology (CMT) or Visual and Media Arts (VMA) course.

Total Credits: 16

Semester 4 Advising Note
- Apply for graduation

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

§ This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

This program option is designed to appeal to those students that have a preference for the artistic side of game and computer simulation development such as scene lighting, creating customized 3D texture maps, customized shaders, diffuse shaders, sky boxes and bump maps. This option will also instruct students in the fundamentals of 3D Game/Simulation design, development and production construct, shape, texture, and animate 3D objects and characters in a computer game environment. The program also teaches students the techniques and skills required to incorporate depth, lights, textures and 3D liquids into the 3D game to simulate real-world situations.

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.

Associate in Science

Professional Studies - Computer Media Technology

Gaming/Computer Programming Track Simulation Option

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CMT-101	Game Development Essentials	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course satisfies Learning Communities Seminar requirement.					
CMT-121	Maya Foundations	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
ENG-111	College Writing I	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse.					
GenEd-CCC	Community & Cultural Contexts	3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)					
✎ Recommended: SOC-101					
GenEd-E	General Education Elective	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		Credits	Milestone	GenEd	Prerequisites
CMT-123	Maya Character Modeling	3	⚑		CMT-121.
CMT-119	Human Character	3			CMT-101.
CMT-103	Managing Game Development	3			ENG-095 and ESL-098 or RDG-095 or placement.
ENG-112	College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing.					
VMA-104	Drawing from Observation	3		🎓	ENG-095 or placement.
🎓 This course meets the General Education requirement for Creative Work.					
	Total Credits:	15			

Semester 2 Advising Note
- Meet with an advisor to begin career planning activities.

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
CMT-223	Maya Character Animation	3			CMT-121.
CMT-229	Creating 3D Special Effects	3	⚑		CMT-121.
CMT-249	3D Liquids Simulation	3			CMT-229 or Approval from the Department Chair.
COM-171	Oral Communication	3			
MAT-172	Contemporary Math I	3		🎓	Grade of C or better in MAT-097 or MAT-098.
🎓 This course meets the General Education requirement for Quantitative Problem Solving.					
	Total Credits:	15			

Semester 3 Advising Note
- Complete a pre-graduation check with an advisor in LifeMap

Gaming/Computer Programming Track Simulation Option (continued)

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
CMT-231	**MEL Scripting**	3			CMT-229.
CMT-232	**Game Engines**	3			CMT-231 or Department Chair Approval.
VMA-151	**Introduction to Audio Technology**	3			Grade of C or better in ENG-095 and MAT-093 or placement.
GenEd-SR	**Scientific Reasoning**	4		🎓	

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✏ Choose one course from Scientific Reasoning Menu

| **Elective** | **Career Elective** | 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

⚑ Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

This program option prepares students in the fundamentals of 3D game/Simulation design, development and production with a focus towards control and construction of gaming components through the use of scripting and programming languages. The programming focus will concentrate on using coding language skills to animate, construct and schedule user interface actions in a game or simulation environment. Students also learn how to utilize state-of-the-art modeling software to create, construct, shape, texture and animate 3D objects and characters in a computer game environment. The program also teaches students techniques and skills required to incorporate depth, lights, textures and 3D liquids into the 3D game to simulate real-world situations. Students are also instructed in the techniques and tools of game program development, management and scheduling techniques.

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.

Certificate

Gaming/Computer Simulation in Entrepreneurship

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CMT-121	Maya Foundations	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
MAN-105	Principles of Marketing	3	⚑		ESL-098 and ESL-099 or RDG-095 and ENG-090 or placement.
MAN-107	Introduction to Entrepreneurship	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
	Total Credits:	9			

Semester 1 Advising Note
Due to the way the prerequisites are structured, it is not possible to complete this certificate in one semester.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CMT-123	Maya Character Modeling	3	⚑		CMT-121.
CMT-229	Creating 3D Special Effects	3	⚑		CMT-121.
MAN-204	Entrepreneurship & Innovation	3	⚑		MAN-107.
	Total Credits:	9			

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
CMT-223	Maya Character Animation	3	⚑		CMT-123.
CMT-232	Game Engines	3	⚑		CMT-123.
	Total Credits:	6			

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW
THIS PROGRAM IS SLATED FOR DELETION IN FALL 2020. WE ARE NO LONGER ACCEPTING STUDENTS INTO THIS CERTIFICATE PROGRAM.
The Gaming/Computer Simulation in Entrepreneurship Certificate will prepare students in the fundamentals of game/simulation design, development and production and in tandem, will allow individuals to acquire practical entrepreneurial skills. Students will learn the techniques and tools of game program management and will learn to combine these skills with business skills to create opportunities for self-employment potentially leading to starting a gaming company, or the certificate will better prepare them for further career advancement and mobility within the gaming industry.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- Analyze viability of business opportunities in the gaming industry from various points of view.
- Create game characters, 3D objects as game constructs, and animate the game scene.
- Develop and implement a business plan designed to manage a game development venture.
- Evaluate the feasibility of gaming ideas and identify the industry factors leading to business opportunity.

CAREER OUTLOOK
Students completing this certificate can expect to be qualified for positions in gaming companies or further, be positioned to explore the option of starting their own gaming company. The computer gaming/simulation industry is rapidly growing providing ample opportunities for the gaming professional.

This program is slated for deletion in Fall 2020. We are no longer accepting students into this certificate program

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Certificate

Professional Studies - Computer Media Technology

Web Development Certificate

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CMT-111	HTML5	3	⚑		
VMA-105	Digital Imaging with Photoshop	3			ENG-095 and MAT-093 or placement.
CMT-125	Cascading Style Sheets	3			Pre/co-requisite: CMT-111.
	Total Credits:	9			

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		Credits	Milestone	GenEd	Prerequisites
CMT-113	Javascript	3	⚑		CMT-111.
	Total Credits:	3			

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
CMT-117	XML	3			CMT-111.
CMT-225	jQuery	3	⚑		CIT-113.
CMT-228	Web Design with Ajax	3			CMT-113.
	Total Credits:	9			

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
CMT-241	PHP/MySQL	3			CMT-113.
CMT-250	Mobile Web Applications	3	⚑		CMT-225.
	Total Credits:	6			

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

This 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 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.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Web Development in Entrepreneurship Certificate

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CMT-111	HTML5	3	⚑		
MAN-107	Introduction to Entrepreneurship	3			ENG-095 and ESL-098 or RDG-095 or placement.
MAN-105	Principles of Marketing	3			ENG-090 and ESL-098 or RDG-095 or placement.
	Total Credits:	*9*			

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CMT-113	Javascript	3	⚑		CMT-111.
MAN-204	Entrepreneurship & Innovation	3	⚑		MAN-105.
	Total Credits:	*6*			

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
CMT-225	jQuery	3	⚑		CMT-113.
CMT-117	XML	3			CMT-111.
	Total Credits:	*6*			

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
CMT-227	JSON	3	⚑		CMT-117.
	Total Credits:	*3*			

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW
The Web Development In Entrepreneurship Certificate will provide students with a sound basis of knowledge of web-based delivery and development of products, services and web technologies and will allow individuals to acquire practical entrepreneurial skills. Students will learn leading edge web delivery mechanisms and will learn to incorporate these skills with practical business skills to create opportunities for self-employment potentially leading to starting their own business, or will better prepare them for further career advancement and mobility.

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.
■ Develop and implement a business plan designed to create a web development venture.
■ Evaluate the feasibility of web development ideas and identify the industry factors leading to business opportunity.

CAREER OUTLOOK
Students completing this certificate can expect to be qualified for positions as web developers and also be positioned to explore the option of starting their own web design company. Students will be prepared to utilize their knowledge towards the pursuit of eventual Webmaster certification and ultimately, their own web development consulting business.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Associate in Science

Professional Studies - Computer Media Technology

Web Development Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENG-111 College Writing I	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
CMT-111 HTML5	3	⚑		ENG-090 and RDG-090 or placement.
COM-171 Oral Communication	3	⚑		
VMA-105 Digital Imaging with Photoshop	3			ENG-095 and MAT-093 or placement.
GenEd-QPS Quantitative Problem Solving	3-4		🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)				
✎ Choose one course from Quantitative Problem Solving Menu				
Total Credits: 15-16				

SEMESTER 2	Credits	Milestone	GenEd	Prerequisites
ENG-112 College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
CMT-113 Javascript	3	⚑		CMT-111.
CMT-125 Cascading Style Sheets	3	⚑		Pre/co-requisite: CMT-111.
✎ Milestone courses should be taken in the order shown.				
GenEd-SR Scientific Reasoning	4		🎓	
🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)				
GenEd-CW Creative Work	3	⚑	🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
Total Credits: 16				

Semester 2 Advising Note

- Meet with an advisor to begin career planning activities.

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
CMT-225 jQuery	3	⚑		CMT-113.
CMT-228 Web Design with Ajax	3			CMT-113.
CMT-241 PHP/MySQL	3			CMT-113.
VMA-111 Introduction to Mass Media	3	⚑	🎓	ENG-095 and MAT-093.
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)				
CMT-117 XML	3	⚑		CMT-111 and CMT-125.
✎ Milestone courses should be taken in the order shown.				
Total Credits: 15				

Semester 3 Advising Note

- Complete a pre-graduation check with an advisor in LifeMap

Web Development Option (continued)

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
CMT-227	JSON	3			CMT-117.
CMT-235	Node.js	3			CMT-117.
CMT-250	Mobile Web Applications	3			CMT-225.
Elective-1	Career Elective	3			Career Elective Options:.
GenEd-E	General Education Elective	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

🚩 Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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

Criminal Justice Career Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENG-111 College Writing I	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
PSY-101 Principles of Psychology	3		🎓	ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for General Education Elective.				
GenEd-CW Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
✏️ Choose one course from Creative Work Menu				
CRJ-101 Introduction to Criminal Justice	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
✏️ Satisfies the Learning Community Requirement				
CRJ-103 Criminal Law	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
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	Credits	Milestone	GenEd	Prerequisites
ENG-112 College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
SOC-101 Principles of Sociology	3		🎓	ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Community & Cultural Contexts.				
GenEd-QPS Quantitative Problem Solving	3-4		🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)				
✏️ Choose one MAT course from Quantitative Problem Solving Menu. MAT-181 Statistics I is strongly recommended.				
CRJ-107 Introduction to Corrections	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
CRJ-225 Policing	3	⚑		ENG-111 and CRJ-101 and CRJ-103.
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	Credits	Milestone	GenEd	Prerequisites
SOC-207 Criminology	3			PSY-101 or SOC-101.
CRJ-211 Criminal Procedure	3	🚩		ENG-111 and CRJ-101 and CRJ-103.
GenEd-SR Scientific Reasoning	4		🎓	

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✏ Choose one course from Scientific Reasoning menu. SCI-150 Forensic Science/Lab is recommended.

Elective-1 Career Elective	3			

✏ See semester advising note

Elective-2 Career Elective	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 Court 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 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	Credits	Milestone	GenEd	Prerequisites
CRJ-275 Criminal Justice Capstone	3			Complete all core requirements of the CRJ degree.
Elective-1 Career Elective	3			

✏ Choose from any non-required CRJ course

Elective-2 Career Elective	3			

✏ Choose from any non-required CRJ course

Elective-3 Career Elective	3			

✏ Choose from any non-required CRJ course

Elective-4 Open Elective	3			

✏ Recommended electives include communication or GOV or Computer or Foreign Language courses.

Total Credits: 15

Semester 4 Advising Note
- Apply for graduation

🚩 Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
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.

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.

Associate in Science

Professional Studies - Criminal Justice and Public Safety

Criminal Justice Transfer Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENG-111 College Writing I	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
PSY-101 Principles of Psychology	3		🎓	ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for General Education Elective.				
GenEd-CW Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
✎ Choose one course from Creative Work Menu				
CRJ-101 Introduction to Criminal Justice	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
✎ Satisfies Learning Community Requirement				
CRJ-103 Criminal Law	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
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	Credits	Milestone	GenEd	Prerequisites
ENG-112 College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
SOC-101 Principles of Sociology	3		🎓	ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)				
GenEd-QPS Quantitative Problem Solving	3-4		🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)				
✎ Choose one MAT course from Quantitative Problem Solving Menu. MAT-181 Statistics I is strongly recommended.				
CRJ-107 Introduction to Corrections	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
CRJ-225 Policing	3	⚑		ENG-111and CRJ-101 and CRJ-103 or Chair approval.
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	Credits	Milestone	GenEd	Prerequisites
SOC-207 Criminology	3	⚑		PSY-101 or SOC-101.
CRJ-211 Criminal Procedure	3	⚑		ENG-111and CRJ-101 and CRJ-103 or Chair approval.
GenEd-SR Scientific Reasoning	4		🎓	
🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)				
✎ Choose one course from Scientific Reasoning menu. SCI-150 Forensic Science/Lab is recommended.				
Elective-1 Career Elective	3			
✎ Choose from any non-required CRJ course				
Elective-2 Behavioral Science Elective	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

Criminal Justice Transfer Option (continued)

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
CRJ-275 Criminal Justice Capstone	3			Complete all core requirements of the CRJ degree.
Elective-1 Lab Science Elective	4			
✏ Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course				
Elective-2 Humanities Elective	3			
✏ Choose one course from the Humanities Electives menu.				
Elective-3 Humanities Elective	3			
✏ Choose one course from the Humanities Electives menu.				
Elective-4 Career Elective	3			
✏ Choose from any non-required CRJ course				
Total Credits:	16			
Semester 4 Advising Note				
▪ Apply for graduation				

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

§ This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW
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.

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.

Professional Studies - Criminal Justice and Public Safety

Fire Protection and Safety Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ENG-111	College Writing I	3			RDG-095 or ESL-098 and ENG-095 or placement.
FPS-111	The Fire Service, This Century and the Next, What Should We Expect	3	⚑		
✎ Students with previous college experience may choose from the following career electives: FPS-125 or FPS-127 or FPS-221					
FPS-119	Principles of Fire and Emergency Services Safety & Survival	3	⚑		ESL098 or RDG095 and ENG-095 or placement.
FPS-123	Principles of Emergency Services	3	⚑		ESL098 or RDG095 and ENG-095 or placement.
FPS-135	Fire Behavior and Combustion	3	⚑		ESL098 or RDG095 and ENG-095 or placement.
	Total Credits:	15			

Semester 1 Advising Note
- This program is offered in the late afternoon and evening.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
FPS-133	Fire Protection Services	3	⚑		RDG-095 or ESL-098 and ENG-095 or placement.
FPS-223	Building Construction for Fire Protection	3	⚑		FPS-123.
Elective	Career Elective	3	⚑		
✎ Choose from the following options: FPS-125 Hazardous Materials, FPS-127 Fire Protections Hydraulics and Water Supply, FPS-221 Strategy and tactics					
FPS-139	Fire Prevention	3	⚑		RDG-095 or ESL-098 and ENG-095 or placement.
	Total Credits:	12			

Semester 2 Advising Note
- Apply for graduation

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

⚲ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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. A certificate in fire protection and safety may lead to higher scores on promotional examinations. This program is offered in the afternoon and evening.

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 (see FPS209).
- 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 Associate in Science Degree: Fire Protection and Safety. This program also prepares fire fighters who wish to upgrade their career status.

To view gainful employment information for this program, please visit our website at bhcc.edu/certificate-programs.

Associate in Science

Professional Studies - Criminal Justice and Public Safety

Fire Protection and Safety Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
FPS-111	The Fire Service, This Century and the Next, What Should We Expect	3			

✏ Satisfies Learning Community Requirement

| ENG-111 | College Writing I | 3 | ⚑ | 🎓 | ESL-098 or RDG-095 and ENG-095 or placement. |

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

| GenEd-QPS | Quantitative Problem Solving | 3-4 | | 🎓 | MAT-097 or MAT-098 or placement. |

🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)
✏ Choose one MAT course from Quantitative Problem Solving Menu.

FPS-119	Principles of Fire and Emergency Services Safety & Survival	3			ESL-098 or RDG-095 and ENG-095 or placement.
CIT-110	Applications/Concepts	3			ESL-098 or RDG-095 or placement.
	Total Credits:	15-16			

Semester 1 Advising Note

- General Education Requirements Scientific Reasoning satisfied by program.
- Students with previous college experience choose from the following career electives: FPS-125 or FPS-127 or FPS-221
- 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		Credits	Milestone	GenEd	Prerequisites
ENG-112	College Writing II	3		🎓	ENG-111.

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

| FPS-133 | Fire Protection Services | 3 | | | ESL-098 or RDG095 and ENG-095 or placement. |
| SOC-101 | Principles of Sociology | 3 | | 🎓 | ESL-098 or RDG-095 or placement. |

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)

FPS-123	Principles of Emergency Services	3	⚑		ESL-098 or RDG-095 and ENG-095 or placement.
CHM-120	Principles of Inorganic Chemistry/ Lab	4			ENG-095 and ESL-098 or RDG-095 and MAT-097 or placement.
	Total Credits:	16			

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
FPS-139	Fire Prevention	3			ESL-098 or RDG095 and ENG-095 or placement.
Elective-1	Career Elective	3			

✏ Career Electives: FPS-125 Hazardous Materials, FPS-127 Fire Protections Hydraulics and Water Supply, FPS-221 Strategy and tactics

| Elective-2 | Behavioral Science Elective | 3 | | | |

✏ Choose one course from PSY or SOC

| FPS-135 | Fire Behavior and Combustion | 3 | | | ESL-098 or RDG-095 and ENG-095 or placement. |
| GenEd-E | General Education Elective | 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: | 15 | | | |

Fire Protection and Safety Program (continued)

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
Elective	Career Elective	3			
✎ Career Electives: FPS-125 Hazardous Materials, FPS-127 Fire Protections Hydraulics and Water Supply, FPS-221 Strategy and tactics					
FPS-223	Building Construction for Fire Protection	3			FPS-123.
COM-171	Oral Communication	3			
FPS-107	Fire Company Officership	3			ENG-095 and ESL-098 or RDG-095 or placement.
GenEd-CW	Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)					
✎ Choose one course from Creative Work Menu					
	Total Credits:	15			
Semester 4 Advising Note					
▪ Apply for graduation					

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
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.

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.

Early Childhood Development Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ECE-103	Child Growth and Development	3	⚑		ESL-098 or RDG-095 and ENG-095 or placement.

✎ 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.

ECE-106	Program Environments	3	⚑		ESL-098 or RDG-095 and ENG-095 or placement.
ENG-111	College Writing I	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
LCS-101	Learning Community Seminar	3			
Elective	or Career Elective				

✎ The recommended LCS is LCS-101J: Parents as First Teachers
See career elective options in semester note

Total Credits: **12**

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.
- 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		Credits	Milestone	GenEd	Prerequisites
ECE-101	Guidance and Discipline in ECE	3	⚑		ECE-103.
ECE-104	Curriculum in ECE	3	⚑		ECE-103.

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

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

🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

This program prepares students as teachers and/or lead teachers in the State of Massachusetts. Students must meet additional experiential requirements by working in a licensed child care program during or after meeting the educational requirements for teacher and/or lead teacher certification.

Due to the prerequisite requirements, it may not be possible to complete this certificate program in one year

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Associate in Science

Professional Studies - Early Childhood Education

Early Childhood Development Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ECE-103	Child Growth and Development	3	⚑		

✎ ECE-103 is prerequisite to most other ECE courses in this program.

ECE-106	Program Environments	3	⚑		ESL-098 or RDG-095 and ENG-095 or placement.
ENG-111	College Writing I	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

LCS-101	Learning Community Seminar				
	or	3			
Elective	Elective				

✎ LCS-101 satisfies the Learning Community Requirement OR choose one college-level course as an Elective.

GenEd-QPS	Quantitative Problem Solving	3		🎓	MAT-097 or MAT-098 or placement.

🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)

✎ Choose one MAT course from Quantitative Problem Solving Menu. Recommended class MAT-181 or MAT-172.

Total Credits: **15**

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.
- 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.
- 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		Credits	Milestone	GenEd	Prerequisites
ECE-101	Guidance and Discipline in ECE	3	⚑		ECE-103.
ECE-104	Curriculum in ECE	3	⚑		ECE-103.
ENG-112	College Writing II	3		🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

PSY-101	Principles of Psychology	3	⚑	🎓	ESL-098 or RDG-095 or placement.

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Area 2)

ECE-217	Observing and Recording Behavior	3	⚑		ECE-103.

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.

Early Childhood Development Program (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
LIT-217 **Children's Literature**	3		🎓	Pre/co-requisite: ENG-111.

☛ This course meets the General Education requirement for Creative Work (Formerly Area 6)

ECE-212 **Family and Community Involvement in ECE**	3			ECE-103 plus 3 ECE or EDU courses or equivalent.
ECE-220 **Practicum I in ECE**	3	🚩		ECE-101 and ECE-103 and ECE-104 and ECE-106. .

✎ ECE-220 requires application and orientation in spring semester (deadline end of spring semester) before fall enrollment. Class ONLY starts in the fall and is a two semester sequence (ECE 220-221). Students missing application and orientation process must wait until the next fall to move forward. A GPA of 2.25 or above is required as well as multiple other requirements for application and acceptance into placement. ECE Coordinator and Department Chair have further information.

Elective **Career Elective**	3			

✎ Electives:
ECE-108 Infant/Toddler Curriculum Development, ECE-207 Literacy Development and Learning,
ECE-209 Math Concepts and Learning, ECE-210 Science Concepts and Learning, Or Multiple 1 credit courses in ECE 151-168

ECE-202 **Issues in ECE**	3			ESL-098 or RDG-095 and ENG-095 or placement.
Total Credits:	15			

Semester 3 Advising Note
- ECE-108 Infant/Toddler Curriculum and 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	Credits	Milestone	GenEd	Prerequisites
GenEd-SR **Scientific Reasoning**	4		🎓	

☛ This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✎ Choose one course from Scientific Reasoning Menu

ECE-221 **Practicum II in ECE**	3	🚩		ECE-220.

✎ ECE-221 requires student to have completed ECE-220 in the fall semester with a C or higher grade and completed portfolio. Students without this requirement completed are not allowed to proceed to ECE-221 and must reapply for readmission to the ECE-220 class in the next fall after following Department procedures for readmission.

ECE-211 **The Young Child with Special Needs**	3			ECE-103 plus 3 ECE or EDU courses or equivalent.
Elective **Career Elective**	3			

✎ Electives:
ECE-108 Infant/Toddler Curriculum Development, ECE-207 Literacy Development and Learning,
ECE-209 Math Concepts and Learning, ECE-210 Science Concepts and Learning, Or Multiple 1 credit courses in ECE 151-168

GenEd-E **General Education Elective**	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:	16			

Semester 4 Advising Note
- Apply for graduation

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

𝒮 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

Early Childhood Development Program (continued)

PROGRAM OVERVIEW

Early Childhood, Education and Human Services 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.

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.

Early Childhood Development with Child Development Associate Credential Certificate Program

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		Credits	Milestone	GenEd	Prerequisites
ECE-103	**Child Growth and Development**	3	⚑		ESL-098 or RDG-095 and ENG-095 or placement.

✎ 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.

		Credits	Milestone	GenEd	Prerequisites
ECE-106	**Program Environments**	3	⚑		ESL-098 or RDG-095 and ENG-095 or placement.
ENG-111	**College Writing I**	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
LCS-101 / **Elective**	**Learning Community Seminar** or **Career Elective**	3			

✎ Recommended LCS: LCS-101J Parents as First Teachers
See career elective options in semester note

Total Credits: 12

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.
- 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-123Ā

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
ECE-101	**Guidance and Discipline in ECE**	3	⚑		ECE-103.
ECE-104	**Curriculum in ECE**	3	⚑		ECE-103.
ECE-217	**Observing and Recording Behavior**	3	⚑		ECE-103.

Total Credits: 9

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.
- CDA requires students complete ECE-217 prior to working on CDA portfolio and credentialing planning.
- Apply for graduation

Early Childhood Development with Child Development Associate Credential Certificate Program (continued)

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
ECE-223	CDA Professional Portfolio	3	⚑		Admission to the Early Childhood Development Certificate with Child Development Associate Credential and ECE-101, ECE-103, ECE-104, ECE-106 and ENG-111 plus a Learning Community Seminar or career elective..
ECE-224	CDA Mentoring and Coaching Practicum	3	⚑		ECE-223 with a grade of B or better or concurrently with Department Chair permission.
	Total Credits:	6			

Semester 3 Advising Note
- ECE-223 and ECE-224 require that student is working in a classroom for development of portfolio and completion of the credentialing requirements.   See requirements at bottom under additional advising notes. 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. Fees for this are noted below. 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.

⚑ Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW
This program prepares students as teachers and/or lead teachers in the State of Massachusetts. Students must meet additional experiential requirements by working in a licensed child care program during or after meeting the educational requirements for teacher and/or lead teacher certification.

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 are academically qualified in the State of Massachusetts through the Department of Early Education and Care to be either teacher or lead teacher qualified once work experience is completed as required by the state. For more information contact the Department Chair.

GENERAL ADVISING NOTES FOR THIS PROGRAM
- All developmental courses: RDG-90, 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.

- ENG-111 is required at the beginning semester as the program requires much reading and writing and student must be fully prepared for intense writing assignments in ECE courses.
- 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.
- 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 will not be counted toward qualifications for certification by Massachusetts DEEC.
- The LCS must be taken in first semester and is only allowed for those students with no prior college experience; if the student is transferring or has prior college experience, the student may substitute a previous college course for the LCS through the college course waiver process (see Department Chair or ECE Coordinator for assistance). Recommended LCS for ECE students: LCS-101J Parents as First Teachers.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Education Concentration

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
EDU-102	Becoming a Teacher	3	⚑		
✎ Satisfies Learning Community Requirement.					
ENG-111	College Writing I	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
PSY-101	Principles of Psychology	3		🎓	ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Area 2)					
ECE-103	Child Growth and Development	3	⚑		ESL-098 or RDG-095 and ENG-095 or placement.
GenEd-QPS	Quantitative Problem Solving	3-4		🎓	MAT-097 or MAT-098.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)					
✎ 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. If student is not eligible to take EDU 102 due to prior college experience, the Fine Arts elective required in subsequent semester may be taken during this first semester and Career elective substituted in the subsequent semester instead of the fine arts noted in this curriculum map.
- The department recommends students take EDU102, Becoming a Teacher, as their Learning Community Seminar.
- 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 2		Credits	Milestone	GenEd	Prerequisites
ENG-112	College Writing II	3	⚑	🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
EDU-201	Introduction and Foundations of Education	3	⚑		RDG-095 and ENG-095.
LIT-217	Children's Literature	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)					
HIS-151	US History: From Colonization to the Civil War	3			ESL-098 or RDG-095 and ENG-095 or placement.
	or				
HIS-152	U.S. History: Reconstruction to Present				
MAT-172	Contemporary Math I	3			MAT-097 or MAT-098.
	Total Credits:	15			

Education Concentration (continued)

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
EDU-220	Practicum in Instruction	3	⚑		EDU-201.
BIO-105	Introduction to Biology or	4		☛	ESL-098 or RDG-095 and ENG-095 and MAT-093.
BIO-108	Human Biology/Lab				
☛ This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)					
ECE-212	Family and Community Involvement in ECE	3	⚑		ECE103 plus three (3) ECE or EDU courses or equivalent. - Must be completed prior to taking this course.
Elective-1	Career Elective	3	⚑		
✎ See semester advising note					
LIT-218	Children's Literature II	3			Pre/co-requisite: ENG-111.
	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,ECE108, ECE151 through ECE168, ECE207, ECE209, ECE210, ECE223, ECE224 ECE 213, ECE 215, ECE 516, EDU 504, EDU102

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
ENV-105	Environmental Science I/Lab	4			Prerequisites : ESL-098 or RDG-095 and ENG-095 and MAT-093.
ECE-211	The Young Child with Special Needs	3	⚑		ECE-103 plus 3 ECE or EDU courses or equivalent.
GenEd-E	General Education Elective	3		☛	
☛ This course meets the General Education requirement for General Education Elective.					
✎ Choose and course from the Creative Work Menu					
ECE-207	Literacy Development and Learning	3	⚑		ECE103 plus 3 ECE or EDU courses or equivalent.
HIS-111	History of the Pre-Modern World	3			ESL-098 or RDG-095 and ENG-095 or placement.
	Total Credits:	*16*			

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

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, visit www.mass.edu/masstransfer.

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.

Associate in Science

Professional Studies - Hospitality

Baking and Pastry Arts Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENG-111 **College Writing I**	3	🚩	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
CUL-115 **Introduction to Culinary Arts**	4	🚩		Co-requisite: CUL-125.
✏ Offered in the fall semester only. Uniforms and tools required for this course				
CUL-125 **Principles of Baking**	4	🚩		Co-requisite: CUL-115.
✏ Offered in the fall semester only. Uniforms and tools required for this course				
CUL-101 **If You Can't Stand the Heat**	3			
✏ Satisfies Learning Community Seminar Requirement				
MAT-100 **Topics in Career Math**	3			MAT-093 or placement.
Total Credits:	*17*			

Semester 1 Advising Note

- General Education Requirements Quantitative Problem Solving, Creative Work, and Community and Cultural Context 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	Credits	Milestone	GenEd	Prerequisites
ENG-112 **College Writing II**	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
CUL-135 **Café and Bistro Cuisine**	4	🚩		Pre-requisites: CUL-115 and CUL-125. Co-requisite: CUL-145.
✏ Offered in the spring semester only. Uniforms and tools required for this course.				
CUL-145 **Advanced Desserts and Pastries**	4	🚩		Pre-requisite: CUL-115 and CUL-125. Co-requisite: CUL-135.
✏ Offered in the spring semester only. Uniforms and tools required for this course.				
CUL-111 **Food Service Sanitation and Skills**	3			
Total Credits:	*14*			

Semester 2 Advising Note

CUL-135 and CUL-145- Co-requisites- offered in spring semester only. Uniforms and tools are required for this course.

SUMMER SEMESTER *SUMMER*	Credits	Milestone	GenEd	Prerequisites
CUL-299P **Pastry Arts Internship**	3	🚩		Chair approval.
Total Credits:	*3*			

Baking and Pastry Arts Option (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
CUL-113 Science of Baking	3			
✎ Offered in fall semester only. Uniforms and tools are required for this course.				
CUL-243 Hot and Cold Desserts	4			CUL-145.
✎ Offered in fall semester only. Uniforms and tools are required for this course.				
CUL-119 Introduction to Cake Decorating	3			
✎ Uniforms and tools are required for this course. This course is for Culinary Arts Students Only.				
CUL-249 Baking for Health	3			CUL-145.
✎ Offered in fall semester only. Uniforms and tools are required for this course.				
GenEd-E General Education Elective	3		☛	
☛ This course meets the General Education requirement for General Education Elective.				
✎ Choose one course from Community & Cultural Contexts menu. Recommended: PSY-101 or SOC-101				

Total Credits: 16

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
BIO-115 Nutrition/Lab	4		☛	MAT-093 and RDG-095 or ESL-098 and ENG-095 or placement.
☛ This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)				
CUL-217 Classical and International Pastries	4			Pre-requisite: CUL-145.
✎ Offered in spring semester only. Uniforms and tools are required for this course.				
CUL-241 Chocolate and Sugar Artistry	4			CUL-145.
✎ Offered in spring semester only. Uniforms and tools are required for this course.				
CUL-247 Advanced Desserts and Showpiece Cakes	3			CUL-119 and CUL-145.
✎ Offered in spring semester only. Uniforms and tools are required for this course.				

Total Credits: 15

Semester 4 Advising Note
▪ CUL 217, CUL 241 and CUL 247 -offered in spring semester only. Uniforms and tools are required for this course
▪ Apply for graduation

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

The Baking and Pastry Arts Option prepares students with an intensive, practical application of skills and decision making demanded by the baking and pastry arts profession. The program provides hands on curriculum interwoven with operational procedures found in most pastry production facilities and venues. Students participate in the operation of a restaurant on campus and in an internship experience. The curriculum is based on American Culinary Federation standards.

PROGRAM OVERVIEW

The Baking and Pastry Arts Option prepares students with an intensive, practical application of skills and decision making demanded by the baking and pastry arts profession. The program provides hands on curriculum interwoven with operational procedures found in most pastry production facilities and venues. Students participate in the operation of a restaurant on campus and in an internship experience. The curriculum is based on American Culinary Federation standards.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

▪ Demonstrate an acquired technical skill in the usage of tools, equipment and machinery found in typical bakeries and commercial pastry production facilities.

▪ Demonstrate the necessary administrative skills common to basic cost control and planning methods found in a typical commercial pastry shop.

▪ Demonstrate conceptual skills acquired through course work relative to operating a successful pastry shop or bakery facility.

▪ Demonstrate the ability to apply advanced decorating techniques in cake and pastry design.

▪ Demonstrate knowledge of advanced chocolate and sugar design.

▪ Demonstrate a skill in working with the design and implementation of healthy alternatives to recipes.

CAREER OUTLOOK

Graduates of this program qualify for a variety of entry level positions in retail bakeries, pastry shops and related pastry production facilities. An A.S. degree will position the student for entry level management positions, as well as the opportunity to transfer to a four year institution for further studies.

Culinary Arts Certificate Program

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
CUL-108 **Basic Baking Skills**	4	⚑		Co-requisite: CUL-116.
✎ CUL-108 only offered in the fall semester. Uniforms and tools are required for this course. (Weekend Class Only)				
CUL-116 **Basic Culinary Skills**	4	⚑		Co-requisite: CUL-108.
✎ CUL-116 only offered in the fall semester. Uniforms and tools are required for this course. (Weekend Class Only)				
CUL-111 **Food Service Sanitation and Skills**	3			
Total Credits:	*11*			

SEMESTER 2	Credits	Milestone	GenEd	Prerequisites
CUL-208 **Advanced Baking Skills**	4			Pre-requisite: CUL-108 and CUL-116. Co-requisite: CUL-216.
✎ CUL-208 only offered in the spring semester. Uniforms and tools are required for this course. (Weekend Class Only)				
CUL-216 **Advanced Culinary Skills**	4			Pre-requisite: CUL-108 and CUL-116. Co-requisite: CUL-208.
✎ CUL-216 only offered in the spring semester. Uniforms and tools are required for this course. (Weekend Class Only)				
CUL-211 **Menu Design and Purchasing**	3			
Total Credits:	*11*			

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

𝒮 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

This weekend program prepares students with the basic skills and knowledge required for entry-level positions in the food service industry. The two-semester, 22-credit program is scheduled from September through May.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

■ Demonstrate practiced and acquired technical skills in the usage of tools and equipment found in a typical food service/ food production setting.
■ Demonstrate the necessary administrative skills common to basic cost control and planning methods found in a typical commercial food service/food production setting.
■ Demonstrate conceptual skills acquired through course work relative to planning a successful restaurant operation.

CAREER OUTLOOK

Graduates of this program qualify for a variety of entry-level positions in food production, including restaurant and institutional line cooking, pastry preparation, steward departments, and other related positions. Students also qualify to transfer all credits to the Associate in Science Degree: Culinary Arts Program.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

■ Associate in Science

▌Professional Studies - Hospitality

Culinary Arts Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
CUL-115 Introduction to Culinary Arts	4	🚩		Co-requisite: CUL-125.
✏ Offered in the fall semester only. Uniforms and tools required for this course				
CUL-125 Principles of Baking	4	🚩		Co-Requisite: CUL-115.
✏ Offered in the fall semester only. Uniforms and tools required for this course				
CUL-101 If You Can't Stand the Heat	3			
✏ Satisfies the Learning Community Requirement				
MAT-100 Topics in Career Math	3			MAT-093 or placement.
Total Credits:	*14*			

Semester 1 Advising Note
- General Education Requirements Quantitative Problem Solving, Community and Cultural Contexts and 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.
- 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.

SEMESTER 2	Credits	Milestone	GenEd	Prerequisites
ENG-111 College Writing I	3	🚩	🎓	RDG-095 or ESL-098 and ENG-095 or placement. .
👉 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
CUL-135 Café and Bistro Cuisine	4	🚩		CUL-115 and CUL-125. Co-requisite: CUL-145.
✏ Offered in the spring semester only. Uniforms and tools required for this course.				
CUL-145 Advanced Desserts and Pastries	4	🚩		CUL-115 and CUL-125. Co-requisite: CUL-135.
✏ Offered in the spring semester only. Uniforms and tools required for this course.				
CUL-111 Food Service Sanitation and Skills	3			
Total Credits:	*14*			

SUMMER SEMESTER	Credits	Milestone	GenEd	Prerequisites
CUL-299 Culinary Arts Internship	3	🚩		Chair approval.
Total Credits:	*3*			

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
CUL-215 Essentials of Food Production	4	🚩		CUL-135 and CUL-145. Co-requisite: CUL-225.
✏ Offered in the fall semester only. Uniforms and tools required for this course.				
CUL-225 Essentials of Dining Service	4	🚩		CUL-135 and CUL-145. Co-requisite: CUL-215.
✏ Offered in the fall semester only. Uniforms and tools required for this course.				
ENG-112 College Writing II	3		🎓	ENG-111.
👉 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
CUL-211 Menu Design and Purchasing	3			
GenEd-E General Education Elective	3		🎓	
👉 This course meets the General Education requirement for General Education Elective.				
✏ Choose one course from Community and Cultural Contexts Menu. Recommended: PSY-101 or SOC-101				
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.

Culinary Arts Option (continued)

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
BIO-115 **Nutrition/Lab**	4		☛	MAT-093 and RDG-095 or ESL-098 and ENG-095 or placement.
☛ This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)				
CUL-235 **Advanced and Ethnic Food Production**	4			CUL-215 and CUL-225. Co-requisite: CUL-245.
✏ Offered in the spring semester only. Uniforms and tools required for this course.				
CUL-245 **Food and Beverage Operations**	4			CUL-215 and CUL-225. Co-requisite: CUL-235.
✏ Offered in the spring semester only. Uniforms and tools required for this course.				
Elective **Career Elective**	3			
✏ Choose one CUL or HRT course. Any HRT or CUL course not included in the program can be used to fulfill requirement of Career Elective.				
Total Credits:	15			

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

§ This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

The Culinary Arts Option prepares students with an intensive, practical application of skills and decision making demanded by the culinary arts profession. The program provides a hands-on curriculum interwoven with operational procedures found in most food production and service venues. Students participate in the operation of a restaurant on campus and in an internship experience. The curriculum is based on American Culinary Federation standards.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

■ Demonstrate practiced and acquired technical skills in the usage of tools and equipment found in a typical food service/ food production setting.
■ Demonstrate necessary administrative skills common to basic cost control and planning methods found in a typical commercial food service/food production setting.
■ Demonstrate conceptual skills acquired through course work relative to planning a successful restaurant operation.

CAREER OUTLOOK

Graduates of this program qualify for a variety of positions in hotels, restaurants, and resorts. Typically, these positions are in food production, shift supervision, and kitchen management. Students also qualify to transfer to four-year colleges or universities to pursue bachelor's degrees.

Hotel and Restaurant Management Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
HRT-121	Principles of Management and Service in Hospitality	3	⚑		
HRT-131	Front Office Operations	3			
✎ Fall course					
ENG-111	College Writing I	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
HRT-112	Food and Beverage Operations	3			
ACC-101	Principles of Accounting I	3			ESL-098 or RDG-095 or placement.
	Total Credits:	15			

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
HRT-231	Advanced Lodging Operations	3			HRT-131.
✎ Spring course					
HRT-133	Culinary Theory in Hospitality	3			HRT-121.
CIT-110	Applications/Concepts	3			RDG-095 or ESL-098 or placement.
CUL-111	Food Service Sanitation and Skills	3			
	Total Credits:	12			

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

𝒮 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

The mission of the Hospitality Management programs is to be a leader in programs providing education for entry level careers in Hotel and Restaurant Management and Meeting and Event Planning Management. In addition, Preparation for transfer to four year, higher education programs and opportunities for professional development will be provided. Students will develop technological, communicative, critical thinking, quantitative, and interpersonal skills. 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.

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 Hotel and Restaurant Management.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Hotel/Restaurant Management Option

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ENG-111	College Writing I	3	⚑	🎓	RDG-095 or ESL-098 and ENG-095 or placement. .

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

HRT-121	Principles of Management and Service in Hospitality	3	⚑		
HRT-119	Basics of Meeting Management	3			
HRT-105	Hospitality Seminar	3			

✎ Satisfies the Learning Community Requirement

GenEd-QPS	Quantitative Problem Solving	3-4		🎓	MAT-097 or MAT-098 or placement.

🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)

✎ Choose one MAT course from Quantitative Problem Solving Menu. Recommended: MAT-172

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		Credits	Milestone	GenEd	Prerequisites
ENG-112	College Writing II	3		🎓	ENG-111.

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

ACC-101	Principles of Accounting I	3	⚑		ESL-098 or RDG-095 or placement.
HRT-112	Food and Beverage Operations	3			
GenEd-CW	Creative Work	3		🎓	

🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)

✎ Choose one course from Creative Work Menu

HRT-109	Hospitality Marketing Management	3			HRT-121.

Total Credits: 15

SUMMER SEMESTER		Credits	Milestone	GenEd	Prerequisites
HRT-210	Hospitality Internship	3	⚑		HRT-121.

Total Credits: 3

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
HRT-125	Principles of Hospitality Finance and Accounting	3			ACC-101.
CIT-110	Applications/Concepts	3			RDG-095 or ESL-098 or placement.
BIO-115	Nutrition/Lab	4		🎓	MAT-093 and RDG-095 or ESL-098 and ENG-095 or placement.

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)

HRT-131	Front Office Operations	3	⚑		
HRT-117	Hospitality Law	3			

Total Credits: 16

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		Credits	Milestone	GenEd	Prerequisites
CUL-111	Food Service Sanitation and Skills	3			
HRT-231	Advanced Lodging Operations	3			HRT-131.
HRT-133	Culinary Theory in Hospitality	3			HRT-121.
GenEd-CCC	Community & Cultural Contexts	3		🎓	

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)
✎ Recommended: GEO-101

| GenEd-E | General Education Elective | 3 | | 🎓 | |

🎓 This course meets the General Education requirement for General Education Elective.
✎ Choose a course from the General Education Community and Cultural Context Menu
Recommended: PSY-101 or SOC-101

Total Credits: 15

Semester 4 Advising Note
- Apply for graduation

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

𝓢 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

This program prepares students in three options: Hotel and Restaurant Management, Management of Assisted Living and Institutional Facilities and Meeting and Event Planning. The program prepares students in a variety of industry-oriented learning settings and a variety of teaching and learning environments that reflect the unique circumstances of the hospitality industry. Well-trained graduates are in great demand, with opportunities to advance, based upon their technical and critical thinking skills.

The mission of the Hospitality Management programs is to be a leader in programs providing education for entry level careers in Hotel and Restaurant Management and Food Service Management. In addition, preparation for transfer to four-year, higher education programs and opportunities for professional development are provided. Students develop technological, communicative, critical thinking, quantitative, and interpersonal skills.

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 tourism industry as an economic growth vehicle and as a method of working with a culturally diverse workforce.

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 interrelationship of the component parts of the travel and tourism/hospitality industry.

CAREER OUTLOOK

Graduates of this option qualify for many supervisory and managerial positions as well as for management training programs in nationally recognized hotels and restaurants. Students also qualify to transfer to four-year college or university programs in Hotel/Restaurant Management.

Management of Assisted Living and Institutional Facilities

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ENG-111	College Writing I	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
HRT-121	Principles of Management and Service in Hospitality	3	⚑		
HRT-105	Hospitality Seminar	3			
✏ Satisfies the Learning Community Requirement					
GenEd-CW	Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)					
✏ Choose one course from Creative Work Menu					
GenEd-QPS	Quantitative Problem Solving	3	⚑	🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving.					
✏ Recommended: MAT-172					
	Total Credits:	15			

Semester 1 Advising Note

- New degree-seeking students enrolled in 9 or more credits must take a Learning Community Seminar or a Learning Community Cluster within their first year.
- This map assumes that a student enters the College ready to enroll in ENG 111 and Quantitative Problem Solving requirement. Maps may be altered if developmental courses need to be taken.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
ENG-112	College Writing II	3	⚑	🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
ACC-101	Principles of Accounting I	3	⚑		ESL-098 or RDG-095 or placement.
HRT-112	Food and Beverage Operations	3			
CIT-110	Applications/Concepts	3			ESL-098 or RDG-095 or placement.
HRT-109	Hospitality Marketing Management	3			HRT-121.
	Total Credits:	15			

SUMMER SEMESTER		Credits	Milestone	GenEd	Prerequisites
HRT-299	Assisted Living Internship	3	⚑		HRT-121, HLT-111, PSY-141, CUL-111, HRT-135.
	Total Credits:	3			

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
HRT-125	Principles of Hospitality Finance and Accounting	3			ACC-101.
HLT-111	Health Aspects of Aging	3			
BIO-115	Nutrition Science/Lab	4		🎓	ENG-095, ESL-098 or RDG-095, MAT-093.
🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)					
✏ Satisfies General Education requirement for Scientific Reasoning					
HRT-131	Front Office Operations	3	⚑		
HRT-117	Hospitality Law	3			
	Total Credits:	16			

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		Credits	Milestone	GenEd	Prerequisites
CUL-111	Food Service Sanitation and Skills	3			
HRT-231	Advanced Lodging Operations	3			HRT-131.
HRT-135	Marketing and Managing Institutional Facilities	3			
GenEd-CCC	Community & Cultural Contexts	3		☛	

☛ This course meets the General Education requirement for Community & Cultural Contexts.
  Recommended: GEO-101
✎ Choose one course from General Education Community and Cultural Context Menu

GenEd-E	General Education Elective	3		☛	ESL-098 or RDG-095.

☛ This course meets the General Education requirement for General Education Elective.
✎ Choose a course from the General Education Community and Cultural Context Menu
  Recommended: PSY-101 or SOC-101

PSY-141	Social Aspects of Aging	3			
	Total Credits:	18			

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

🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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.

Meeting and Event Planning Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
HRT-121	Principles of Management and Service in Hospitality	3	⚑		
HRT-229	Corporate Travel	3			
ENG-111	College Writing I	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
HRT-119	Basics of Meeting Management	3	⚑		
CIT-110	Applications/Concepts	3			RDG-095 or ESL-098 or placement.
	Total Credits:	15			

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
HRT-122	Managing Groups	3			HRT-119.
HRT-133	Culinary Theory in Hospitality	3			HRT-121.
ACC-101	Principles of Accounting I	3	⚑		ESL-098 or RDG-095 or placement.
HRT-223	Event Planning	3			HRT-119.
	Total Credits:	12			

Semester 2 Advising Note
▪ Apply for graduation

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

The mission of the Hospitality Management programs is to be a leader in programs providing education for entry level careers in Hotel and Restaurant Management and Meeting and Event Planning Management. In addition, preparation for transfer to four year, higher education programs and opportunities for professional development will be provided. Students will develop technological, communicative, critical thinking, quantitative, and interpersonal skills. This option prepares students in skills training and decision making in such crucial areas as guest services, event planning, and meeting management. A variety of teaching methods lead students to a better understanding of the importance of the meeting and event planning industry as an economic growth vehicle and as a method of working with a culturally diverse workforce.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

▪ 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, conference center, corporate office, and restaurant industry.

▪ Demonstrate the skills necessary to perform the various functions related to the needs of the meeting and event planning industry.

CAREER OUTLOOK

Graduates of this option qualify for entry level managerial positions as well as for management training programs in hotels, restaurants, corporate offices, and conference centers. Students also qualify to transfer all credits to the Associate in Science Degree in Meeting and Event Planning Management.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Professional Studies - Hospitality

Meeting and Event Planning Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENG-111 College Writing I	3	🚩	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
HRT-121 Principles of Management and Service in Hospitality	3	🚩		HRT-119.
HRT-105 Hospitality Seminar	3	🚩	🎓	
🎓 This course satisfies Learning Communities Seminar requirement.				
GenEd-CW Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
✏️ Choose one course from Creative Work Menu				
GenEd-QPS Quantitative Problem Solving	3-4		🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)				
✏️ Choose one MAT course from Quantitative Problem Solving Menu. Recommended: MAT-172.				
Total Credits:	*15-16*			

Semester 1 Advising Note
- This map assumes that a student enters the College ready to enroll in ENG-111 and Quantitative Problem Solving requirement. Maps may be altered if developmental courses need to be taken.
- 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	Credits	Milestone	GenEd	Prerequisites
ENG-112 College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
ACC-101 Principles of Accounting I	3	🚩		ESL-098 or RDG-095 or placement.
HRT-223 Event Planning	3			
HRT-119 Basics of Meeting Management	3			
HRT-109 Hospitality Marketing Management	3			HRT-121.
Total Credits:	*15*			

SUMMER SEMESTER	Credits	Milestone	GenEd	Prerequisites
HRT-210 Hospitality Internship	3	🚩		HRT-121.
Total Credits:	*3*			

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
HRT-125 Principles of Hospitality Finance and Accounting	3			ACC-101.
CIT-110 Applications/Concepts	3			RDG-095 or ESL-098 or placement.
BIO-115 Nutrition/Lab	4		🎓	MAT-093 and RDG-095 or ESL-098 and ENG-095 or placement.
🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)				
HRT-122 Managing Groups	3	🚩		
HRT-117 Hospitality Law	3			
Total Credits:	*16*			

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.

Meeting and Event Planning Option (continued)

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
HRT-229	**Corporate Travel**	3			
Elective	**Career Elective**	3			
✒ Career Elective Options: HRT-112, HRT-131, CUL-111					
HRT-133	**Culinary Theory in Hospitality**	3			
GenEd-CCC	**Community & Cultural Contexts**	3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3) ✒ Recommended: GEO-101					
GenEd-E	**General Education Elective**	3		🎓	
🎓 This course meets the General Education requirement for General Education Elective. ✒ Choose a course from the General Education Community and Cultural Context Menu Recommended: PSY-101 or SOC-101					
	Total Credits:	*15*			

Semester 4 Advising Note
- Apply for graduation

⚑ Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
𝒮 This course has pre/co- requisites. ✒ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

The mission of the Hospitality Management programs is to be a leader in programs providing education for entry level careers in Hotel and Restaurant Management, Meeting and Event Planning Management and Assisted Living. In addition, preparation for transfer to four year, higher education programs and opportunities for professional development will be provided. Students will develop technological, communicative, critical thinking, quantitative, and interpersonal skills.

This option prepares students in skills training and decision making in such crucial areas as guest services, event planning, and meeting management. A variety of teaching methods lead students to a better understanding of the importance of the meeting and event planning industry as an economic growth vehicle and as a method of working with a culturally diverse workforce.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
- 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, conference center, corporate office, and restaurant industry.

- Demonstrate the skills necessary to perform the various functions related to the needs of the meeting and event planning industry.
- Demonstrate skills acquired through course work relative to planning and executing all types of meetings and events in both the public and private sector.

CAREER OUTLOOK

Graduates of this option qualify for entry level managerial positions as well as for management training programs in hotels, restaurants, corporate offices, and conference centers. Students also qualify to transfer to four year college or university program.

Certificate

Professional Studies - Hospitality

Pastry Arts Certificate Program

SEMESTER 1 *FALL*	Credits	Milestone	GenEd	Prerequisites
CUL-115 **Introduction to Culinary Arts**	4	⚑		Co-requisite: CUL-125.
✎ CUL-115 offered in the fall semester only. Uniforms and tools are required for this course.				
CUL-125 **Principles of Baking**	4	⚑		Co-requisite: CUL-115.
✎ CUL-125 offered only in the fall semester. Uniforms and tools are required for this course.				
CUL-111 **Food Service Sanitation and Skills**	3			
CUL-119 **Introduction to Cake Decorating**	3			
✎ Uniforms and tools are required for this course. This course is for Culinary Arts Students Only.				
Total Credits:	14			

SEMESTER 2 *SPRING*	Credits	Milestone	GenEd	Prerequisites
CUL-135 **Café and Bistro Cuisine**	4	⚑		CUL-115 and CUL-125; Co-requisite: CUL-145.
✎ CUL-135 only offered in the spring semester. Uniforms and tools are required for this course.				
CUL-145 **Advanced Desserts and Pastries**	4	⚑		CUL-115 and CUL-125; Co-requisite: CUL-135.
✎ CUL-135 offered in the spring semester only. Uniforms and tools are required for this course.				
CUL-211 **Menu Design and Purchasing**	3			
CUL-217 **Classical and International Pastries**	4			CUL-145.
✎ Uniforms and tools are required for this course. Offered in spring semester only.				
Total Credits:	15			

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

𝒮 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ⚑ This course satisfies General Education requirement.

PROGRAM OVERVIEW
This program prepares students with the basic skills and knowledge required for entry-level positions in the baking and pastry industry. This two semester, 29 credit program is scheduled from September through May.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:
■ Demonstrate practiced an acquired technical skills in the usage of tools and equipment found in a typical bakery or commercial pastry production facility.
■ Demonstrate the necessary administrative skills common to basic cost control and planning methods found in a typical commercial pastry shop.
■ Demonstrate conceptual skills acquired through course work relative to operating a successful pastry shop or bakery facility.

CAREER OUTLOOK
Graduates of this program qualify for a variety of entry-level positions in retail bakeries, pastry shops and related pastry production facilities. Students also qualify to transfer most credits to the Associate in Science Degree in Culinary Arts.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Paralegal Studies Certificate Program

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

- 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		Credits	Milestone	GenEd	Prerequisites
PLG-101	Introduction to Law	3	⚑		ENG-095 and ESL-098 or RDG-095 or placement.
Elective-1	Concentration Elective	3			

✎ Paralegal Option Electives:
PLG-201 Family Law, PLG-203 Real Estate, CRJ-103 Criminal Law, PLG-204 Wills, Estates and Trusts, PLG-105 Practical Legal Writing, PLG-299 Paralegal Internship

Elective-2	Concentration Elective	3			

✎ Paralegal Option Electives:
PLG-201 Family Law, PLG-203 Real Estate, CRJ-103 Criminal Law, PLG-204 Wills, Estates and Trusts, PLG-105 Practical Legal Writing, PLG-299 Paralegal Internship

Elective-3	Concentration Elective	3			

✎ Paralegal Option Electives:
PLG-201 Family Law, PLG-203 Real Estate, 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		Credits	Milestone	GenEd	Prerequisites
PLG-102	Legal Research & Writing	3			PLG-101.
PLG-103	Litigation	3	⚑		PLG-101.
PLG-104	Legal Ethics	3			PLG-101.
PLG-202	Business Organizations	3			PLG-101.
Elective-4	Concentration Elective	3			

✎ Paralegal Option Electives:
PLG-201 Family Law, PLG-203 Real Estate, 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

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☚ This course satisfies General Education requirement.

Paralegal Studies Certificate Program (continued)

PROGRAM OVERVIEW

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.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Associate in Science
Professional Studies - Paralegal and Legal Studies

Paralegal Studies Program

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENG-111 College Writing I	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.
📣 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
GenEd-QPS Quantitative Problem Solving	3-4		🎓	MAT-097 or MAT-098 or placement.
📣 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)				
✏️ Choose one MAT course from Quantitative Problem Solving Menu.				
PLG-101 Introduction to Law	3	🚩		ENG-095 and ESL-098 or RDG-095 or placement.
✏️ Satisfies Learning Community Requirement				
CIT-110 Applications/Concepts	3			ESL-098 or RDG-095 or placement.
✏️ This course may be waived on the basis of previous coursework or experience. Please see the Dean of Professional Studies.				
GenEd-CCC Community & Cultural Contexts	3		🎓	
📣 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)				
✏️ 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	Credits	Milestone	GenEd	Prerequisites
ENG-112 College Writing II	3		🎓	ENG-111.
📣 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
GenEd-SR Scientific Reasoning	4		🎓	
📣 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)				
✏️ Choose one course from the Scientific Reasoning Menu. Recommended courses: BIO-115 or ENV-105.				
Elective Behavioral Science Elective	3			
✏️ Choose one course from PSY or SOC. Recommended: PSY-101 or SOC-101				
GenEd-CW Creative Work	3		🎓	
📣 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
✏️ Choose one course from Creative Work Menu				
PLG-202 Business Organizations	3			PLG-101.
Total Credits:	*16*			

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
Elective-1 Humanities Elective	3			
✏️ Choose one course from Humanities Elective Menu				
Elective-2 Lab Science Elective	4			
✏️ Choose one course from Lab Science Menu. Recommended course: BIO-115 or ENV-105.				
Elective-3 Behavioral Science Elective	3			
✏️ Choose one course from PSY or SOC. Recommended course: PSY-107.				
GenEd-E General Education Elective	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.				
PLG-103 Litigation	3	🚩		PLG-101.
Total Credits:	*16*			

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
Elective-1 Humanities Elective	3			
✎ Choose one course from Humanities Elective Menu				
PLG-104 Legal Ethics	3			PLG-101.
PLG-102 Legal Research & Writing	3			PLG-101.
Elective-2 Paralegal Option Elective	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-3 Paralegal Option Elective	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-4 Paralegal Option Elective	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:	18			
Semester 4 Advising Note				
▪ Apply for graduation				

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☞ This course satisfies General Education requirement.

PROGRAM OVERVIEW

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 work force or opt to continue their education and pursue a four year degree.

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.

Professional Studies - Visual and Media Arts

Fine Arts Concentration

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
VMA-100 VMA Freshman Seminar	3	🚩		ENG-095 and MAT-093 or placement.
✏ Satisfies Learning Community Requirement				
VMA-104 Drawing from Observation	3	🚩	🎓	ENG-095 or placement.
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
GenEd-QPS Quantitative Problem Solving	3-4		🎓	MAT-097 or MAT-098 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)				
✏ Choose one course from Quantitative Problem Solving Menu				
VMA-112 Art History: Prehistoric to Medieval or **VMA-113** Art History: Renaissance to Contemporary	3			ENG-095 and MAT-093 or placement.
ENG-111 College Writing I	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				

Total Credits: 15-16

Semester 1 Advising Note
- Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously.
- VMA100 and VMA104 should be completed as soon as possible. VMA104 is pre-requisite for multiple courses. Consider taking Gen. Ed. courses during Summer.
- 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	Credits	Milestone	GenEd	Prerequisites
VMA-102 Visual Design: Composition and Color	3	🚩		ENG-095 and MAT-093 or placement.
VMA-103 Visual Design: Form and Time	3	🚩		ENG-095 and MAT-093 or placement.
GenEd-SR Scientific Reasoning	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	3	🚩	🎓	
🎓 This course meets the General Education requirement for General Education Elective.				
✏ Choose one course from the General Education Community and Cultural Contexts Menu.				
ENG-112 College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
Elective Literature Elective	3			Pre/co-requisites: ENG-111.
✏ Choose one LIT course				

Total Credits: 19

Semester 2 Advising Note
- Students, please consult with a VMA faculty member before registering.
- Consider taking Gen. Ed. courses during Summer.
- Review educational plan with VMA faculty
- Meet with an advisor to begin career planning activities
- Begin exploring transfer options: attend a transfer workshop and the College transfer fair.

Fine Arts Concentration (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
VMA-221 **Multimedia Paint and Theory**	3	⚑		VMA-104.
✎ Offered in the fall only				
VMA-111 **Introduction to Mass Media**	3		🎓	ENG-095 and MAT-093 or placement.
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Area 3)				
Elective-1 **Career Elective**	3			
✎ Choose one VMA course not already required for this program.				
Elective-2 **Behavioral Science Elective**	3			
✎ Choose one PSY or SOC course				
Elective-3 **Social Science Elective**	3			
✎ Choose one HIS or GOV or PHIL or GEO course				
Total Credits:	15			

Semester 3 Advising Note
- Consult with a VMA faculty member before registering.
- Consider taking Gen. Ed. courses during Summer.
- Continue exploring transfer options: attend a transfer workshop and the College transfer fair
- Complete a pre-graduation check with an advisor in LifeMap

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
VMA-207 **Figure Drawing**	3	⚑		VMA-104.
✎ Course offered in the spring only				
VMA-225 **Painting Concepts**	3	⚑		VMA-221.
✎ Course offered in the spring only				
Elective-1 **Lab Science Elective**	4			
✎ Choose one 4-credit AST or BIO or CHM or GIS or ENV or PHY course				
Elective-2 **Math Elective**	3-4			MAT-097 or MAT-098 or placement.
✎ Choose one college-level MAT course				
Elective-3 **Literature Elective**	4			Pre/co-requisite: ENG-111.
✎ Choose one LIT course				
Total Credits:	17-18			

Semester 4 Advising Note
- Apply for graduation

⚑ Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

This concentration prepares students to transfer to four-year colleges or universities offering fine arts degrees. Graduates of this concentration may qualify to transfer using benefits of MassTransfer to a four-year state universities or University of Massachusetts campus. For current information on eligible programs, visit www.mass.edu/masstransfer

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

- Develop a portfolio in preparation for transfer to a four-year college or university.
- Demonstrate proficiency in the techniques of drawing and painting.
- Demonstrate a basic understanding of color theory.

CAREER OUTLOOK

Graduates of this concentration qualify to transfer to bachelor's degree-granting colleges or universities. Potential careers in the visual arts, which vary according to the chosen major, include teaching, museum work, illustration, medical and scientific illustration, advertising and printing, photography, and merchandise display.

A bachelor's degree is the minimum requirement for entry into these fields. Graduate work may be necessary, as well.

Integrated Media Design Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
VMA-100 VMA Freshman Seminar	3	⚑		ENG-095 and MAT-093 or placement.
✏ Satisfies Learning Community Seminar requirement				
VMA-132 Typography I	3	⚑		ENG-095 and MAT-093 or placement.
VMA-104 Drawing from Observation	3	⚑	🎓	ENG-095 or placement.
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
VMA-261 Digital Photography Techniques	3			ENG-095 and MAT-093 or placement.
ENG-111 College Writing I	3		🎓	ESL-098 or RDG-095 and ENG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
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	Credits	Milestone	GenEd	Prerequisites
ENG-112 College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
VMA-133 Typography II	3	⚑		VMA-132.
VMA-129 Visual Design with HTML and CSS	3	⚑		VMA-132.
VMA-106 Digital Imaging for Artists and Designers	3			ENG-095 and MAT-093 or placement.
✏ Do not take VMA-105				
VMA-102 Visual Design: Composition and Color	3			ENG-095 and MAT-093 or placement.
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	Credits	Milestone	GenEd	Prerequisites
VMA-262 Video Techniques Lab	3			ENG-095 and MAT 093 or placement.
VMA-263 Video Concepts Lab	3			ENG-095 and MAT-093 or placement.
VMA-232 Visual Design Lab I or **VMA-275** Interactive Design I	3			Prerequisite for VMA-232: VMA-133 Prerequisite for VMA-275: VMA-129.
✏ Fall only				
GenEd-E General Education Elective	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	3			ENG-095 and MAT-093 or placement.
VMA-111 Introduction to Mass Media	3		🎓	ENG-095 and MAT-093 or placement.
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 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.

Integrated Media Design Option (continued)

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
VMA-140 Media in Motion	3	⚑		VMA-132.
VMA-130 Social Media Strategy	3	⚑		ENG-095 or MAT-093 or placement.
GenEd-QPS Quantitative Problem Solving	3		🎓	MAT-097 or MAT-098 or placement.

🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)
✐ Choose one course from Quantitative Problem Solving Menu. Take in summer if possible.

VMA-115 The Moving Image	3	⚑		ENG-095 or MAT-093 or placement.
GenEd-SR Scientific Reasoning	4		🎓	

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✐ Choose one course from Scientific Reasoning menu.

Total Credits: 16

Semester 4 Advising Note
- Apply for graduation

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

🔗 This course has pre/co- requisites. ✐ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
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.

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.

Studio Arts Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
VMA-100 VMA Freshman Seminar	3			ENG-095 and MAT-093 or placement.
✎ Satisfies Learning Community Requirement				
VMA-104 Drawing from Observation	3	⚑	🎓	ENG-095 or placement.
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
VMA-102 Visual Design: Composition and Color	3	⚑		ENG-095 and MAT-093 or placement.
VMA-103 Visual Design: Form and Time	3			ENG-095 and MAT-093 or placement.
ENG-111 College Writing I	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
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.
- VMA100 and VMA104 should be completed as soon as possible.
- VMA104 is pre-requisite for multiple courses.
- Consider taking Gen. Ed. courses during Summer.

SEMESTER 2	Credits	Milestone	GenEd	Prerequisites
VMA-205 Inventive Drawing	3			VMA-104.
VMA-207 Figure Drawing	3	⚑		VMA-104.
✎ Spring only				
VMA-111 Introduction to Mass Media	3		🎓	ENG095 and MAT093 or placement.
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)				
GenEd-QPS Quantitative Problem Solving	3-4		🎓	
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)				
✎ Choose one course from Quantitative Problem Solving Menu				
ENG-112 College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
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	Credits	Milestone	GenEd	Prerequisites
VMA-221 Multimedia Paint and Theory	3	⚑		VMA-104.
✎ Fall only				
VMA-118 Elements of Time	3			ENG-095 and MAT-093 or placement.
Elective Career Elective	3			
✎ Career Electives: VMA-106, VMA-135, VMA-261, VMA-123 VMA-124, VMA-130				
VMA-112 Art History: Prehistoric to Medieval	3		🎓	ENG-095 and MAT-093 or placement.
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
GenEd-E General Education Elective	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	Credits	Milestone	GenEd	Prerequisites
VMA-227 Ideas in Art: Fine Arts Studio	3			VMA-207 or VMA-221.
✎ Spring Only				
VMA-225 Painting Concepts	3	⚑		VMA-221.
✎ Spring only				
Elective Career Elective	3			
✎ Choose one VMA course not already required for the program.				
VMA-113 Art History: Renaissance to Contemporary	3			
GenEd-SR Scientific Reasoning	4		🎓	

🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5)
✎ 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.

⚑ Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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.

PROGRAMS OF STUDY

Visual Design Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
VMA-100 VMA Freshman Seminar	3	⚑		ENG-095 and MAT-093 or placement.
✎ Satisfies the Learning Community Requirement				
VMA-132 Typography I	3	⚑		ENG-095 and MAT-093 or placement.
VMA-102 Visual Design: Composition and Color	3			ENG-095 and MAT-093 or placement.
VMA-104 Drawing from Observation	3	⚑	👈	ENG-095 or placement.
👈 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
VMA-114 History of Graphic Design	3			ENG-095 and MAT-093 or placement.
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 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	Credits	Milestone	GenEd	Prerequisites
VMA-133 Typography II	3	⚑		VMA-132.
VMA-129 Visual Design with HTML and CSS	3	⚑		VMA-132.
VMA-135 Illustration for Designers	3			VMA-104.
VMA-106 Digital Imaging for Artists and Designers	3			ENG-095 and MAT-093 or placement.
ENG-111 College Writing I	3		👈	ENG-095 and ESL-098 or RDG-095 or placement.
👈 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
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).

Visual Design Option (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
VMA-232 Visual Design Lab I	3	🚩		VMA-133.
✎ Course offered in the fall only				
VMA-275 Interactive Design I	3			VMA-129.
✎ Course offered in the fall only				
Elective Career Elective	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	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
VMA-111 Introduction to Mass Media	3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)				
GenEd-QPS Quantitative Problem Solving	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	Credits	Milestone	GenEd	Prerequisites
VMA-233 Visual Design Lab II	3			VMA-232.
✎ This course is offered in the spring only				
Elective Career Elective	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	4		🎓	
🎓 This course meets the General Education requirement for Scientific Reasoning (Formerly Area 5) ✎ Choose one course from General Education Program Menu				
VMA-290 Visual Design Portfolio	3			Pre/co-requisite: VMA-233.
GenEd-E General Education Elective	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: 16-17

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

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

🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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.

PROGRAMS OF STUDY

Associate in Science

Science, Engineering and Mathematics - Biology and Chemistry

Biological Sciences: Medical Professions Option

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ENG-111	College Writing I	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

CHM-201	General Chemistry I/Lab	4			ENG-111 and MAT-197; Pre/co-requisite: MAT-095.
MAT-281	Calculus I	4			MAT-197.
BIO-195	General Biology I/Lab	4			ENG-095 and MAT-094 and ESL-098 or RDG-095.
	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 (MAT281) Calculus I, they should take (MAT-197) Precalculus in order to take (CHM-201) General Chemistry I/Lab in their second semester.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
ENG-112	College Writing II	3		🎓	ENG- 111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

GenEd-CCC	Community & Cultural Contexts	3	🚩	🎓	

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Area 2)
✏️ Choose one course from Community and Contexts Menu

BIO-196	General Biology II/Lab	4			BIO-195.
CHM-202	General Chemistry II/Lab	4			CHM-201.
GenEd-CW	Creative Work	3		🎓	

🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)
✏️ 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), (CHM-252) Organic Chemistry II/Lab and Interpretation and Presentation of Scientific Research (SCI-221) is 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

Biological Sciences: Medical Professions Option (continued)

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
BIO-207	Cell Biology/Lab	4			BIO-195 and BIO-196 or BIO-120 and BIO-195.
CHM-251	Organic Chemistry I/Lab	4			CHM-202 and ENG-112.
PHY-251	College Physics I/Lab or	4			Prerequisite for PHY-251: MAT-281.
PHY-201	General Physics/Lab				Prerequisite for PHY-201: MAT-197.
Elective	Elective	3			

✎ See semester advising note

Total Credits: 15

Semester 3 Advising Note

- Veterinary and pharmacy schools: Most require calculus and calculus-based College Physics (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, College Physics (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: Oral Communication (ENG-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		Credits	Milestone	GenEd	Prerequisites
Elective-1	Elective	3-4			

✎ See semester advising note

PHY-252	College Physics II/Lab or	4			Prerequisites for PHY-252: PHY-251; Pre/co-requisite: MAT-282.
PHY-202	General Physics II/Lab				Prerequisites for PHY-202: PHY-201.
GenEd-E	General Education Elective	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-2	Elective	3-4			

✎ 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: Oral Communication (ENG-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.

🚩 Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

Biological Sciences: Medical Professions Option (continued)

PROGRAM OVERVIEW

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.

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.

Science, Engineering and Mathematics - Biology and Chemistry

Biology Transfer Option

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ENG-111	College Writing I	3	⚑	☞	ENG-095 and ESL-098 or RDG-095 or placement.

☞ This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

| GenEd-CCC | Community & Cultural Contexts | 3 | | ☞ | |

☞ This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 an 3)
✎ Choose a course from the Community & Cultural Contexts Menu

MAT-281	Calculus I	4	⚑		MAT-197 or placement; see semester advising note.
BIO-195	General Biology I/Lab	4	⚑		ENG-095 and RDG-095 or ESL-098 and MAT-194.
	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 orders to take General Chemistry I (CHM-201) in their second semester

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
ENG-112	College Writing II	3	⚑	☞	ENG-111.

☞ This course meets the General Education requirement for Research Writing (Formerly Area 1)

| GenEd-E | General Education Elective | 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 | 3 | ⚑ | ☞ | |

☞ This course meets the General Education requirement for Creative Work (Formerly Area 6)
✎ Choose a course from the Creative Work Menu

| BIO-196 | General Biology II/Lab | 4 | ⚑ | | BIO-195. |
| CHM-201 | General Chemistry I/Lab | 4 | ⚑ | | MAT-197 and ENG-111. |

✎ Students must complete MAT197 with a C+ or better before taking CHM201

| | *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

PROGRAMS OF STUDY

Biology Transfer Option (continued)

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
BIO-207	Cell Biology/Lab	4			BIO-120 and BIO-195 or BIO-195 and BIO-196 or Chair approval.
CHM-202	General Chemistry II/Lab	4			CHM-201.
PHY-251	College Physics I/Lab or	4	⚑		Prerequisite for PHY-251: MAT-281.
PHY-201	General Physics/Lab				Prerequisite for PHY-201: MAT-197.
Elective	Option Elective	3-4			

✎ Elective Options:
BIO-120 Introduction to Biotechnology, BIO-210 Population Biology, BIO-211 Environmental Microbiology/Lab,
BIO-261 Advanced Lab Techniques in Biotechnology, BIO-262 Principles of Molecular Biotechnology,
CHM-251 Organic Chemistry I, CHM-252 Organic Chemistry II, MAT-181 Statistics I, MAT-282 Calculus II,
SCI-121 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.
- If a student elects to take Advanced Lab Techniques in Biotechnology (BIO-261) they should also take Principles of Molecular Biotechnology (BIO-262) to insure transferability. BIO-261 will only be offered in the fall semester and BIO-262 will only be offered in the spring semester.
- 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		Credits	Milestone	GenEd	Prerequisites
BIO-208	Genetics/Lab	4			BIO-196 or Chair approval.
PHY-252	College Physics II/Lab or	4			Prerequisites for PHY-252: PHY-251; Pre/co-requisite: MAT-282.
PHY-202	General Physics II/Lab				Prerequisites for PHY-202: PHY-201.
Elective-1	Option Elective	3-4			

✎ Elective Options:
BIO-120 Introduction to Biotechnology, BIO-210 Population Biology, BIO-211 Environmental Ecology/Lab,
BIO-261 Advanced Lab Techniques in Biotechnology, BIO-262 Principles of Molecular Biotechnology,
CHM-251 Organic Chemistry I, CHM-252 Organic Chemistry II, MAT-181 Statistics, MAT-282 Calculus II,
SCI-221 Interpretation and Presentation of Scientific Research, HON-200 Honors Seminar

| Elective-2 | Option Elective | 3-4 | | | |

✎ Elective Options:
BIO-120 Introduction to Biotechnology, BIO-210 Population Biology, BIO-211 Environmental Ecology/Lab,
BIO-261 Advanced Lab Techniques in Biotechnology, BIO-262 Principles of Molecular Biotechnology,
CHM-251 Organic Chemistry I, CHM-252 Organic Chemistry II, MAT-181 Statistics, 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 me /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 insure transferability. BIO-261 will only be offered in the fall semester and BIO-262 will only be offered in the spring semester.
- Apply for graduation

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

Biology Transfer Option (continued)

PROGRAM OVERVIEW

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.

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. Students planning to transfer into a pre-medical, pre-veterinary, pre-dental, pharmacy or chiropractic degree program should enroll in this program.

Associate in Science

Science, Engineering and Mathematics - Biology and Chemistry

Biomedical Engineering Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENR-101 Introduction to Engineering/Lab	4			MAT-194 or placement..
ENG-111 College Writing I	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
MAT-281 Calculus I	4	⚑		MAT-197.
GenEd-CCC Community & Cultural Contexts	3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Area 2 and Area 3)				
✏ Choose one course from Community and Cultural Contexts Menu				
GenEd-E General Education Elective	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	Credits	Milestone	GenEd	Prerequisites
CHM-201 General Chemistry I/Lab	4	⚑		MAT-197 and ENG-111.
✏ Students must complete MAT197 with a C+ or better before taking CHM-201				
MAT-282 Calculus II	4			MAT-281.
PHY-251 College Physics I/Lab	4			MAT-281.
ENG-112 College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
GenEd-CW Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
✏ 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	Credits	Milestone	GenEd	Prerequisites
BME-100 Biomedical Engineering I/Lab	4	⚑		MAT-281 and CHM-201. Pre-/Co-requisite: MAT-282.
MAT-283 Calculus III	4			MAT-282.
PHY-252 College Physics II/Lab	4			PHY-251. Pre/co-requisite: MAT-282.
BIO-195 General Biology I/Lab	4			ENG-095, RDG-095 or ESL-098 and MAT-194 or placement.

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

Biomedical Engineering Option (continued)

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
BME-200	Biomedical Engineering II	3			BME-100 and MAT-282. Pre/co-requisite: MAT-283.
MAT-285	Differential Equations	4			MAT-282.
BME-250	Biomedical Engineering III	3			BME-200 or Chair approval. Pre/co-requisite: MAT-285.
✎ See semester advising note.					
BIO-196	General Biology II/Lab	4			BIO-195.
CHM-202	General Chemistry II/Lab	4			CHM-201.
	Total Credits:	18			

Semester 4 Advising Note

- BME-250: Depending on the student's intended transfer program/school, Biomedical Engineering III may be substituted with another course. The substitution may also allow for Biomedical Engineering II and Biomedical Engineering III to be completed in the same semester. Biomedical Engineering II is currently offered during only the Spring semester
- Apply for graduation.

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

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 two options: a Biomedical 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.

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.

Associate in Science

Science, Engineering and Mathematics - Biology and Chemistry

Biotechnology Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENG-111 College Writing I	3	🚩	🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
MAT-197 Pre-Calculus	4	🚩		MAT-194 or placement.
BIO-195 General Biology I/Lab	4	🚩		ENG-095 and RDG-095 or ESL-098 and MAT-194 or placement.
BIO-120 Introduction to Biotechnology	4	🚩		ENG-095 and RDG-095 or ESL-098 and MAT-099 or placement..
	Total Credits:	*15*		

Semester 1 Advising Note
- General Education Requirements Quantitative Problem Solving and Scientific Reasoning satisfied by Program.
- **This is a day program only.** The only biotechnology course offered in the evening is BIO-120.

SEMESTER 2	Credits	Milestone	GenEd	Prerequisites
ENG-112 College Writing II	3	🚩	🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
GenEd-CCC Community & Cultural Contexts	3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3) ✏ Choose one course from Community and Cultural Contexts Menu				
GenEd-E General Education Elective	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	4			BIO-195.
BIO-207 Cell Biology/Lab	4	🚩		BIO-120 and BIO-195 or BIO-195 and BIO-196 or Chair approval.
	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	Credits	Milestone	GenEd	Prerequisites
GenEd-CW Creative Work	3	🚩	🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6) ✏ Choose one course from Creative Work Menu				
BIO-208 Genetics/Lab	4	🚩		BIO-196 or Chair approval; see semester advising note*.
BIO-261 Advanced Laboratory Techniques in Biotechnology	3	🚩		BIO-120 and BIO-195 and BIO-196 or Chair approval.
CHM-201 General Chemistry I/Lab	4			MAT-197 and ENG-111.
✏ Students must complete MAT197 with a C+ or better before taking CHM-201				
	Total Credits:	*14*		

Semester 3 Advising Note
- It is highly recommended that students take BIO-207 before taking BIO-208.
- 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

Biotechnology Option (continued)

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
BIO-262	Principles of Molecular Biotechnology	3	⚑		BIO-207 and BIO-208 and BIO-261.
BIO-270	Biotechnology Laboratory Simulations	4	⚑		BIO-207 and BIO-208 and BIO-261 and BIO-262 or Chair approval.
CHM-202	General Chemistry II/Lab	4			CHM-201.
Elective	Option Elective	3-4			

✎ Elective Options:
BIO-205 Microbiology/Lab, CHM-121 Principles of Organic and Biochemistry, MAT-181 Statistics, MAT-281 Calculus, SCI-221 Interpretation and Presentation of Scientific Research, HON-200 Honors Seminar

Total Credits: 14-15

Semester 4 Advising Note
- Apply for graduation

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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.

Science, Engineering and Mathematics - Biology and Chemistry

Chemical Science Concentration

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENG-111 College Writing I	3	⚑	🎓	ENG-095 and ESL-098 or RDG-095 or placement.

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

| **GenEd-CCC** Community & Cultural Contexts | 3 | | 🎓 | |

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Area 2 and 3)

| **MAT-281** Calculus I | 4 | ⚑ | | MAT-197 or placement; See Note*. |
| **GenEd-E** General Education Elective | 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 | 3 | | 🎓 | |

🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)

✏ Choose one course from Creative Work Menu

Total Credits: 16

Semester 1 Advising Note

- General Education Requirements Quantitative Problem Solving and Scientific Reasoning satisfied by program
- Student enrolling in this degree program can earn World Studies Emphasis certification simultaneously
- In order to complete this program, students must be able to take Organic Chemistry I & II (CHM-252 & CHM-252) during the day. Organic Chemistry is not offered in evenings, on weekends, or summer sessions.
- If not eligible to take MAT-281, students should take Precalculus (MAT-197) in semester 1, then General Chemistry I (CHM-201) and Calculus I (MAT-281) in semester 2, followed by College Physics (PHY-251) in semester 3. Take Calculus II (MAT-282) during following summer session. *MAT-197 must be passed with a C+ or better

SEMESTER 2	Credits	Milestone	GenEd	Prerequisites
ENG-112 College Writing II	3		🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

MAT-282 Calculus II	4	⚑		MAT-281; see note.
CHM-201 General Chemistry I/Lab	4	⚑		MAT-197 and ENG-111.
Elective Behavioral Science Elective	3			

✏ Choose one PSY or SOC course

Total Credits: 14

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.

SUMMER SEMESTER	Credits	Milestone	GenEd	Prerequisites
CHM-202 General Chemistry II/Lab	4	⚑		CHM-201.

Total Credits: 4

Summer Semester Advising Note

- If students are required to take Precalculus (MAT-197) in their first semester and Calculus I (MAT-281) in their second semester then they should also take Calculus II during the summer session.

Chemical Science Concentration (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
CHM-251 Organic Chemistry I/Lab	4	🚩		CHM-202 and ENG-112.
PHY-251 College Physics I/Lab	4	🚩		MAT-281.
Elective-1 Social Science Elective	3			
✎ Choose one HIS or GOV or PHIL or GEO course				
Elective-2 Literature Elective	3			Pre/co-requisite: ENG-111.
✎ Choose one LIT course				
Total Credits:	14			

Semester 3 Advising Note
- Organic Chemistry is only offered on weekdays. Organic Chemistry is not offered during summer sessions, evenings, or weekends.
- Continue exploring transfer options: attend a transfer workshop and the College transfer fair
- Complete a pre-graduation check with an advisor in LifeMap

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
CHM-252 Organic Chemistry II/Lab	4	🚩		CHM-251.
PHY-252 College Physics II/Lab	4	🚩		PHY-251 and pre/co- requisite of MAT-282.
Elective-1 Literature Elective	3			Pre/co-requisite: ENG-111.
✎ Choose one LIT course				
Elective-2 Concentration Elective	3-4			
✎ Concentration Elective courses: CIT-110 Applications/Concepts, MAT-181 Statistics I, MAT-283 Calculus III, HON-200 Honors Seminar				
Total Credits:	14-15			

Semester 4 Advising Note
- Apply for graduation

🚩 Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🚩 This course satisfies General Education requirement.

PROGRAM OVERVIEW
This concentration 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 divisions of chemistry; e.g., polymer chemistry, physical chemistry, organic chemistry, biochemistry, analytical chemistry, chemical engineering, 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 work force as entry-level laboratory technicians in positions that require some background in the physical and/or biological sciences. Graduates of this concentration may qualify to transfer using benefits of MassTransfer to a four-year state university or University of Massachusetts campus. For current information on eligible programs, visit www.mass.edu/masstransfer.

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.

Android Mobile App Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-102	IT Career Exploration	1			
CIT-113	Information Technology Problem Solving *or*				Prerequisites for CIT-110 and CIT-113: ESL-098 or RDG-095 or placement.
CIT-110	Applications/Concepts *or*	3	⚑		Prerequisites for CIT-120: MAT099, ENG-095, and RDG-095 or ESL-098.
CIT-120	Intro to Computer Science and Object Oriented Programming				
CIT-129	Mobile Application Development	3	⚑		ENG-090 and RDG090 or placement.
CIT-131	Introduction to Creating Mobile Applications	3	⚑		ENG-090 and RDG-090 or placement.
	Total Credits:	10			

SEMESTER 2 *SPRING*		Credits	Milestone	GenEd	Prerequisites
CIT-135	Design for Mobile Devices	3	⚑		ENG-090 and RDG-090 or placement.
✎ This course is only offered during the Spring Semester					
CIT-229	Programming for Android I	3	⚑		CIT-113 or CIT-120 or CIT-129 or Chair approval.
✎ 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 CIT-229

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW
This program prepares students to be able to have an entry-level position as a mobile app developer in an Android environment.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Computer Science Concentration

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-120	Intro to Computer Science and Object Oriented Programming	4	🚩		MAT-099 and ENG-095 and RDG-095 or ESL-098 or placement.
✏️ Satisfies the Learning Community Requirement					
ENG-111	College Writing I	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
MAT-281	Calculus I	4	🚩		MAT-194.
✏️ 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	3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3) ✏️ 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		Credits	Milestone	GenEd	Prerequisites
CIT-239	JAVA Programming	4	🚩		ENG-095 and MAT-194 or placement and CIT-120 or Chair approval. .
ENG-112	College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
MAT-282	Calculus II	4			MAT-281.
CIT-237	C++ Programming	4	🚩		ENG-095 and MAT-194 or placement and CIT-120.
	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.

Computer Science Concentration (continued)

SEMESTER 3	Credits	Milestone	GenEd	Prerequisites
GenEd-CW Creative Work	3		☛	

☛ This course meets the General Education requirement for Creative Work (Formerly Area 6)
✎ Choose one course from the Creative Work Menu

CIT-285 **Advanced Java**	3	⚑		MAT-197 and CIT-239.
PHY-251 **College Physics I/Lab**	4	⚑		MAT-281.
GenEd-E **General Education Elective**	3		☛	

☛ This course meets the General Education requirement for General Education Elective.
✎ Choose one course from the Community & cultural Contexts Menu.

Elective **Concentration Elective**	3-4			

✎ Elective Options:
    CIT-243   Android for Java Programmers, CIT-236   SQL Programming, CIT-284   Advanced C++,
    CIT-287   OOPL for Programmers, CIT-299CSc   Computer Science Internship, HON-200   Honors Seminar,
    INT-299CSc   Learning and Earn Internship, MAT-283   Calculus III, MAT-285   Differential Equations, MAT-291   Linear Algebra

<center>Total Credits: 16-17</center>

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 CS-240 (Programming in C) at UMB, and transfer it back to BHCC as an elective.

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
PHY-252 **College Physics II/Lab**	4	⚑		PHY-251 and pre/co-req MAT-282.
CIT-242 **Data Structures**	3	⚑		CIT-239 and MAT-197.

✎ Department strongly recommends students complete CIT-239 with a B- or better.

Elective-1 Concentration Elective	3-4			

✎ Concentration Elective Options:
    CIT-243   Android for Java Programmers, CIT-236   SQL Programming, CIT-284   Advanced C++,
    CIT-287   OOPL for Programmers, CIT-299CSc   Computer Science Internship, HON-200   Honors Seminar,
    INT-299CSc   Learning and Earn Internship, MAT-283   Calculus III, MAT-285   Differential Equations, MAT-291   Linear Algebra

Elective-2 Concentration Elective	3-4			

✎ Concentration Elective Options:
    CIT-243   Android for Java Programmers, CIT-236   SQL Programming, CIT-284   Advanced C++,
    CIT-287   OOPL for Programmers, CIT-299CSc   Computer Science Internship, HON-200   Honors Seminar,
    INT-299CSc   Learning and Earn Internship, MAT-283   Calculus III, MAT-285   Differential Equations, MAT-291   Linear Algebra

Elective **Humanities Elective**	3			Choose one course from Humanities Elective.

<center>Total Credits: 16-18</center>

Semester 4 Advising Note
- Apply for graduation

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

Computer Science Concentration (continued)

PROGRAM OVERVIEW

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, visit http://www.mass.edu/masstransfer.

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.

Computer Science Transfer Option

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-120	Intro to Computer Science and Object Oriented Programming	4	⚑		MAT-099 and RDG-095 or ESL-098 and ENG-095 or placement.
✎ Satisfies the Learning Community Requirement					
MAT-281	Calculus I	4			MAT-197 or placement.
ENG-111	College Writing I	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
GenEd-CCC	Community & Cultural Contexts	3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3) ✎ Choose one course from Community and Cultural Contexts Menu					
GenEd-E	General Education Elective	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		Credits	Milestone	GenEd	Prerequisites
CIT-237	C++ Programming	4	⚑		ENG-095 and MAT-194 or placement and CIT-120 or Chair approval.
MAT-282	Calculus II	4			MAT-281 and ENG-112.
ENG-112	College Writing II	3		🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
CIT-239	JAVA Programming	4	⚑		ENG-095 and MAT-194 or placement and CIT-120 or Chair approval.
	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	Credits	Milestone	GenEd	Prerequisites
Elective-1 **Option Elective**	3-4			
✏ Elective Options: CIT-243 Android for Java Programmers, CIT-236 SQL Programming, CIT-284 Advanced C++, CIT-287 OOPL for Programmers, CIT-299CSc Computer Science Internship, HON-200 Honors Seminar, INT-299CSc Learning and Earn Internship, MAT-283 Calculus III, MAT-285 Differential Equations, MAT-291 Linear Algebra				
CIT-285 **Advanced Java**	3	🚩		MAT-197 and CIT-239.
CIT-242 **Data Structures**	3			CIT-239 and MAT-197.
✏ Department strongly recommends students complete CIT-239 with a B- or better.				
PHY-251 **College Physics I/Lab**	4			MAT-281.
GenEd-CW **Creative Work**	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
✏ 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 CS-240 (Programming in C) at UMB, and transfer it back to BHCC as an elective.

SEMESTER 4	Credits	Milestone	GenEd	Prerequisites
Elective-1 **Option Elective**	3-4			
✏ Elective Options: CIT-243 Android for Java Programmers, CIT-236 SQL Programming, CIT-284 Advanced C++, CIT-287 OOPL for Programmers, CIT-299CSc Computer Science Internship, HON-200 Honors Seminar, INT-299CSc Learning and Earn Internship, MAT-283 Calculus III, MAT-285 Differential Equations, MAT-291 Linear Algebra				
Elective-2 **Option Elective**	3-4			
✏ Elective Options: CIT-243 Android for Java Programmers, CIT-236 SQL Programming, CIT-284 Advanced C++, CIT-287 OOPL for Programmers, CIT-299CSc Computer Science Internship, HON-200 Honors Seminar, INT-299CSc Learning and Earn Internship, MAT-283 Calculus III, MAT-285 Differential Equations, MAT-291 Linear Algebra				
PHY-252 **College Physics II/Lab**	4			PHY-251 and MAT-282.
Elective-3 **Option Elective**	3-4			
✏ Elective Options: CIT-243 Android for Java Programmers, CIT-236 SQL Programming, CIT-284 Advanced C++, CIT-287 OOPL for Programmers, CIT-299CSc Computer Science Internship, HON-200 Honors Seminar, INT-299CSc Learning and Earn Internship, MAT-283 Calculus III, MAT-285 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 CS-240 (Programming in C) at UMB, and transfer it back to BHCC as an elective.

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

🔗 This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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.

Mobile App Starter Certificate Apple

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-110	Applications/Concepts	3			ESL-098 or RDG-095 or placement.
	or				
CIT-113	Information Technology Problem Solving				
✏ CIT-120 can be used to satisfy this requirement					
CIT-129	Mobile Application Development	3	⚑		ENG-090 and RDG-090 or placement.
✏ Fall - Taught in class Spring - Taught online					
CIT-131	Introduction to Creating Mobile Applications	3	⚑		ENG-090 and RDG-090 or placement.
CIT-102	IT Career Exploration	1			
	Total Credits:	*10*			

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
CIT-135	Design for Mobile Devices	3	⚑		ENG-090 and RDG-095.
✏ VMA-275 can also satisfy this requirement CIT-135 Taught in Spring Only					
CIT-238	Programming for iOS I	3	⚑		Programming course or Chair approval.
✏ 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: CIT-125, CIT-236, CIT-239

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

§ This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

This program prepares students to be able to have an entry-level position as a mobile app developer in an iOS (Apple device) environment.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Certificate

Science, Engineering and Mathematics - Computer Science

Object Oriented Computer Programming and Design Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
CIT-120	Intro to Computer Science and Object Oriented Programming	4	⚑		MAT-099 and ENG-095 and RDG-095 or ESL-098 or placement.
	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		Credits	Milestone	GenEd	Prerequisites
CIT-237	C++ Programming	4	⚑		ENG-095 and MAT-194 and CIT-120.
CIT-239	JAVA Programming	4	⚑		ENG-095 and MAT-194 and CIT-120 or Chair approval.
	Total Credits:	8			

Semester 2 Advising Note
- Based on Accuplacer results for Math, student may need to take MAT-197.

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
CIT-284	Advance C++/OOP	3	⚑		CIT-237 and MAT-194.
✎ The department recommends that students taking this course have no less than a grade of B in the prerequisite courses.					
CIT-242	Data Structures	3	⚑		CIT-239 and MAT-197.
✎ Department strongly recommends students complete CIT-239 with a B- or better.					
CIT-285	Advanced Java	3	⚑		MAT-197 and CIT-239.
CIT-243	Android Development for Java Programming	3	⚑		CIT-239 and MAT-197; pre/co-requisite of CIT-285.
CIT-287	OOPL for Programmers	3	⚑		CIT-285 or CIT-284 and MAT-197.
✎ May need department chair approval if taking at the same time as CIT-285 and CIT-284.					
	Total Credits:	15			

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW
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.

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.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Associate in Science

Science, Engineering and Mathematics - Engineering and Physical Science

Electrical Engineering Transfer Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENG-111 College Writing I	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.
🖝 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
ENR-101 Introduction to Engineering/Lab	4	🚩		MAT-194 or placement.
MAT-281 Calculus I	4	🚩		MAT-197 or placement.
GenEd-CCC Community & Cultural Contexts	3		🎓	
🖝 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)				
✎ Choose one course from Community and Cultural Contexts Menu				
GenEd-CW Creative Work	3		🎓	
🖝 This course meets the General Education requirement for Creative Work (Formerly Area 6)				
✎ Choose one course from Community and Cultural Contexts 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	Credits	Milestone	GenEd	Prerequisites
ENG-112 College Writing II	3		🎓	ENG-111.
🖝 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
PHY-251 College Physics I/Lab	4	🚩		MAT-281.
MAT-282 Calculus II	4	🚩		MAT-281.
GenEd-E General Education Elective	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-2 Career Elective	4	🚩		
✎ Choose one course from Career Elective Options: CHM-201 General Chemistry I/Lab, MAT-291 Linear Algebra, CIT-120 Introduction to Computer Science an Object Orientated Programming, CIT-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		Credits	Milestone	GenEd	Prerequisites
ENR-271	Circuit Design and Analysis I/Lab	4	⚑		MAT-282 and PHY251 and ENR101. Co-requisite: PHY-252.

✎ Offered in Fall only

PHY-252	College Physics II/Lab	4	⚑		Pre/Co-requisite:PHY-251.
Elective-1	Career Elective	4			

✎ Choose one course from Career Elective Options:
CHM-201 General Chemistry I/Lab, MAT-291 Linear Algebra,
CIT-120 Introduction to Computer Science an Object Orientated Programming, CIT-237 C++ Programming

MAT-283	Calculus III	4	⚑		MAT-282.
	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		Credits	Milestone	GenEd	Prerequisites
ENR-272	Circuit Design and Analysis II/Lab	4	⚑		ENR-271; Co-requisite: MAT-285.
Elective-1	Career Elective	4	⚑		

✎ Choose one course from Career Elective Options:
CHM-201 General Chemistry I/Lab, MAT-291 Linear Algebra,
CIT-120 Introduction to Computer Science an Object Orientated Programming, CIT-237 C++ Programming

ENR-275	Digital Logic Systems/Lab	4	⚑		ENR-271;Co-requisite: MAT-283.
MAT-285	Differential Equations	4	⚑		MAT-282.
	Total Credits:	16			

Semester 4 Advising Note

- ENR-272 and ENR-275 are currently offered during only the Spring semester.
- Apply for graduation.

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

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.

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.

Energy and Sustainability Management Certificate Program

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ENV-111	Survey of Renewable Energy	4	⚑		RDG-095 or ESL-098, ENG-095 and MAT-093 or placement.
ESM-105	Green Buildings	3			RDG-095 or ESL-098, ENG-095 and MAT-093 or placement.
ESM-115	Sustainable Resource Conservation	3			RDG-095 or ESL-098, ENG-095 and MAT-093 or placement.

✏ Only offered in the Fall Semester.

Elective	Concentration Elective	3			

✏ CIT-110 Applications/Concepts, ENG-111 College Writing I, ENV-105 Environmental Science I/Lab,
ENV-106 Environmental Science II/Lab, ENV-120 Tropical Field Studies,
ESM-205 Green Existing Buildings: Operation and Maintenance, LCS-101E Energy, Life and Sustainability,
MAN-107 Introduction to Entrepreneurship, MAN-111 Principles of Management, MAN-215 Project Management

Total Credits: 13

Semester 1 Advising Note

- All students in the ESM program should be advised by the ESM Program Director.

SEMESTER 2		Credits	Milestone	GenEd	Prerequisites
ESM-211	Project Management and Finance of Energy	3			ENV-111.

✏ Only offered in the Spring semester.

ESM-299	Internship in Energy and Sustainability Management or	3			Prerequisites for ESM-299: See semester advising note. Prerequisites for ESM-205: ESM-105 or Chair approval.
ESM-205	Green Existing Buildings				
ENV-110	Sustainable Resource Conservation/Lab	4			RDG-095 or ESL-098, ENG-095 and MAT-093 or placement.
Elective	ESM Elective	3			

✏ CIT-110 Applications/Concepts, ENG-111 College Writing I, ENV-105 Environmental Science I/Lab,
ENV-106 Environmental Science II/Lab, ENV-120 Tropical Field Studies,
ESM-205 Green Existing Buildings: Operation and Maintenance, LCS-101E Energy, Life and Sustainability,
MAN-107 Introduction to Entrepreneurship, MAN-111 Principles of Management, MAN-215 Project Management

Total Credits: 13

Semester 2 Advising Note

- ESM 299 prerequisites: (1) Enrollment in the Energy and Sustainability Management Program; and (2) A minimum of 10 credits of ESM courses with a B or higher, OR (3) Department Chair approval
- Apply for graduation.

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

§ This course has pre/co- requisites. ✏ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

Energy and Sustainability Management Certificate Program (continued)

PROGRAM OVERVIEW

The design of the program is interdisciplinary, combining coursework in project management and finance for renewable and efficient energy projects with training in operating and maintaining environmentally friendly, healthy, and efficient buildings.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

- Identify and implement environmental sustainability or energy efficiency strategies within their workplace, home, or community taking into consideration factors such as project impact, cost effectiveness, and technical feasibility.
- Establish competencies to sit for the Leadership in Environmental and Energy Design (LEED) Green Associate exam, a nationally recognized certification.

CAREER OUTLOOK

Graduates of the ESM program may seek employment in a variety of entry-level positions such as technicians, coordinators, administrators, sales representatives, or specialists in a wide range of industries including renewable energy, construction, facilities management, environmental protection services, energy efficient services, utilities, and industrial operations. In addition to earning BHCC's ESM Certificate, graduates will qualify to sit for the LEED Green Associate (LEED GA) exam, a nationally recognized certification administered by the US Green Building Council.

To view gainful employment information for this program, please visit our website at **bhcc.edu/certificate-programs.**

Science, Engineering and Mathematics - Engineering and Physical Science

Engineering Transfer Option

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENR-101 Introduction to Engineering/Lab	4			MAT-194or placement.
ENG-111 College Writing I	3		🎓	RDG-095 or ESL-098 and ENG-095 or placement. .

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

MAT-281 Calculus I	4	🚩		MAT-197 or placement.
GenEd-CCC Community & Cultural Contexts	3		🎓	

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)
✏️ Choose one course from Community and Cultural Contexts Menu

GenEd-E General Education Elective	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 MAT281.

SEMESTER 2	Credits	Milestone	GenEd	Prerequisites
PHY-251 College Physics I/Lab	4	🚩		MAT-281.
MAT-282 Calculus II	4			MAT-281.
ENG-112 College Writing II	3		🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

CHM-201 General Chemistry I/Lab	4			MAT-197 and ENG-111.

✏️ 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. - 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	Credits	Milestone	GenEd	Prerequisites
ENR-260 Engineering Statics	3	🚩		PHY-251. Pre/co-requisite: MAT-282.

✏️ Offered in Fall only

PHY-252 College Physics II/Lab	4			PHY-251. Pre/co-requisite: MAT-282.
MAT-283 Calculus III	4			MAT-282.
Elective Career Elective	3-4			Chair approval.

✏️ Career elective selection must be recommended and approved by the Engineering Advisor and/or the Engineering and Physical Sciences Department.

GenEd-CW Creative Work	3		🎓	

🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)
✏️ Choose one course from Creative Work Program Menu

Total Credits: 17-18

Engineering Transfer Option (continued)

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
ENR-265	Engineering Dynamics	3			ENR-260. Pre/co-requisite: MAT-285.
ENR-270	Strength of Materials	3			ENR-260. Pre/co-requisite: MAT-285.
MAT-285	Differential Equations	4			MAT-282.
CHM-202	General Chemistry II/Lab	4			CHM-201.
Elective	Career Elective	3-4			Chair approval.

✎ 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

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

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, Electrical, 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 two options: a Biomedical Engineering Option and an Engineering Transfer Option.

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.

Science, Engineering and Mathematics - Engineering and Physical Science

Environmental Science

SEMESTER 1	Credits	Milestone	GenEd	Prerequisites
ENG-111 College Writing I	3	⚑	🎓	RDG-095 or ESL-098 and ENG-095 or placement.
🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)				
GenEd-CCC Community & Cultural Contexts	3		🎓	
🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3) ✏ Choose one course from Community and Cultural Contexts Menu				
GenEd-CW Creative Work	3		🎓	
🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6) ✏ Choose one course from Creative Work Menu				
ENV-105 Environmental Science I/Lab	4		🎓	RDG-095 or ESL-098 and ENG-095 and MAT-093 or placement.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 5)				
ENV-110 Sustainable Resource Conservation/Lab	4			RDG-095 or ESL-098 and ENG-095 and MAT-093 or placement.
	Total Credits:	*17*		

SEMESTER 2	Credits	Milestone	GenEd	Prerequisites
ENG-112 College Writing II	3	⚑	🎓	ENG-111.
🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)				
GenEd-E General Education Elective	3		🎓	
🎓 This course meets the General Education requirement for Research Writing. ✏ Choose a course from the General Education Scientific Reasoning, Community/Cultural Contexts, Creative Work or Elective Menus.				
ENV-111 Survey of Renewable Energy	4			RDG-095 or ESL-098 and ENG-095 and MAT-093 or placement.
MAT-181 Statistics	3		🎓	MAT-097 or MAT-098.
🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)				
Elective Career Elective	3-4			
✏ Career Electives: CIT-110 Applications/Concepts, ESM-105 Green Buildings, ESM-115 Sustainable Facilities Management, ESM-205 Green Existing Buildings: Operation and Maintenance, ESM-211 Project Management and Finance for Energy, ESM-299 Energy and Sustainability Internship, ENR-101 Introduction to Engineering, MAT-197 Pre-Calculus, MAT-281 Calculus, SCI-221 Interpretation and Presentation of Scientific Research				
	Total Credits:	*16-17*		

Semester 2 Advising Note
▪ To lighten semester load, it is recommended to complete the General Education courses in the Summer.
▪ Career Electives: Any course, other than those listed, must be approved by the program director to be used as a career elective.

SEMESTER 3		Credits	Milestone	GenEd	Prerequisites
GIS-124	Introduction to Geographic Information Systems	4	🚩		RDG-095 or ESL-098 or placement.
BIO-195	General Biology I/Lab or	4	🚩		Prerequisites for BIO-195: ENG-095 and RDG-095 or ESL-098 and MAT-194 or placement.
PHY-201	General Physics/Lab				Prerequisites for PHY-201: MAT-197 or placement.
✎ Students will select either the Biology Track or the Physics Track.					
CHM-201	General Chemistry I/Lab	4			MAT-197 and ENG-111.
✎ Students must complete ENG-111 with a C or better and MAT-197 with a C+ or better before taking CHM-201					
Elective	Career Elective	3-4			
✎ Career Electives: ESM-105 Green Buildings, ESM-115 Sustainable Facilities Management, ESM-205 Green Existing Buildings: Operation and Maintenance, ESM-211 Project Management and Finance for Energy, ESM-299 Energy and Sustainability Internship, ENR-101 Introduction to Engineering, MAT-197 Pre-Calculus, MAT-281 Calculus, SCI-221 Interpretation and Presentation of Scientific Research					

Total Credits: 15-16

Semester 3 Advising Note

- Career Electives: Any course, other than those listed, must be approved by the program director to be used as a career elective.

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
BIO-196	General Biology II/Lab or	4			Prerequisite for BIO-196: BIO-195.
PHY-202	General Physics II/Lab				Prerequisite for PHY-202: PHY-201.
CHM-202	General Chemistry II/Lab	4			CHM-201.
Elective	Option Elective	4			
✎ Option Elective: ENV-115 Earth Science, ENV-113 Introduction to Oceanography/Lab, ENV-106 Environmental Science II/Lab, BIO-210 Population Ecology/Lab, BIO-211 Environmental Microbiology/Lab Note: Completion or concurrent enrollment in BIO-196 General Biology II/Lab is recommended.					
Elective	Option Elective	4			
✎ Option Elective: ENV-115 Earth Science, ENV-113 Introduction to Oceanography/Lab, ENV-106 Environmental Science II/Lab, BIO-210 Population Ecology/Lab, BIO-211 Environmental Microbiology/Lab. Note: Completion or concurrent enrollment in BIO-196 General Biology II/Lab is recommended.					

Total Credits: 16

Semester 4 Advising Note

- Apply for graduation

🚩 Milestone Courses should be taken in the order shown. This will help you stay on track and graduate on time.
§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

Environmental Science is an interdisciplinary field based on the interactions of living and non-living components of nature and with an emphasis on the interaction and impact humans have on the environment. Environmental Scientists examine the role of humans as agents of change within the environment as a means to better understand causes and effects of issues that threaten the sustainability of the environment and human health.

UPON COMPLETION OF THIS CONCENTRATION GRADUATES WILL BE ABLE TO:

- Use currently accepted biological, chemical, and physical concepts to investigate problems and issues in the environment.
- Identify and implement environmental sustainability or energy efficiency strategies within their workplace, home, or community taking into consideration factors such as project impact, cost effectiveness, and technical feasibility.
- Explain and apply the underlying concepts of current topics in environmental science and sustainability.

CAREER OUTLOOK

This program will allow students to transfer to four-year colleges and universities to seek a bachelor's degree in environmental science or studies.

Science, Engineering and Mathematics - Engineering and Physical Science

Physics Concentration

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ENR-101	Introduction to Engineering/Lab	3-4			Prerequisite for ENR-101: MAT-194 College Algebra or placement.
Elective	or Computer Elective				

🖊 Computer Elective: Choose one CIT course

ENG-111	College Writing I	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)

MAT-281	Calculus I	4	🚩		MAT-197 or placement.
GenEd-CCC	Community & Cultural Contexts	3		🎓	

🎓 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)
🖊 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		Credits	Milestone	GenEd	Prerequisites
PHY-251	College Physics I/Lab	4	🚩		MAT-281.
MAT-282	Calculus II	4			MAT-281.
ENG-112	College Writing II	3		🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

CHM-201	General Chemistry I/Lab	4			MAT-197 or placement and ENG-111.
Elective	Social Science Elective	3			

🖊 Choose one HIS or GOV or PHIL or GEO course

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		Credits	Milestone	GenEd	Prerequisites
PHY-252	College Physics II/Lab	4			MAT-281.
MAT-283	Calculus III	4			MAT-282.
MAT-291	Linear Algebra	4			MAT-281.
Elective	Literature Elective	3			Pre/co-requisite: ENG-111.

🖊 Choose one LIT course

GenEd-CW	Creative Work	3		🎓	

🎓 This course meets the General Education requirement for Creative Work (Formerly Area 6)
🖊 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	Credits	Milestone	GenEd	Prerequisites
MAT-285 Differential Equations	4			MAT-282.
CHM-202 General Chemistry II/Lab	4			CHM-201.
Elective-1 Literature Elective	3			Pre/co-requisite: ENG-111.
✎ Choose one LIT course.				
Elective-2 Behavioral Science Elective	3			
✎ Choose one PSY or SOC course				
GenEd-E General Education Elective	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

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

🔗 This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. 🎓 This course satisfies General Education requirement.

PROGRAM OVERVIEW

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, visit www.mass.edu/masstransfer.

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.

Mathematics Concentration

SEMESTER 1		Credits	Milestone	GenEd	Prerequisites
ENG-111	College Writing I	3		🎓	ENG-095 and ESL-098 or RDG-095 or placement.
👉 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)					
MAT-281	Calculus I	4	🚩		MAT-197 or placement.
CIT-120	Intro to Computer Science and Object Oriented Programming	4			MAT099, ENG-095, and RDG-095 or ESL-098.
✏ Satisfies the Learning Community Requirement					
GenEd-CCC	Community & Cultural Contexts	3		🎓	
👉 This course meets the General Education requirement for Community & Cultural Contexts (Formerly Area 2 and Area 3)					
✏ Choose one course from the Community and 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		Credits	Milestone	GenEd	Prerequisites
ENG-112	College Writing II	3		🎓	ENG-111.
👉 This course meets the General Education requirement for Research Writing (Formerly Area 1)					
MAT-282	Calculus II	4	🚩		MAT-281.
MAT-291	Linear Algebra	4			Pre/co-requisite: MAT-281.
GenEd-CW	Creative Work	3		🎓	
👉 This course meets the General Education requirement for Creative Work (Formerly Area 6)					
✏ Choose one course from the Creative Work Menu					
Elective	Behavioral Science Elective	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		Credits	Milestone	GenEd	Prerequisites
MAT-283	Calculus III	4	🚩		MAT-282.
PHY-251	College Physics I/Lab	4	🚩		MAT-281.
CIT-237	C++ Programming	4			CIT-237, CIT-239 - ENG-095, MAT-194, CIT-120.
CIT-239	or JAVA Programming				
GenEd-E	General Education Elective	3		🎓	Pre/co-requisite: ENG-111.
👉 This course meets the General Education requirement for General Education Elective.					
✏ Choose any LIT course from General Education 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

Mathematics Concentration (continued)

SEMESTER 4		Credits	Milestone	GenEd	Prerequisites
MAT-285	Differential Equations	4	⚑		MAT-282.
Elective-1	Social Science Elective	3			
✎ Choose one ECO, GOV, HIS, PHL or GEO course.					
PHY-252	College Physics II/Lab	4	⚑		PHY-251 and pre/co-requisite MAT-282.
Elective-2	Humanities Elective	3			
✎ Choose one course from the Humanities Elective menu					
	Total Credits:	14			
Semester 4 Advising Note					
▪ Apply for graduation					

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

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, visit www.mass.edu/masstransfer.

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.

Associate in Science

Health Sciences - Medical Laboratory Technician

Medical Laboratory Technician Program

ADMISSION REQUIREMENTS		Credits	Milestone	GenEd	Prerequisites
Diploma	High School diploma or GED				
Session	Attend Mandatory information session				
ENG-111	College Writing I	3	⚑	🎓	RDG-095 or ESL-098 and ENG-095 or placement.

🎓 This course meets the General Education requirement for Academic Discourse (Formerly Area 1)
✎ Must earn a grade of C or better

MAT-181	Statistics	3	⚑	🎓	MAT-097 or MAT-098 or placement.

🎓 This course meets the General Education requirement for Quantitative Problem Solving (Formerly Area 4)
✎ Must earn a grade of C or better

BIO-203	Anatomy and Physiology/Lab I	4			BIO-105 or BIO-108 or BIO-195.

✎ Credits for Anatomy and Physiology/Lab that were earned more than five (5) years prior to enrollment in the nursing program are not accepted. Must earn a grade of C or better.

BIO-204	Anatomy and Physiology/Lab II	4	⚑		BIO-203.

✎ Credits for Anatomy and Physiology/Lab that were earned more than five (5) years prior to enrollment in the nursing program are not accepted. Must earn a grade of C or better.

BIO-205	Microbiology/ Lab	4	⚑		BIO 203 or BIO-195.

✎ Must earn a grade of C or better

CHM-120	Principles of Inorganic Chemistry/ Lab	4	⚑		ENG-095 and ESL-098 or RDG-095 and MAT-097 or placement.

✎ Must earn a grade of C or better

CHM-121	Principles of Organic and Biochemistry/lab	4	⚑		CHM-120.

✎ Must earn a grade of C or better

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*		Credits	Milestone	GenEd	Prerequisites
MLT-101	Introduction to Medical Laboratory Sciences and Urinalysis with Lab	4	⚑		Admission to the program.
MLT-213	Immunology and Serology	4	⚑		Admission to the program.
ENG-112	College Writing II	3		🎓	ENG-111.

🎓 This course meets the General Education requirement for Research Writing (Formerly Area 1)

GenEd-E	General Education Elective	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: 14

Semester 1 Fall Advising Note

■ General Education Requirements Creative Work and Scientific Reasoning satisfied by program.

SEMESTER 2 *SPRING*	Credits	Milestone	GenEd	Prerequisites
MLT-212 **Medical Microbiology/Lab**	4	⚑		MLT-101 and MLT-213.
✎ Grade of B- or better				
MLT-211 **Hematology and Hemostasis**	4	⚑		MLT-101 and MLT-213.
✎ Grade of B- or better				
MLT-241 **Immunohematology**	4	⚑		MLT-101 and MLT-213.
✎ Grade of B- or better				
Total Credits:	12			

SEMESTER 3 *SUMMER*	Credits	Milestone	GenEd	Prerequisites
MLT-242 **Clinical Chemistry**	4	⚑		MLT-101 and MLT-213 and MLT-212 and MLT-241 and MLT-211.
✎ You must get a Grade of B- or better				
PSY-101 **Principles of Psychology**	3		☛	RDG-095 or ESL-098 or placement.
☛ This course meets the General Education requirement for Community & Cultural Contexts (Formerly Areas 2 and 3)				
Total Credits:	7			

SEMESTER 4 *FALL*	Credits	Milestone	GenEd	Prerequisites
MLT-251 **Clinical Laboratory Science Practicum**	12	⚑		MLT-101and MLT-213and MLT-212and MLT-241 and MLT-211.
✎ Grade of B- or better				
Total Credits:	12			

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

§ This course has pre/co- requisites. ✎ Advising note or suggestion regarding this course. ☛ This course satisfies General Education requirement.

PROGRAM OVERVIEW

This program prepares students through lectures, laboratory activities and hospital-based clinical experience to become Medical Laboratory Technicians. Students will acquire the skills and knowledge essential to working in a medical laboratory and performing tests that aid in the diagnosis and treatment of disease and the maintenance of health. Graduates of this option qualify for employment in hospitals, long-term care facilities, HMOs, clinics, doctors' offices, and other community health agencies.

For this program, students must earn a numerical grade of 80 or higher in all Medical Laboratory Technician courses. Either failure to meet clinical objectives or failure to obtain a numerical course grade of 80 or better in all MLT courses constitutes failure in that course. Students may apply for readmission to the program.

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.

PROGRAM ACCREDITATION

Graduates have a 100% completion rate, an 86% pass rate on certification exams and a 100% employment rate. Students successfully completing the program are eligible to take the American Society for Clinical Pathology (ASCP) Medical Laboratory Technician (MLT) certification

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.

examination. The Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 North River Rd. Suite 720, Rosemont, IL 60018, telephone 773-714-8880. Graduates of the Program are eligible to take national certification.

Accounting

ACC-101 — *3 Credits*
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. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095).

ACC-102 — *3 Credits*
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. Prerequisite: Principles of Accounting I (ACC101).

ACC-104 — *1 Credit*
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: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095).

ACC-105 — *3 Credits*
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: Principles of Accounting I (ACC101), Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095).

ACC-107 — *3 Credits*
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. Prerequisite: Principles of Accounting II (ACC102).

ACC-201 — *3 Credits*
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. Prerequisite: Principles of Accounting II (ACC102).

ACC-202 — *3 Credits*
Intermediate Accounting II
A continuation of Intermediate Accounting I (ACC201), 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. Prerequisite: Intermediate Accounting I (ACC201).

ACC-203 — *3 Credits*
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. Prerequisite: Principles of Accounting II (ACC102).

ACC-204 — *3 Credits*
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. Prerequisite: Principles of Accounting II (ACC102).

ACC-205 — *3 Credits*
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. Please get more information in room C309. Prerequisite: Federal Income Tax I (ACC203).

ACC-207 — *3 Credits*
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. Prerequisite: Principles of Accounting II (ACC102).

ACC-216 — *3 Credits*
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. Prerequisite: Cost Accounting I (ACC207).

ACC-217 — *3 Credits*
Mass Tax Law I
After an introduction to the Massachusetts General Laws relating to taxation and the organization and role of the Massachusetts Department of Revenue, this survey course will focus on the Massachusetts statutory provisions relating to miscellaneous excises, the taxation of individuals and corporations, including the administration and enforcement of these provisions by the Massachusetts Department of Revenue. Other areas of study covered in this course include: filing requirements for major tax types; assessment and collection of taxes; examination and abatement. This course is critical for students to gain an understanding of specific taxation laws that pertain to the Commonwealth of Massachusetts.

ACC-299 — *3 Credits*
Mass Dept of Revenue Internship
This course enhances the academic experience for students. All internships take place at the Massachusetts Department of Revenue site. Students will engage in activities that improve knowledge of the practical world of taxation and auditing and help them gain professional experience. The internship experience applies resources gained from students' program of study to improve the quality of their contributions to the employer. Students are responsible for following all guidelines in the BHCC Internship Handbook. Prerequisite: Mass Tax Law I (ACC217) and permission of the Department Chair or Dean.

Allied Health

AHE-095 — *3 Credits*
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.

AHE-101 — *3 Credits*
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. Note: A grade of B- or better in this course is required for progression in the program. Prerequisites: Writing Skills II (ENG095) and Reading Skills II (RDG095) or placement.

AHE-102 — *2 Credits*
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. Prerequisite: Medical Interpreting I (AHE101).

AHE-104   *3 Credits*
Understanding Human Behavior for Health Care Professionals

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.

AHE-106   *1 Credit*
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. Co-requisites: Principles of Clinical Practice (AHE110) and Patient Care Skills (AHE111).

AHE-110   *3 Credits*
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.

AHE-111   *3 Credits*
Patient Care Skills

This course, taken with CNA Practicum (AHE106) and Principles of Clinical Practice (AHE110), covers the patient care theory and skills required to take the Certified Nurse Aide and Home Health exams. Co-requisites: CNA Practicum (AHE106) and Principles of Clinical Practice (AHE110).

AHE-112   *3 Credits*
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. Co-requisite: Principles of Clinical Practice(AHE110).

AHE-117   *3 Credits*
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.

AHE-201   *3 Credits*
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. Prerequisite: Patient Care Skills (AHE111) or Medical Assisting Skills (AHE112).

AHE-204   *3 Credits*
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. Prerequisite: Patient Care Skills (AHE111). Co-requisite: Advanced Clinical Skills (AHE201).

AHE-205   *3 Credits*
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. Prerequisite: Medical Assisting Skills (AHE112). Co-requisite: Advanced Clinical Skills (AHE201).

AHE-209   *1 Credit*
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. Co-requisite: Practicum Patient Care Assistant (AHE204) or Practicum Medical Assistant (AHE205) or Practicum Laboratory Assistant (AHE207).

AHE-299   *1 Credit*
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. Co-requisite: Medical Interpreting II (AHE102).

Arabic

ARB-101   *3 Credits*
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.

ARB-102   *3 Credits*
Elementary Arabic II

A continuation of Elementary Arabic I (ARB101), 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. Prerequisite: Elementary Arabic I (ARB101).

Astronomy

AST-102   *4 Credits*
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: 3hrs. lecture; 3hrs. lab Prerequisites: Writing Skills II (ENG 095) and a grade of C or better in Foundations of Algebra (MAT097) or placement equivalency

Biology

BIO-105   *4 Credits*
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 will satisfy 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 (BIO203). 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: Writing Skills II (ENG095), a grade of C or better in Foundations of Math (MAT093), and Reading Skills II (RDG095) or placement equivalence. Executive Summary

BIO-108   *4 Credits*
Human Biology/Lab

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 BIO203 and BIO204. This course will satisfy the General Education requirement for Scientific Reasoning (previous area title: Science & Technology) for all programs. Course meets 3 hours lecture; 3 hours lab. Note: May be used as a prerequisite for Anatomy & Physiology I/Lab (BIO203). Prerequisites: MAT093, RDG095, ENG095 or placement equivalent

BIO-111
Food/Nutrition
3 Credits

This course covers a study of plant and animal sources of human food, their nutritional values, and the way they are utilized by the body in health and disease. Topics include 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.

BIO-115
Nutrition Science & Lab
4 Credits

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 will satisfy the General Education requirement for Scientific Reasoning (previous area title: Science & Technology) for all programs. Class meets: 3 hours lecture - 3 hours lab. Prerequisites: MAT093, RDG095, ENG095 or placement equivalent.

BIO-120
Introduction to Biotechnology
4 Credits

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. Class meets: 3 hrs. lecture; 3 hrs. lab. Prerequisites: Writing Skills II (ENG095), Intermediate Algebra (MAT099), and Reading Skills (RDG095) or Academic Reading III (ESL098) or placement equivalency.

BIO-195
General Biology I & Lab
4 Credits

The course will examine the cell as the basic unit of life. Topics will include cell chemistry, cell structure and function, metabolism, cellular respiration, photosynthesis, and cell division. The course will conclude with an examination of the genetic and chromosomal basis of inheritance. Laboratory work will provide students with the basic skills necessary to work in advanced biology laboratory courses. This is the first required biology course in the AS Biological Science program. Students planning to enroll in a health science program should enroll in Introduction to Biology (BIO105) or Human Biology/Lab (BIO108). Class Meets: 3 hrs. lecture; 3 hrs. lab. Prerequisites: Writing Skills II (ENG095) and Reading Skills II (RDG095) or placement and a grade of C or better in College Algebra-STEM (MAT194).

BIO-196
General Biology II & Lab
4 Credits

As a continuation of General Biology I/Lab (BIO195), the course begins with a study of the chemical basis of inheritance and protein synthesis. The course then investigates the mechanisms of adaptive evolution, speciation, phylogeny, and the history of life on earth. The course concludes with a survey of the three domains of life and an introduction to the structure of populations and ecosystems. Laboratory work will continue to develop the student's critical thinking and problem solving skills. Class meets: 3 hrs. lecture: 3 hrs. Lab. Prerequisite: Grade of C or better in General Biology I/Lab (BIO195).

BIO-203
Anatomy/Physiology I & Lab
4 Credits

This is the first course in a two-semester sequence that will examine the systems of the human body using an integrated approach. Areas of study will include the structure and function of cells, histology, 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. Course meets: 3 hrs. lecture; 3 hours. Lab. Prerequisite: Grade of C or better in Introduction to Biology (BIO105), Human Biology (BIO108) or General Biology I/Lab (BIO195).

BIO-204
Anatomy/Physiology II & Lab
4 Credits

As a continuation of Anatomy/Physiology I (BIO203), this course will again use an integrated approach to examine the human systems not covered in Anatomy/Physiology I. Areas of study will include the endocrine system, the cardiovascular system, lymphatic and immune systems, respiratory system, digestive system, urinary system, and reproductive system. Laboratory activities will enhance the student's comprehension of the structure and function of the human body. Course meets: 3 hrs. Lecture; 3 hrs. lab. Prerequisite: Grade of C or better in Anatomy/Physiology I/Lab (BIO203).

BIO-205
Microbiology & Lab
4 Credits

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. Course meets 3 hrs

lecture and 3 hrs lab. Prerequisite: Anatomy and Physiology I/Lab (BIO203) or General Biology I/Lab (BIO195) or admission to the Nursing Program.

BIO-207
Cell Biology & Lab
4 Credits

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 hrs. lecture; 3 hrs. lab. Prerequisite: Introduction to Biotechnology and Lab (BIO120) and General Biology I/Lab (BIO195) or General Biology I/Lab (BIO195) and General Biology II/Lab (BIO196).

BIO-208
Genetics and Lab
4 Credits

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 hours: 3hrs. lecture; 3hrs. lab. Prerequisite: A grade of C or better in General Biology II/Lab (BIO196) or permission of science and engineering department.

BIO-210
Population Ecology & Lab
4 Credits

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. Prerequisite: General Biology II/Lab (BIO196) or permission of the science and engineering department.

BIO-211
Environmental Microbiology/Lab
4 Credits

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 plans 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. Prerequisite: C or better in General Biology & Lab - BIO-195. Completion or concurrent enrollment in General Biology II & Lab - BIO-196 recommended. 3 hours lection - 3 hours lab.

BIO-261 *3 Credits*
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 BIO261 and BIO262 may need to be completed for credits to transfer. Course meets: 1hr lecture/2.5 hrs. lab. Prerequisite: Grade of C or better in Introduction to Biotechnology (BIO120), General Biology I/Lab (BIO195), and General Biology II/Lab (BIO196) or departmental approval.

BIO-262 *3 Credits*
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 (BIO120) and Advanced Laboratory Techniques in Biotechnology (BIO261). Upon completion of this course, students will be qualified for entry level employment or internships in the biotechnology field. Depending on the college, both BIO261 and BIO262 may need to be completed for credits to transfer. Course meets: 3hrs. lecture. Prerequisites: Grade of C or better in Advanced Laboratory Techniques in Biotechnology (BIO261), Cell Biology and Lab (BIO207), and Genetics and Lab (BIO208) or departmental approval.

BIO-270 *4 Credits*
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. Course meets: 6 hrs lab. Prerequisites: Grade of C or better in Cell Biology and Lab (BIO207), Genetics and Lab (BIO208), and Advanced Laboratory Techniques in Biotechnology (BIO261). Principles of Molecular Biotechnology (BIO262) must be taken either as a prerequisite or as a co-requisite or departmental approval.

Biomedical Engineering

BME-100 *4 Credits*
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 better in Calculus I (MAT281) and a grade of C or better in General Chemistry I/Lab (CHM201). Co-requisite: Calculus II (MAT282).

BME-200 *3 Credits*
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 better in Biomedical Engineering I (BME100) and a grade of C or better in Calculus II (MAT282). Co-requisite: Calculus III (MAT283).

Business

BUS-101 *3 Credits*
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 Academic Reading I (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills (ENG090) or exemption by placement testing.

BUS-106 *3 Credits*
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. Prerequisite: Macroeconomics (ECO201) or Microeconomics (ECO202).

BUS-111 *3 Credits*
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: A grade of C or better in Academic Reading (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or placement.

BUS-201 *3 Credits*
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: Writing Skills II (ENG095) or placement, and Academic Reading Skills III (ESL098) or Reading Skills II (RDG095) or placement.

BUS-207 *3 Credits*
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. Prerequisite: Grade of C or better in College Writing I (ENG111).

Chemistry

CHM-120   4 Credits
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. This course does not satisfy the chemistry requirement of the AS Biological Sciences or AS Engineering programs or the AA Chemistry/Physics concentrations. Course meets 3 hrs. lecture; 3 hrs. lab. Prerequisites: Writing Skills II (ENG095), Reading Skills II (RDG095), and Foundations of Algebra (MAT097) or placement equivalencies.

CHM-121   4 Credits
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: Grade of C or better in Principles of Inorganic Chemistry & Lab (CHM120) or grade of C or better in General Chemistry I (CHM201).

CHM-151   3 Credits
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. Prerequisite: A grade of C or better in Foundations of Algebra (MAT097).

CHM-201   4 Credits
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. Course meets: 3 hours lecture; 3 hours lab. Prerequisites: Grade of C+ or better in Precalculus (MAT197) or co-requisite Calculus I (MAT281) or exemption by placement testing, and a grade of C or better in College Writing I (ENG111). Note: This course is intended for students planning to major or transfer as science or engineering majors. Pre-allied health students or students requiring a one semester overview of chemistry should enroll in Principles of Inorganic Chemistry & Lab (CHM120).

CHM-202   4 Credits
General Chemistry II & Lab

This course is a continuation of General Chemistry I and Lab (CHM201). Topics include solids, solutions, kinetics, equilibrium, acid-base and solubility equilibrium, thermodynamics and electrochemistry. Students are required to purchase approved safety goggles. Course meets: 3 hours lecture; 3 hours lab. Prerequisite: Grade of C or better in General Chemistry I and Lab (CHM201).

CHM-251   4 Credits
Organic Chemistry I & 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. Course meets: 3 hours lecture; 3 hours lab. Prerequisites: Grade of C or better in General Chemistry II and lab (CHM202) and a grade of C or better in College Writing II (ENG112).

CHM-252   4 Credits
Organic Chemistry II & Lab

This course is a continuation of Organic Chemistry I and Lab (CHM251). 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. Course meets: 3 hours lecture; 3 hours lab. Prerequisite: Grade of C or better in Organic Chemistry I and lab (CHM251).

Mandarin Chinese

CHN-101   3 Credits
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.

CHN-102   3 Credits
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. Prerequisite: Grade of C or better in Elementary Mandarin I (CHN101) or by permission of instructor.

Computers

CIT-101   3 Credits
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 CITDepartment@bhcc.mass.edu.

CIT-102   1 Credit
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.

CIT-110   3 Credits
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.mass.edu. Prerequisite: Reading Skills II (RDG095) or Academic Reading III (ESL098) or exemption from reading requirement by placement testing or enrollment in an integrated course. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-113 — 3 Credits
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. First year students registering for this course should not register for Computer Applications/Concepts (CIT110). This course is not for Computer Science Transfer, Gaming or Web majors. Prerequisites: Reading Skills II (RDG095) or Academic Reading III (ESL098) or exemption from reading requirement by placement testing or enrollment in an integrated course. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-118 — 3 Credits
Principles of Internet & Information 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. Prerequisite: Applications/Concepts (CIT110) or IT Problem Solving CIT113) or Introduction to

Computer Science & OOP (CIT120), equivalent experience or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-120 — 4 Credits
Introduction to Computer Science and Object Oriented Programming (OOP)

This is a first course in Object Oriented Programming (OOP) theory, logic and design. Taught in the College's "hands-on" computer classrooms, this course emphasizes the program design and development process including concepts of variables and flow control, objects, classes, methods, and polymorphism. Students will use an Object Oriented Programming language as they design code, debug and implement several programs covering the topics presented. Prerequisites: Intermediate Algebra (MAT-099) and Writing Skills II (ENG-095) and Reading Skills II (RDG-095) or Academic Reading III (ESL-098) or placement. For additional information and/or course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-121 — 3 Credits
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. Prerequisite: Computer Applications/Concepts (CIT110), IT Problem Solving (CIT113), or Intro to Computer Science & Object Oriented Programming (CIT120) or permission of the department chair.

CIT-125 — 3 Credits
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. Pre-requisite: Applications and Concepts (CIT110) or IT Problem Solving (CIT113) or Intro to Computer Science and Object Oriented Programming (CIT120) or Maya Foundations (CMT121) or permission of the Department Chair. All prerequisites

must be completed with a C or better. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-128 — 3 Credits
Database Design with Microsoft 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. Prerequisite: Applications/Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science & OOP (CIT120), equivalent experience or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-129 — 3 Credits
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: Writing Skills I (ENG090) and Reading Skills I (RDG090).

CIT-131 — 3 Credits
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: Writing Skills I (ENG090) and Reading Skills I (RDG090) or placement.

CIT-133 — 3 Credits
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 CITDepartment@bhcc.mass.edu.

CIT-135
Design for Mobile Devices *3 Credits*

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: Writing Skills I (ENG090)and Reading Skills I (RDG090) or placement.

CIT-137
Introduction to Big Data with R & R-Studio *4 Credits*

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. Prerequisite: Information Technology Problem Solving (CIT113) or equivalent or department chair approval.

CIT-162
CISCO Networking I *3 Credits*

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The prinicples 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 swtiches, and implement IP addressing schemes. Prerequisite: Reading Skills II (RDG095) or Academic Reading III (ESL098) or placement. For additional information contact CITDepartment@bhcc.mass.edu

CIT-167
CISCO Networking II *3 Credits*

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 funcitonality. 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. Prerequisite: CISCO Networking I (CIT162). For additional information contact CITDepartment@bhcc.mass.edu.

CIT-182
PC Hardware & Software *3 Credits*

This course provides an excellent, interactive exposure to personal computers, hardware, and operating systems. Students completing this course will be able to describe the internal components of a personal computer, assemble a system, install an operating system, and troubleshoot using system tools and diagnostic software. They will also be able to connect computers to the Internet, share resources in a networked environment and develop greater skills and confidence in working with desktop and laptop computers. Students participate in "hands-on" activities and lab-based learning to become familiar with various hardware and software components and discover best practices in maintenance and safety. Topics covered include: laptops and portable devices, wireless connectivity, security, safety and environmental issues. Standalone virtual learning tools supplement classroom instruction and provide opportunities for interactive "hands-on" learning. Prerequisite: Reading Skills II (RDG095) or Academic Reading III (ESL098) or placement. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-183
Healthcare IT Concepts I *3 Credits*

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. Prerequisite: Applications/Concepts (CIT110) or CIT113 or CIT120 or permission of Department Chair. Pre/co-requisite: PC Hardware and Software (CIT182) or permission of department chair.

CIT-187
Data Analytics and Predictive Analysis *3 Credits*

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: Intro to Big Data with R and R-Studio (CIT137) and Statistics I (MAT181).

CIT-211
System Analysis and Design *3 Credits*

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 (ENG111). Prerequisites: Applications/Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science & Object Oriented Programming (CIT120) and at least two other CIT courses. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-216
Visual Basic *3 Credits*

This course covers an introduction to computer programming using Visual Basic. The course provides students with "hands-on" exposure to object-oriented programming techniques and emphasizes programming logic, using the event-driven components of Visual Basic. Using laboratory case assignments, students plan, design, and create their own Windows applications. They learn how to create a user interface, set control properties, design the logic structures of the project and write the associated Visual Basic code. Topics covered include variables and mathematical operations, decision and looping structures, procedures and functions and single level arrays. Prerequisite: Applications/Concepts (CIT110), IT Problem Solving (CIT113) or Introduction to Computer Science & OOP (CIT120). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-218
Intermediate Visual Basic *3 Credits*

Expanding on the principles of object oriented and visual programming contained in Visual Basic (CIT216), 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. Prerequisite: Visual Basic (CIT216) or permission of the instructor and/or department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-219
Information Security & Assurance *3 Credits*

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). Prerequisite: Windows Operating Systems (CIT268). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-220   1 Credit
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. Prerequisite: Advanced Computer Forensics (CIT221). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-221   3 Credits
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 (CIT121) 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. Prerequisite: Introduction to Computer Forensics (CIT121) and Windows Operating Systems (CIT268).

CIT-223   3 Credits
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. Pre/co-requisite: Advanced Computer Forensics (CIT221). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-225   3 Credits
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. Prerequisite: Python Programming (CIT125) or equivalent experience with chair approval. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu. All prerequisites must be completed with a C or better.

CIT-229   3 Credits
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: ENG 090 and RDG090 or placement; CIT129 or CIT120 or any BHCC CIT programming course or equivalent experience or permission of the CIT Department Chair.

CIT-230   3 Credits
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: Applications/Concepts (CIT110) or Chair approval. For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CIT-233   3 Credits
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. Prerequisite: Applications/Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to MS Office (CIT133) or equivalent experience or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-234   3 Credits
Decision Support Using Microsoft 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. Prerequisite: Applications/Concepts (CIT110) or Introduction to Computer Science & OOP

(CIT120) or Information Technology Problem Solving (CIT113) or equivalent experience or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-236   3 Credits
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. Prerequisite: Computer Applications/Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science and Object Orient Programming (CIT120) or Cascading Style Sheets (CMT-125) or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-237   4 Credits
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. Prerequisite: Writing Skills II (ENG095), College Algebra-STEM (MAT194) and Introduction to Computer Science & Object Oriented Programming (CIT120) with grade C or better or equivalent experience with permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu. All prerequisites must be completed with a C or better.

CIT-238   3 Credits
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 applicaiton 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 BHCC programming course or PLA or Chair approval.

CIT-239
JAVA Programming　　　　*4 Credits*

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

CIT-240
Database Programming　　　　*3 Credits*

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. Prerequisite: SQL Programming (CIT236) or permission of department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-242
Data Structures　　　　*3 Credits*

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. The department strongly recommends that students achieve a grade of B- or better in Java Programming (CIT239). Prerequisite: Java Programming (CIT239) and Precalculus (MAT197). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-243
Android Development for Java Programmers　　　　*3 Credits*

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: Grade C or better in Java Programming (CIT239) and Precalculus (MAT197). Pre/corequisite: Advanced Java Programming (CIT285).

CIT-245
Database Administration　　　　*3 Credits*

This course is designed to introduce students to the fundamentals of Relational Database Administration, using the most current versions of the Oracle RDBMS engine. Students will learn the basics of database maintenance including installing and configuring the database, controlling the data dictionary, 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. Prerequisite: SQL Programming (CIT236), equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDeptment@bhcc.mass.edu.

CIT-250
Collaboration, Communication, and Integrating　　　　*3 Credits*

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

CIT-262
Wireless Technology　　　　*3 Credits*

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. Prerequisite: CISCO Networking I (CIT162).

CIT-264
Networking Security　　　　*3 Credits*

The goal of this course is to provide you with a fundamental understanding of network security principles and implementation. You will learn about the technologies used and principles involved in creating a secure computer networking environment. You will learn about the authentication, the types of attacks and malicious codes that may be used against your network, the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. Further, you will learn about intrusion detection systems, firewalls, and physical networking security concepts. In addition, security policies, disaster recovery, and computer forensics are covered. Aside from learning the technologies involved in security, you will get to understand the daily tasks involved with managing and troubleshooting those technologies. You will have a variety of hands-on and case project assignments that reinforce the concepts you read in each chapter. Prerequisite: CISCO Networking I (CIT162).

CIT-267
CISCO Networking III　　　　*3 Credits*

This course describes the architecture, components, and operations of routers and swtiches in larger and more complex networks. Students learn how to configure routers and switches afor advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP and VLANs in IP networks. Students will also develo the knowledge and skills needed to implement a WLAN in a small-to-medium network. Prerequisite: CISCO Networking II (CIT167). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-268
Windows Operating Systems　　　　*3 Credits*

This course provides students with in-depth, hands-on experience with the most commonly used versions of the Windows operating systems. Students gain experience using system file managers, utilities, set-up procedures, and other major components of the operating systems. In addition, the course emphasizes gaining an understanding of device drivers, link libraries, memory management, multi-tasking requirements, and multi-media considerations. Upon completion of the course, students have a high degree of competence in the application and use of these Windows operating systems such as Windows, DOS, and Linux. Prerequisites: Computer Applications/Concepts (CIT110), IT Problem Solving (CIT113) or Intro to Computer Science/Object Oriented Programming (CIT120) or permission of the department chairperson. For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CIT-270
Linux Administration/Lab   *4 Credits*

This course introduces students to the fundamentals of creating and maintaining a network supported by LINUX clients and servers. It is assumed that students already have a grasp of the basic LINUX commands hence the focus will be on system administration which will include but not be limited to installation, distributed computing, system administrator tools and tasks, file systems, printing, send mail, NIS, NFS, DNS/BIND and setting up a firewall. Prerequisite: CISCO Networking I (CIT162). For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CIT-271
Batch File Programming   *1 Credit*

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. Prerequisite: Linux Administration/Lab (CIT270). Pre/corequisite: Windows Operating Systems (CIT268). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-273
Ethical Hacking   *4 Credits*

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. Prerequisite: Windows Operating Systems (CIT268)or Linux Administration/Lab (CIT270) or permission of the department chairperson.

CIT-274
CISCO Networking IV   *3 Credits*

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network. Prerequisite: CISCO Networking III (CIT267) or department chair approval. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-275
Information Security Seminar   *3 Credits*

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/corequisite: Ethical Hacking (CIT273) or permission of the Department Chair.

CIT-277
Health Information Networking   *3 Credits*

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. Prerequisite: CISCO Networking II (CIT167). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-279
Cisco CCNA Security   *3 Credits*

This course equips students with the knowledge and skills needed to prepare for entry-level security specialist careers and prepare for the CCNA Security certification. This course is a hands-on, career-oriented e-learning solution that emphasizes practical experience. CCNA Security aims to develop an in-depth understanding of network security principles as well as the tools and configurations available. The following tools are covered: Protocol sniffers/analyzers; TCP/IP and common desktop utilities; Cisco IOS Software; Cisco VPN client; Packet Tracer (PT); and Web-based resources. Prerequisite: CISCO Networking II (CIT167). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-282
MS Windows Administration/Lab   *4 Credits*

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. Prerequisite: CISCO Networking I (CIT162). Pre/corequisite: Windows Operating Systems (CIT268). For additional information and/or a course syllabus contact CITdept@bhcc.mass.edu.

CIT-284
Advanced C++/OOP   *3 Credits*

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. Prerequisite: C++ Programming (CIT237) and College Algebra STEM (MAT194) or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-285
Advanced Java Programming   *3 Credits*

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. Prerequisites: Java Programming (CIT239) and Precalculus (MAT197). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-287
OOPL for Programmers   *3 Credits*

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: Grade of C or better in Advanced Java programming (CIT285) or Advanced C++ (CIT284), and Precalculus (MAT197).

CIT-288
Healthcare IT Concepts II   *3 Credits*

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/co-requisite: Healthcare IT Concepts I (CIT183) or permission of the department chair.

CIT-299C   *3 Credits*
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.

CIT-299CSC   *3 Credits*
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: C++ Programming (CIT-237) and Advanced Java Programming (CIT-285).

CIT-299N   *3 Credits*
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. Prerequisite: Permission of department chairperson.

Computer Media Technology

CMT-101   *3 Credits*
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: Writing Skills II (ENG095) and Reading Skills II (RDG095) or placement.

CMT-103   *3 Credits*
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: Writing Skills II (ENG095) and Reading Skills II (RDG095).

CMT-111   *3 Credits*
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: Writing Skills I (ENG-090) and Reading Skills I (RDG-090).

CMT-113   *3 Credits*
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: Computer Applications/Concepts (CIT110) and HTML5 (CMT111).

CMT-117   *3 Credits*
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. Prerequisite: HTML5 (CMT111).

CMT-119   *3 Credits*
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". Prerequisite: Game Development Essentials (CMT101).

CMT-121   *3 Credits*
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. Prerequisite: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095).

CMT-123   *3 Credits*
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". Prerequisite: Maya Foundations (CMT121).

CMT-125   *3 Credits*
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/Co-requisite: HTML5 (CMT111).

CMT-129   *3 Credits*
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: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

CMT-217   *3 Credits*
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. Prerequisite: Maya Foundations (CMT121).

CMT-223   *3 Credits*
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". Prerequisite: Maya Character Modeling (CMT123).

CMT-225   *3 Credits*
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 is 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. Prerequisite: JavaScript (CMT113).

CMT-228   *3 Credits*
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. Prerequisite: JavaScript (CIT-113).

CMT-229   *3 Credits*
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". Prerequisite: Maya Foundations (CMT121).

CMT-231   *3 Credits*
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. Prerequisite: Creating 2-D Special Effects (CMT229).

CMT-232   *3 Credits*
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. Prerequisite: MEL Scripting in Maya (CMT231) or Department Chair approval.

CMT-233   *3 Credits*
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 Video 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. Prerequisite: MEL Scripting in Maya (CMT231).

CMT-241   *3 Credits*
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: HTML5 (CMT111) and SQL Programming (CIT236).

CMT-249   *3 Credits*
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. Prerequisite: Creating 3-D Special Effects (CMT-229).

CMT-250   *3 Credits*
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. Prerequisite: jQuery (CMT-225)

CMT-299   *3 Credits*
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.

Communications

COM-101   *3 Credits*
Film As Art

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

COM-102   *3 Credits*
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 General Education Requirement "Creative Work". Pre/corequisite: College Writing I (ENG111).

COURSE DESCRIPTIONS

COM-171
Oral Communication   *3 Credits*

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

COM-241
Journalism I   *3 Credits*

This course combines class discussions of journalistic principles with practice in writing news stories. The course then shifts emphasis to field work for a newspaper. In this phase, students follow news leads, evaluate them, compose better ones, and check copy for accuracy and clarity. The course encourages students to proofread, edit, sell ads, and lay out final copy for the printer. Prerequisite: Writing Skills II (ENG095).

COM-242
Journalism II   *3 Credits*

This course combines class discussions of journalistic principles with practice in writing news stories. The course then shifts emphasis to field work for the student newspaper, The Third Rail, or another newspaper. In this phase, students follow news leads, evaluate them, compose better ones, and check copy for accuracy and clarity. The course encourages students to proofread, edit, sell ads, and lay out final copy for the printer. Prerequisite: Writing Skills II (ENG095).

Criminal Justice

CRJ-101
Introduction to Criminal Justice   *3 Credits*

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: Writing Skills II (ENG095), and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

CRJ-102
Juvenile Justice   *3 Credits*

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. Prerequisites: Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095), or placement. Course name was changed from Delinquency, Adjudication & Correction to Juvenille Justice.

CRJ-103
Criminal Law   *3 Credits*

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: Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

CRJ-106
Principles of Security Management   *3 Credits*

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

CRJ-107
Introduction to Corrections   *3 Credits*

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: Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095), or placement.

CRJ-117
Street Law: An Overview of the American Legal System   *3 Credits*

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.

CRJ-201
Management in Criminal Justice   *3 Credits*

This course presents the principles of administration and management of criminal justice agencies. It examines organizational structure, responsibilities, and the interrelationships of administrative, line, and staff services in police, security, court, and correctional facilities. Prerequisites: A grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101), Criminal Law (CRJ103), Criminal Investigation I (CRJ208) or instructor approval.

CRJ-202
Evidence and Court Procedures   *3 Credits*

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: A grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103), Criminal Investigation I (CRJ208), or chair approval.

CRJ-203
Rehabilitation of the Offender   *3 Credits*

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: A grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103), or chair approval.

CRJ-208
Criminal Investigation   *3 Credits*

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: A grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or chair approval.

CRJ-209
Crime Victims   *3 Credits*

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: A grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103), or chair approval.

CRJ-210
Ethics and Diversity   *3 Credits*

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: a grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or chair approval.

CRJ-211
Criminal Procedure
3 Credits

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 coupus, 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: a grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or chair approval.

CRJ-212
Community Corrections
3 Credits

This survey course covers the history, development, trends, and role of the community-based correction program in the American criminal justice system. The course includes therapeutic, support, and supervision programs for offenders. It examines pretrial release, detainment, and community services, as well as innovative programs. Students must make site visits. Prerequisites: Grade of C or better in College Writing I (ENG111) and Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

CRJ-214
Negotiation, Mediation, and Conflict Resolution
3 Credits

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: A grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or chair approval.

CRJ-216
Street Drugs and Pharmaceuticals
3 Credits

This survey course covers the manner in which the criminal justice system deals with drug use and abuse in our society. Topics include the psychosocial aspects of drugs, the pharmacology of drugs, street names, cost, and current rehabilitation practices. The course analyzes prevention programs in light of what works and what doesn't as well as the cost of drugs to society. Prerequisites: Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

CRJ-218
Information & Electronic Security
3 Credits

This course introduces crimes involving the use of computers, the federal and state laws addressing them, and the preventive and investigative methods used to secure computers and defend and prosecute offenders. Part of information security is the electronics and technology needed to provide protection. Topics include budgeting, vendor selection, and security systems (biometrics, access control, closed circuit television, etc.) to meet organizational needs. Prerequisites: Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

CRJ-219
Terrorism & Homeland Security
3 Credits

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: A grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or chair approval.

CRJ-225
Policing
3 Credits

This course examines and introduces students to the criminal justic system with special emphasis on the roles and responsibilities of police officers. The function of police in contemporary society will be explored. Discussion centeres 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 of better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor permission.

CRJ-228
Criminal Investigation II
3 Credits

This course examines the types of analyses conducted on crime scene evidence, their value, and limitations. It covers the evidentiary value of the following types of evidence: glass, soil, hairs and fibers, firearms, tool marks, and questioned documents. This course also covers forensic concepts, methods of collecting samples, and the value of blood distribution patterns, bloodstains and other bodily fluids. Prerequisites: Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

CRJ-230
American Drug Law
3 Credits

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: Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

CRJ-232
Civil Rights & Civil Liberties
3 Credits

This course explores the concepts of individual rights and liberties in America and the ways they are balanced against the rights and interests of the sovereign. It scrutinizes First Amendment issues of freedom of speech and religion. The course analyzes the Fourteenth Amendment and its impact on states' rights as they affect individuals, as well as the ever-changing concept of civil rights and liberties as they conflict with "homeland security" and the "war against terrorism". Prerequisites: Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

CRJ-245
Cyber Crime: Justice in the Virtual World
3 Credits

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: a grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or chair approval.

CRJ-275
Criminal Justice Capstone
3 Credits

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. Prerequisites: Students enrolling in the capstone course must have completed the core requirements of the CJ degree (CRJ101, CRJ103, CRJ107, CRJ211, CRJ220, and SOC207).

CRJ-299
Criminal Justice Internship
3 Credits

Students work 150 hours in a criminal justice facility, probation department, juvenile detention center, or house of corrections, as assigned by the contract advisor. Students work 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, a grade of C or better in College Writing I (ENG111) and all of the Criminal Justice Core Courses, and department chair approval.

Computed Tomography

CTC-111
Computed Tomography I
3 Credits

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. Prerequisite: Acceptance into CT Certificate Program.

CTC-211
Computed Tomography II
3 Credits

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. Prerequisite: Computed Tomography I (CTC-111).

CTC-299
Computed Tomography Clinical Internship
3 Credits

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. Prerequisite: permission of department chairperson, Medical Imaging Department. Pre/corequisite: Computed Tomography II (CTC211).

Culinary Arts

CUL-101
Culinary Arts Seminar: If You Can't Stand the Heat
3 Credits

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

CUL-108
Basic Baking Skills
4 Credits

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.

CUL-111
Food Service Sanitation and Skills
3 Credits

Food Service Sanitation is an introduction to food production practices governed by changing federal and state regulations. Topics to be covered include prevention of food-borne illness through proper handling of potentially hazardous foods, HACCP procedures, legal guidelines, kitchen safety, facility sanitation, and guidelines for safe food preparation, storing, and reheating. Students will also take the National Restaurant Association ServSafe examination.

CUL-113
How Baking Works: the Science of Baking
3 Credits

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.

CUL-115
Introduction to Culinary Arts
4 Credits

This course introduces students to the theory behind cooking. The class covers the history of cuisine as well as the terminology, equipment use, cooking techniques, and ordering and receiving procedures. Course instruction emphasizes the techniques and skills needed to work in a commercial kitchen. The course introduces students to basic menu and food presentation. Students become proficient in the use of tools and equipment. Additional expenses may include supplies, equipment, and/or uniforms. Co-requisite: Principles of Baking (CUL125). This course is for Culinary Arts students only or by permission of the department chairperson.

CUL-116
Basic Culinary Skills
4 Credits

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.

CUL-119
Cake Decorating
3 Credits

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

CUL-125
Principles of Baking
4 Credits

This production lab course covers the fundamentals of baking. It introduces students to the methods and procedures for producing a variety of baked goods, including yeast products, quick-breads, general desserts, and pastry products. Students follow a standard recipe, do basic conversions, and apply the foundations of math as they pertain to the food service industry. The course places emphasis on their knowledge of weights and measures. The course focuses on the bakeshop and receiving areas of the kitchen. Additional expenses may include supplies, equipment, and/or uniforms. Co-requisite: Introduction to Culinary Arts (CUL115). This course is for Culinary Arts students only or by permission of the department chairperson.

CUL-135
Cafe and Bistro Cuisine
4 Credits

This seven-week course introduces students to the procedures of the art of Garde Manger and cold food preparation. The course covers basic cooking methods and the chemistry of cooking. The course teaches students to become responsible for menu preparation and production of the daily meal in a cafe environment. The hands-on production lab teaches students to prepare various types of basic stocks, soups, sauces, salads, and sandwiches throughout the course. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Introduction to Culinary Arts (CUL115) and Principles of Baking (CUL125).

CUL-145
Advanced Desserts
4 Credits

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: Introduction to Culinary Arts (CUL115) and Principles of Baking (CUL125).

CUL-208
Advanced Baking Skills
4 Credits

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: Basic Baking Skills (CUL108) and Basic Culinary Skills (CUL116).

CUL-211   *3 Credits*
Menu Design and Purchasing

This course introduces students to various menu types and costing of menu items. Students also learn the skills necessary to purchase all food items, properly receive and store those items, conduct yield tests and become familiar with the 'NAMP' guide and can-cutting procedures. The course emphasizes the math skills used to calculate food and beverage cost percentages.

CUL-215   *4 Credits*
Essentials of Food Production

This course goes beyond the basics of food production. The course introduces students to production and service of menus involving all aspects of cooking techniques as well as skills needed to execute service properly. It introduces students to various cooking techniques in an actual restaurant setting with emphasis on the timing and skills necessary to perform these tasks. Faculty demonstrates food-garnishing techniques. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Cafe and Bistro Cuisine (CUL135) and Advanced Desserts and Pastries (CUL145). Co-requisite: Essentials of Dining Service (CUL225). This course is for Culinary Arts students only or by permission of the department chairperson.

CUL-216   *4 Credits*
Advanced Culinary Skills

This course will build upon skills taught in the Basic Culinary Skills course (CUL116). 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: Basic Culinary Skills (CUL116) and Basic Baking Skills (CUL108).

CUL-217   *4 Credits*
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. Prerequisite: Advanced Desserts and Pastries (CUL145).

CUL-225   *4 Credits*
Essentials of Dining Service

This course gives students a complete overview of the inner workings of the dining room. In this beginning phase of dining room service, using proper techniques, the course emphasizes the various types of service and the timing and execution of the meal. It introduces students to various service types, table settings, and food delivery systems. The course also covers all aspects of bar and beverage management, as well as preparation of guest checks, payroll, and tip credits. Additional expenses may include supplies, equipment, and/or uniforms.

Prerequisites: Cafe and Bistro Cuisine (CUL135) and Advanced Desserts and Pastries (CUL145). Co-requisite: Essentials of Food Production (CUL215). This course is for Culinary Arts students only or by permission of the department chairperson.

CUL-235   *4 Credits*
Advanced and Ethnic Food Production

This course expands upon students' knowledge of the principles of cooking. The course teaches students to become responsible for preparation and production of a meal from a variety of ethnic cuisines that are integrated into a restaurant setting. Also, the course emphasizes the significance and influence of geography as a factor in the development of regional and international cuisine and culture. The course introduces students to advanced Garde Manger and Dessert techniques that fully complement the meal. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Essentials of Food Production (CUL215) and Essentials of Dining Service (CUL225).

CUL-241   *4 Credits*
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. Prerequisite: Advanced Desserts (CUL145).

CUL-243   *4 Credits*
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. Prerequisite: Advanced Desserts (CUL145).

CUL-245   *4 Credits*
Food and Beverage Operations

This course acquaints students with current industry technology and sales techniques. It discusses nutrition and food allergy concerns. The course exposes students to all managerial procedures required in the food service industry. Students learn how to interpret a basic financial statement and use current technology as is required in the restaurant industry. The course introduces students to the wines and spirits that might be paired with the various ethnic cuisines. In this course, students provide service for the Advanced and Ethnic Food Production course. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Essentials of Food Production (CUL215) and Essentials of Dining Service (CUL225).

CUL-247   *3 Credits*
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. Prerequisite: Advanced Desserts and Pastries (CUL145) and Introduction to Cake Decorating (CUL119).

CUL-249   *3 Credits*
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. Prerequisite: Advanced Desserts (CUL145).

CUL-299   *3 Credits*
Culinary Arts Internship

The internship allows students the opportunity to gain practical experience in the field of culinary arts. The internship begins after completion of the first academic year and consists of 150 hours of work experience in an approved foodservice facility.

CUL-299P   *3 Credits*
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. Prerequisite: Chair Approval.

Early Childhood Education

ECE-101   *3 Credits*
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. Prerequisite: Child Growth/Development (ECE103).

ECE-103   *3 Credits*
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 Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG 095) or exemption from reading and writing requirements by placement testing.

ECE-104
3 Credits
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. Prerequisite: Child Growth/Development (ECE103).

ECE-106
3 Credits
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 Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG 095) or exemption from reading and writing requirements by placement testing.

ECE-108
3 Credits
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: Child Growth/Development (ECE103) and a grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG 095) or exemption from reading and writing requirements by placement testing.

ECE-151
1 Credit
Respecting the Infant-Toddler Child

This course will explore the importance of building positive relationships with infants and toddlers through responsive, respectful and reciprocal interactions that follow developmentally appropriate best practices and extend the infant and toddler's learning. Prerequisite: Grade of C or better in Child Growth and Development (ECE 103) or equivalent.

ECE-152
1 Credit
Language and Infant-Toddler Why & How?

This course focuses on the development of language for infants and toddlers, how the brain growth plays an important role in language and how to help children move towards their potentials for optimal growth and development. Students will learn the reasons why this is so critical and how to engage children with language before they can even talk. Prerequisite: Grade of C or better in Child Growth and Development (ECE 103) or equivalent.

ECE-153
1 Credit
Expanding the Infant/Toddler Connections

This course addresses the capacity for rapid learning by the infant-toddler child and explores how this growth is enhanced through daily experiences and supportive relationships. Students will learn ways to expand these connections and to nurture the infant-toddler through curriculum and supportive relationships. Prerequisite: Grade of C or better in Child Growth and Development (ECE 103) or equivalent.

ECE-154
1 Credit
Supervision for Team Building

Early care and education teachers must work closely with each other to meet the demanding needs of young children. Learn ways to build teams from diverse groups of teachers and help them work smoothly together toward shared goals. It is recommended that students be Lead Teacher certified by Department of Early Education and Care before enrolling in the course. Prerequisite: Grade of C or better in Child Growth and Development (ECE103) or equivalent.

ECE-155
1 Credit
Trouble in the House: Handling Conflict In Supervision

Early care and education teachers have to serve the needs of many: children, parents, other teachers and staff, and supervisors. Yet, these caring people are often uncomfortable with conflict and handle the demands of conflict resolution poorly, causing more problems than are solved. This module will provide real ways to tackle these problems and build stronger teams through positive conflict resolution. It is recommended that students be Lead Teacher certified by Department of Early Education and Care before enrolling in course. Prerequisite: Grade of C or better in Child Growth and Development (ECE 103) or equivalent.

ECE-156
1 Credit
Helping Adult Learners Move Forward

The early care and education teacher is an adult learner with his/her own personal and professional goals. This module explores the ways for supervisors to help their teachers to grow and develop to meet their goals while strengthening the program at the same time. It is recommended that students be Lead Teacher certified by Department of Early Education and Care before enrolling in the course. Prerequisite: Grade of C or better in Child Growth and Development (ECE103) or equivalent.

ECE-157
1 Credit
What/How of Emergent Curriculum and the Project Approach of ECE

Emergent curriculum and the project approach go beyond the traditional way of planning program activities and curriculum for young children in the classroom. Using the newest understandings to incorporate children's interests into program curriculum, this module examines the what's and how's of emergent curriculum. Recommended: Curriculum in Early Childhood Education (ECE104) prior to enrolling in the course. Prerequisite: Grade of C or better in Child Growth and Development (ECE103) or equivalent.

ECE-158
1 Credit
Project Planning-Emergent

Figuring out children's interests requires observation and reflection. Teachers must be attentive to what is happening around children and what they are excited by, frightened of, and curious about. Where to begin the project approach is all about the skills of observing the children around the classroom. Recommended: Curriculum in Early Childhood Education (ECE 104) prior to enrolling in the course. Prerequisite: Grade of C or better in Child Growth and Development (ECE-103) or equivalent.

ECE-159
1 Credit
Project Planning-Pushing Beyond Beginnings

Considering how long a project should last is tricky. How to keep the children interested and how to end the project are also essential ingredients of a successful project. How does a classroom "document" the learning that children have obtained? Recommended: Curriculum in Early Childhood Education (ECE104) prior to enrolling in the course. Prerequisite: Grade of C or better in Child Growth and Development (ECE103) or equivalent.

ECE-160
1 Credit
Language and Literacy: Why So Important

Language development is a critical skill needed by every young child. This module will look at the emergence of language skills, brain development and the need for stimulation from the people and environments interacting with the child. Ways to evaluate the needs of young children and counter challenges with strong literacy environments will be addressed. Grade of C or better in ECE 103 Child Growth & Development or equivalent. Recommended: ECE 104.

ECE-161
1 Credit
Reading, Writing, Listening, Speaking: Pushing It Beyond the Basics

Language development begins with listening skills and moves through speaking, pre-reading and pre-writing skills. This module will consider these areas of need and ways to help children grow and develop in their skills in all areas. Prerequisites: Students must have a grade of C or better in ECE 103 Child Growth & Development or equivalent prior to enrolling in the courses in this series. It is recommended that students will have taken ECE 104 prior to taking these courses for a better understnding of the material.

ECE-162
1 Credit
Dual Language Learners- The Challenges

Because language development is so critical to growth and development of the young child, those children who are dual language learners need particular attention to help them reach their potential for strong development in all areas. Ways to address these concerns in the classroom will be a focus. Prerequisites: Students must have a grade of C or better in ECE 103 Child Growth & Development or equivalent prior to enrolling in the courses in this series. It is recommended that students will have taken ECE 104 prior to taking these courses for a better understnding of the material.

ECE-163
1 Credit
Science and Nature With Young Children In Supervision

Children learn science concepts by playing the easiest place for that to occur is in the natural environment. Emphasis of this module will be on the ways children learn science and the match between young children's curiosity and science learning. Prerequisite: Grade of C or better in Child Growth and Development (ECE103). Recommended: ECE 104 prior to taking these courses for better understanding of material.

ECE-164
1 Credit
Using Nature and Science to Plan In Supervision

Science seems scary and foreign to many teachers and children. Figuring out what to do and how to understand ways to pique children's interests requires observation and reflection. Teachers must be attentive to what is happening around children and what they are excited by, frightened of, and curious about. Where to begin with nature study and science learning is all about the skills of observing the children around the classroom. Prerequisite: Grade of C or better in Child Growth and Development (ECE103) or equivalent. Recommended: Curriculum in ECE (ECE104) prior to taking these courses for better understanding of material.

ECE-165
1 Credit
Pushing the Plan Beyond the Simple In Supervision

Considering what projects to plan and how long a project should last is tricky. How to keep the children interested and how to develop the project are also essential ingredients of a successful project. How do we help children "document" their ideas and go beyond the simple plans to more complex thinking and activity? Prerequisite(s). Grade of C or better in Child Growth and Development (ECE103)or equivalent. Recommended: Curriculum in ECE (ECE104) prior to taking these courses for better understanding of material.

ECE-202
3 Credits
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 Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG 095) or exemption from reading and writing requirements by placement testing.

ECE-207
3 Credits
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: Child Growth/Development (ECE103) or its equivalent, and Curriculum in Early Childhood Education (ECE104) or Child Growth/Development (ECE103) and Introduction and Foundations of Education (EDU101).

ECE-209
3 Credits
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. Prerequisite: Child Growth & Development (ECE103) or its equivalent, and Curriculum in Early Childhood Education (ECE104) or Child Growth & Development (ECE103) and Introduction and Foundations of Education (EDU101).

ECE-210
3 Credits
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: Child Growth & Development (ECE103) and Curriculum in Early Childhood Education (ECE104) or Child Growth & Development (ECE103) and Introduction and Foundations of Education (EDU101).

ECE-211
3 Credits
Young Children With Special Needs

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

ECE-212
3 Credits
Families/Community in Early Childhood Education

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: Child Growth/Development (ECE103) plus three (3) ECE or EDU courses.

ECE-213
3 Credits
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. Prerequisite: Lead Teacher qualifications or permission of department chair prior to enrollment.

ECE-215
3 Credits
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. Prerequisite: Lead Teacher qualifications or Chair approval prior to enrollment.

ECE-217
3 Credits
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. Prerequisite: Child Growth/Development (ECE103).

ECE-220
3 Credits
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. Prerequisites: Permission of department chair. Students must receive a grade of C or better in ECE103, ECE101, ECE104, and ECE106 Students must also clear a CORI report before enrolling in the practicum.

ECE-221
3 Credits
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. Prerequisites: Permission of department chair. Students must receive a grade of C or better in ECE 220: Early Childhood Practicum 1.

ECE-223
3 Credits
CDA Professional Portfolio

The Child Development Association National Credentialing Program (CDA) will assist each student in developing their reflective Professional Portfolio as it relates to the 13 functional areas required by CDA and specific to the early childhood program in which the student is employed (family child care, infant/toddler or preschool care). This course is designed to expand the scope and level of each student's work capability as they develop their competency in these 13 functional areas. Each area will require the development of evidence to show competency through the preparation of a portfolio used for earning their CDA credential. Students will be eligible to apply for the CDA credential once completing all the requirements of the Council on Professional Recognition. Note: An application and credentialing fee is required by the council and will be the student's responsibility. For information about the CDA process visit the CDA website at www.cdacouncil.org. Prerequisites: Admission to the Early Childhood Development Certificate with Child Development Associate Credential and ECE101, 103, 104, 106, and ENG111 plus a Learning Community Seminar. (These are the course requirements for completion of the Early Childhood Development Certificate).

ECE-224
CDA Mentoring & Coaching Practicum *3 Credits*

This course will allow students to gain work experience to be used toward completion of requirements for the CDA (The Child Development Associate National Credentialing Program). The course follows the requirements for the CDA, allowing for 180 hours of work experience, observed by a faculty advisor who will provide coaching and mentoring feedback based on the 13 functional areas of the CDA comprehensive scoring instrument. Students will be eligible to apply for the CDA credential once completing all the requirements of the Council on Professional Recognition. Note: An application and credentialing fee is required by the Council and will be the student's responsibility. For information about the CDA process, visit the CDA website at www.cdacouncil.org. Prerequisite: ECE223 with a grade of B or better, or concurrently with Department Chair permission.

Economics

ECO-201
Macroeconomics *3 Credits*

This course covers an introduction to the American economy. Topics include: scarcity, opportunity cost and the production possibility curve, unemployment, inflation, GDP and related aggregates, economic growth, classical Keynesian models of income and employment determination, government policies for full employment and price stability, and money and the banking system. This course satisfies the College's General Education requirement for Community and Cultural Contexts. Prerequisites: Foundations of Algebra (MAT097) or Pre-Statistics (MAT098) and Reading Skills II (RDG095) or placement.

ECO-202
Microeconomics *3 Credits*

This course covers an introduction to the market system. It covers basic demand and supply analysis, theory of consumer choice, demand and supply elasticity, long run and short run cost curves, and price and output determination under different market structures, such as perfect competition, monopoly and monopolistic competition. The course applies microeconomic principles for analyzing government regulations. The course satisfies the College's General Education for Community and Cultural Contexts. Prerequisites: Foundations of Algebra (MAT097) or Pre-Statistics (MAT098) and Reading Skills II (RDG095) or placement.

Education

EDU-102
Becoming a Teacher: a Learning Community Seminar *3 Credits*

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. Prerequisite: Student must be in first two semesters of study at BHCC with 16 college credits or less completed.

EDU-201
Introduction & Foundations of Education *3 Credits*

This course is designed for students interested in entering the teaching profession with children K-12. Principles, history, philosophy, functions of the school, policies, and current trends are included. Field experiences in area schools are required. The course is best suited for AA Education majors, but others are welcome to enroll. Prerequisites: Grade of C or better in Writing Skills II (ENG095) and Reading Skills II (RDG095) or exemption by placement testing.

EDU-220
Practicum in Instruction *3 Credits*

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: Introduction & Foundations of Education (EDU201).

Emergency Medical Responder

EMR-101
Emergency Medical Responder *4 Credits*

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.

Paramedics

EMS-205
Principles of Paramedicine I *10 Credits*

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 Caponography, 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: Human Biology/Lab (BIO108) or equivalent and College Writing I (ENG111). Co-Requisite: Paramedic Clinical Rotation I (EMS209).

EMS-206
Principles of Paramedicine II *10 Credits*

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: Principles of Paramedicine I (EMS205) and Paramedic Clinical Rotation I (EMS214). Co-requisite: Paramedic Clinical Rotation II (EMS215).

EMS-207
Principles of Paramedicine III *4 Credits*

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: Principles of Paramedicine II (EMS206) and Paramedic Clinical Rotation II (EMS215). Co-requisite: Paramedic Clinical Rotation III (EMS216).

EMS-208   4 Credits
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: Principles of Paramedicine III (EMS207) and Paramedic Clinical Rotation III (EMS216). Co-requisite: Paramedic Clinical Rotation IV (EMS217).

EMS-214   3 Credits
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 Principles of Paramedicine I (EMS201). 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. Co-requisite: Principles of Paramedicine I (EMS205).

EMS-215   3 Credits
Paramedic Clinical Rotation II

This course is a continuation of Paramedic Clinical Rotation I (EMS214). 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 (EMS205) and Principles of Paramedicine II (EMS206). 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: Principles of Paramedicine I (EMS205) and Paramedic Clinical Rotation I (EMS214). Co-requisite: Principles of Paramedicine II (EMS206).

EMS-216   1 Credit
Paramedic Clinical Rotation III

This course is a continuation of Paramedic Clinical Rotation II (EMS215). 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 (EMS205), Principles of Paramedicine II (EMS206), and Principles of Paramedicine III (EMS207). 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: Principles of Paramedicine II (EMS206) and Paramedic Clinical Rotation II (EMS215). Co-requisite: Principles of Paramedicine III (EMS207).

EMS-217   1 Credit
Paramedic Clinical Rotation IV

This course is a continuation of Paramedic Clinical Rotation III (EMS216). 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 (EMS205), Principles of Paramedicine II (EMS206), Principles of Paramedicine III (EMS207), and Principles of Paramedicine IV (EMS208). 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: Paramedicine III (EMS207) and Paramedic Clinical Rotation III (EMS216). Co-requisite: Principles of Paramedicine IV (EMS208).

EMS-218   3 Credits
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: Principles of Paramedicine IV (EMS208), Paramedic Clinical Rotation IV (EMS217), and permission of the Paramedic program director and/or medical director.

Emergency Medical Technician

EMT-103   7 Credits
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.

English

ENG-090   3 Credits
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 (ENG090) with a grade of C or better, students enroll in Writing Skills II (ENG095).

ENG-095   3 Credits
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. Note: Students must pass the Basic Writing Competency Exam in order to receive a passing grade for this course. The course does not satisfy the college writing requirement for graduation. Prerequisite: Grade of C or better in Writing Skills I (ENG090) or placement.

ENG-111
College Writing I   *3 Credits*

This course emphasizes writing as a process, from planning and drafting through revising and editing. Using personal experience, readings, and other sources, students write unified, coherent, well-developed essays and practice paraphrasing, summarizing, and using sources responsibly. To be eligible to take College Writing II (ENG112), students must earn a grade of C or better for this course. The course meets General Education requirement "Academic Discourse". Prerequisite: Grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

ENG-112
College Writing II   *3 Credits*

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

ENG-115
Writing Tutor Seminar   *3 Credits*

This course prepares skilled writing students to work as peer tutors in the college's Writing Place. It provides advanced instruction in grammar and composition, with special emphasis on the writing process. Through the weekly seminar and tutoring sessions, students develop teaching strategies, problem-solving skills, and greater understanding of composition theory and practice. Prerequisite: Permission of the instructor.

ENG-203
Creative Writing Workshop   *3 Credits*

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

ENG-231
Introduction to Fiction Writing   *3 Credits*

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 satisfies the College's General Education Requirement for "Creative Work." Pre/Co-requisite: College Writing I (ENG111).

ENG-232
Introduction to Poetry Writing   *3 Credits*

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 satisfies the College's General Education requirement for "Creative Work." Pre/Co-requisite: College Writing I (ENG111).

Engineering

ENR-101
Introduction to Engineering/Lab   *4 Credits*

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. Course meets 3 hrs. lecture - 3 hrs. lab. Prerequisite: College Algebra for STEM (MAT-194), completed with a C or higher.

ENR-103
Fundamentals of Computer-Aided Drawing And Design   *3 Credits*

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/corequisite: Intro to Engineering (ENR101).

ENR-260
Engineering Statics   *3 Credits*

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. Course meets: 3 hour lecture. Prerequisite: Grade of C or better in College Physics I/Lab (PHY251). Pre/co-requisite: Grade of C or better in Calculus II (MAT282).

ENR-265
Engineering Dynamics   *3 Credits*

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. Course meets 3 hours lecture. Prerequisite: Grade of C or better in Engineering Statics (ENR260). Co-requisite: Ordinary Differential Equations (MAT285).

ENR-270
Strength of Materials   *3 Credits*

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. Course meets: 3 hour lecture. Prerequisite: Grade of C or better in Engineering Statics (ENR260). Co-requisite: Ordinary Differential Equations (MAT285).

ENR-271
Circuit Analysis and Design I/Lab   *4 Credits*

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. Course meets: 3 hours lecture, 3 hours lab. Prerequisites: A grade of C+ or better in Calculus II (MAT282), College Physics I/Lab (PHY251), and Introduction to Engineering/Lab (ENR101). Co-requisite: College Physics II/Lab (PHY252).

ENR-272
Circuit Analysis and Design II/Lab   *4 Credits*

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. Course meets: 3 hours lecture, 3 hours lab. Prerequisite: Grade of C+ or better in Circuit Analysis and Design I/Lab (ENR271); Co-requisite: Ordinary Differential Equations (MAT285).

ENR-275
Digital Logic Systems/Lab   *4 Credits*

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. Course meets: 3 hours lecture, 3 hours lab. Prerequisite: A grade of C+ or better in Circuit Analysis and Design I/Lab (ENR271); Co-requisite: Calculus III (MAT 283).

Environmental Science

ENV-105
Environmental Science I/Lab   *4 Credits*

This course covers an introduction to the physical and biological structure of natural environment within a global perspective. The course emphasizes both a local and global perspective on study of natural systems and the impacts of human society on these systems. Topics include: ecosystem dynamics, international conservation biology, biodiversity, evolution and adaptation, population dynamics, climate and the role of science and technology in business and society, and sustaining ecosystems and

wildlife. Laboratory investigations develop critical thinking and formal report writing skills. This course satisfies the General Education requirement for Scientific Reasoning (previous area title Science and Technology) for all programs. Class meets 3 hours lecture-3 hours Lab. Prerequisites: ENG-095 and RDG-095 and MAT-093 or placement equivalency.

ENV-106 *4 Credits*
Environmental Science II/Lab

This course examines the global and local impact of human culture upon the natural systems. Students investigate both destructive and constructive elements of human action within the natural environment. Also, students learn the role of science and technology in the environment and society. Topics include: air and water pollution; toxicity; ozone depletion; global warming; hazardous waste; the role of science and technology in business and society; and renewable and nonrenewable energy resources. Laboratory investigations develop students' critical thinking skills and formal report writing skills. Course meets 3 hrs. lecture; 3 hrs. lab. Prerequisites: Writing Skills II (ENG095), a grade of C or better in Foundations of Math (MAT093) or placement, and Academic Reading III (ESL098) or Reading Skills II (RDG095), or placement.

ENV-110 *4 Credits*
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). Course meets 3 hours lecture; 3 hours lab. Prerequisites: Writing Skills II (ENG095), Foundations of Math (MAT093), and Reading Skills II (RDG095) or placement.

ENV-111 *4 Credits*
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. Prerequisite: ENG 095 or RDG 095 or MAT 093

ENV-113 *4 Credits*
Introduction to Oceanography/Lab

This course ingrates 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. Prerequisite: ENG 095 or RDG 095 or MAT 093

ENV-115 *4 Credits*
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: Writing Skills II (ENG095), a grade of C or better in Foundations of Mathematics (MAT093), and Reading Skills II (RDG095) or placement

ENV-120 *4 Credits*
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 will satisfy the General Education requirement for Scientific Reasoning (previous area title: Science & Technology) for all programs. Study-Abroad scholarships are available for qualified students. Class meets: 3 hours lecture - 3 hours lab. Prerequisite: Submission of study-abroad application and approval of the Biology & Chemistry Department. No previous science background required. Executive Summary

Electric Power Utility

EPU-101 *4 Credits*
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. Course meets: 3 hrs. lecture: 3 hrs. lab. Pre/corequisite: Topics of Algebra/Trigonometry (MAT193) or may be taken concurrently.

EPU-104 *4 Credits*
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. Course meets 3 hrs. lecture/3 hrs. lab. Prerequisite: DC Circuit Theory/Lab (EPU-101).

EPU-151 *4 Credits*
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. Prerequisite: Admittance into the Electric Power Utility Program.

EPU-203 *4 Credits*
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. (Note: This course covers many of the same topics as EPU153, Underground and Substation Operations, but in greater detail and with more depth and hands-on practice.) Prerequisite: Acceptance into Electric Power Utility Program General Worker Option.

EPU-205
Introduction to Substation Operations
4 Credits

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. (Note: This course covers many of the same topics as EPU153, Underground and Substation Operations, but in greater detail and with more depth and hands-on practice.) Prerequisite: Acceptance into the Electric Power Utility Program-General Worker Option.

EPU-207
Introduction to Overhead Linework
4 Credits

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. Prerequisite: Acceptance into the Electric Power Utility Program-General Worker Option.

EPU-251
Electric Power/Utility Tech Internship
3 Credits

This course will cover a variety of topics that consist of practical work experience in the NSTAR workforce environment involving working on line trucks and learning and performing all of the tasks of an overhead line worker. The course will also cover the instruction and practical exercise of soft skills in today's work environment. Soft skills are those skills used 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: Fundamentals of Single Phase and Polyphase Metering (EPU151), Introduction to Underground Operations (EPU-203).

EPU-257
Power and Distribution Systems
3 Credits

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. Prerequisite: AC Circuit Theory (EPU104).

English As a Second Language

ESL-074
Listening Comprehension & Discussions
3 Credits

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. Prerequisite: Placement into ESL level I.

ESL-075
Grammar Structures & Editing
3 Credits

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. Prerequisite: Placement into ESL Level I.

ESL-078
Academic Reading I
3 Credits

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. Prerequisite: Placement into ESL Level I.

ESL-079
Academic Writing I
3 Credits

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.

ESL-083
Pronunciation for Academic and Professional Success
3 Credits

This course for non-native speakers of English focuses on the pronunciation, rhythm and intonation of the English language to enable clearer, more effective, and native-like pronunciation in English. The course is designed for students who have at least intermediate fluency in English, but who require considerable accent reduction for academic and professional purposes. Students may be required to complete assignments in the Language Lab. Prerequisites: placement in Academic ESL Level I or higher.

ESL-085
Intermediate Grammar & Editing
3 Credits

This course is an integrated skills course for intermediate ESL students and focuses on improving grammar and editing skills. Instruction focuses on clauses and sentence variety in paragraphs and essays. Students receive individual feedback that targets their needs. Students must earn a C or better in order to pass the course. Prerequisite: a grade of C or better in ESL075 or placement.

ESL-086
Academic Listening & Note-Taking
3 Credits

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 ESL074, ESL075, ESL078, and ESL079, or placement.

ESL-087
Contemporary Issues & Conversations
3 Credits

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 of C or better in ESL074, ESL075, ESL078, and ESL079, or placement.

ESL-088
Academic Reading II
3 Credits

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. Students must earn a C or better in order to pass the course. Prerequisites: Grade of C or better in ESL074, ESL075, ESL078, and ESL079, or placement.

ESL-089
Academic Writing II
3 Credits

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 ESL074, ESL075, ESL078, and ESL079, or placement.

ESL-095 *3 Credits*
Advanced Grammar & Editing

This course is for advanced ESL students and focuses on improving and refining grammar and editing skills. Students review points covered in lower-level grammar courses and further develop their ability to compose grammatically correct and comprehensible sentences, paragraphs, and essays. Topics include various clause types, conditionals, indirect speech, passive voice, and perfect modals. Students receive individual feedback that targets their needs. Students must earn a C or better in order to pass the course. Prerequisite: Grade of C or better in ESL085 or placement.

ESL-096 *3 Credits*
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 ESL086, ESL087, ESL088, and ESL089 or placement.

ESL-097 *3 Credits*
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 ESL086, ESL087, ESL088, and ESL089 or placement.

ESL-098 *3 Credits*
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 ESL086, ESL087, ESL088, and ESL089, or placement.

ESL-099 *3 Credits*
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 ESL086, ESL087, ESL088, and ESL089 or placement.

Environmental Sustainability

ESM-105 *3 Credits*
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: Foundations of Mathematics (MAT093), Writing Skills II (ENG095), Reading Skills II (RDG095), or placement equivalency.

ESM-115 *3 Credits*
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: Foundations of Mathematics (MAT093), Reading Skills II (RDG095), and Writing Skills II (ENG095) or placement.

ESM-205 *3 Credits*
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. Prerequisite: Green Buildings (ESM105) or possession of LEED GA accreditation with approval of program director.

ESM-211 *3 Credits*
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. Prerequisite: Survey of Renewable Energy/Lab (ENV111).

ESM-299 *3 Credits*
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. Prerequisites: Enrollment in the Energy and Sustainability Management Program, have completed a minimum of 10 credits in ESM courses with a B average or higher, or approval of ESM program directors. Students who do not meet attendance standards for the ESM program may not be eligible to participate in the internship.

Finance

FIN-106 *3 Credits*
Introduction to Corporate Finance

This course is an introduction to corporate finance. The objective of the course is to introduce concepts and techniques of finance. This course will provide an introduction to present value techniques, capital budgeting principles, asset valuation, the operation and efficiency of financial markets, the financial decisions of firms, and international finance. This course is open to all majors.

FIN-111
Investments *3 Credits*

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

FIN-112
Personal Finance *3 Credits*

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

FIN-210
Financial Management *3 Credits*

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

FIN-211
Money and Banking *3 Credits*

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

FIN-213
Mutual Fund Industry *3 Credits*

This course introduces the myriad aspects of the mutual fund business including the way mutual funds are structured, regulated, marketed, and distributed. In addition, the course explores shareholder serving systems and technology. Prerequisites: Principles of Accounting II (ACC102) and Investments (FIN111).

Fire Science

FPS-107
Fire Company Officership *3 Credits*

This course examines the scope and functions of the fire company officer. Topics include the role of the fire service, departmental organization, administrative and management procedures, training, public relations, tactics and strategy, and fire prevention.

FPS-111
Fire Service, This Century and the Next, What Should We Expect? *3 Credits*

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.

FPS-119
Principles of Fire and Emergency Services Safety and Survival *3 Credits*

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

FPS-123
Principles of Emergency Services *3 Credits*

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

FPS-125
Hazardous Materials Chemistry *3 Credits*

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

FPS-127
Fire Protection Hydraulics and Water Supply *3 Credits*

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: A grade of C or better in Writing Skills II (ENG095) or by placement testing; a grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) or by placement testing; and a grade of C or better in Foundations of Algebra (MAT097) or Pre-Statistics (MAT098) or by placement testing.

FPS-133
Fire Protection Systems *3 Credits*

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

FPS-135
Fire Behavior and Combustion *3 Credits*

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

FPS-139
Fire Prevention Services Safety and Survival *3 Credits*

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: A grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Writing Skills II (RDG095).

FPS-221
Strategy and Tactics *3 Credits*

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

FPS-223
Building Construction for Fire Protection *3 Credits*

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

French

FRE-101
Elementary French I *3 Credits*

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

FRE-102
Elementary French II
3 Credits

This course covers a continuation of Elementary French I (FRE101) and places emphasis on speaking and reading skills. This course satisfies General Education requirement "Creative Work". Prerequisite: Elementary French I (FRE101) or one year of high school French.

FRE-201
Intermediate French I
3 Credits

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. Prerequisite: Elementary French II (FRE102) or two years of high school French.

FRE-202
Intermediate French II
3 Credits

This course is a continuation of Intermediate French I with emphasis on self-expression through speaking and writing. Prerequisite: Intermediate French I (FRE201) or three years of high school French.

Geography

GEO-101
World Regional Geography
3 Credits

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 better in Academic Reading III (ESL098) or Reading Skills II (RDG095); and Writing Skills I (ENG090) or Academic Writing III (ESL099) or exemption by placement testing.

German

GER-101
Elementary German I
3 Credits

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.

GER-102
Elementary German II
3 Credits

This course builds upon the skills learned in Elementary German I (GER101) by advancing the language structures, word forms, and vocabulary. The course meets General Education requirement for Creative Work. Prerequisite: Elementary German I (GER101). This course is offered in alternate years.

Geographic Info Systems

GIS-124
Introduction to Geographic Information Systems
4 Credits

Geographic Information Systems (GIS) are a powerful way to access, map, and analyze geographic information. This course provides an introduction to 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 how to use Microsoft Excel to manage database information, analyze geospatial data, and create maps using GIS tools and software. 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 can serve as a feeder course into a full GIS Certificate program. This course will be offered as an online course and as a face-to-face course. Class meets: 3 hours lecture; 3 hours lab. Prerequisites: Writing Skills II (RDG095) or Academic Reading III (ESL098) or exemption by placement.

Government

GOV-101
Government/Politics in US
3 Credits

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: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095); and Writing Skills I (ENG090) or Academic Writing III (ESL099) or exemption by placement testing.

GOV-103
State/Local Politics
3 Credits

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 better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095); or exemption by placement testing.

GOV-211
Comparative Governments
3 Credits

This course will discuss governments and politics in a global setting. Students will consider political and social institutions in a variety of countries and then analyze issues of power and economic development in the context of globalization. Prerequisite: at least 9 college-level credits.

GOV-220
Introduction to International Relations
3 Credits

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. Prerequisite: Grade of C or better in College Writing I (ENG-111)

Gas Utility

GUT-101
Introduction to the Utility Industry
4 Credits

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: Acceptance into the Gas Utility Technology Degree Option Program; Grade of C or better in Writing Skills II (ENG095) or placement; and a grade of C or better in Foundations of Algebra (MAT097) or placement.

GUT-102
Gas Utility Technology I
4 Credits

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: Grade of C or better in Intro to the Utility Industry (GUT101).

GUT-103
Gas Utility Technology II
4 Credits

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. Prerequisite: Grade of C or better in Gas Utility Technology I (GUT102). Co-requisite: Utility Industry Regulations, Ethics, and Safety Standards (GUT104).

GUT-104   *3 Credits*
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: Acceptance into the Gas Utility Technology Degree Option Program and Gas Utility Technology I (GUT102). Corequisite: Gas Utility Technology II (GUT103).

GUT-105   *4 Credits*
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 Gas Utility Technology II (GUT103) and Utility Industry Regulations, Ethics, and Safety Standards (GUT104).

GUT-299   *3 Credits*
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. Prerequisite: Gas Utility Technology I (GUT102) with a grade of C or better and permission of Department Chair.

History

HIS-101   *3 Credits*
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: Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills II (ENG095); or exemption by placement testing.

HIS-102   *3 Credits*
History of Modern Europe in Global Contemporary 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: Academic Reading III (ESL098) and Academic Writing III or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption by placement testing.

HIS-103 (formerly HIS-101)   *3 Credits*
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: Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills II (ENG095); or exemption by placement testing.

HIS-111   *3 Credits*
History of Pre-Modern World

This course studies world history in the pre-modern period from the first civilizations to approximately 1500. Artistic, ideological, economic, social and political questions are examined in order to understand the foundation of modern ideas and institutions in a global perspective. This course meets the General Education requirement for Community and Cultural Contexts. Prerequisites: Academic Reading III (ESL-098) or Reading Skills II (RDG- 095) and Writing Skills II (ENG-095)

HIS-112   *3 Credits*
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 Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills II (ENG095), or exemption by placement testing.

HIS-117   *3 Credits*
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: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or placement equivalencies.

HIS-151   *3 Credits*
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. The course satisfies General Education Standard "Community and Cultural Contexts". Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095), and Writing Skills II (ENG095) or exemption by placement testing.

HIS-152   *3 Credits*
US History: Reconstruction to the 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 better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095); or exemption by placement testing.

HIS-230   *3 Credits*
The American Civil Rights Move

This course examines the start of the modern American civil rights movement from the Brown v. Topeka decision to the women's liberation movement. The evolution and impact of major organizations such as the SNCC, SCLC, CORE, NAACP and others will be studied. The course will also critique the impact of national figures such as Martin Luther King Jr., Malcolm X, James Farmer, Huey Newton and others as well as the impact of the movement on white students and the anti-war movement. Lastly, it will examine the impact of contemporary movements on today's America, such as the Black Lives Matter movement and others. Prerequisites: A grade of C or better in College Writing 1 (ENG111) and a history course (HIS102, HIS112, HIS151 or HIS152) or by permission of the instructor.

Honors

HON-200
Honors Seminar *3 Credits*

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.

Hospitality

HRT-105
Hospitality Seminar *3 Credits*

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.

HRT-109
Hospitality Marketing Management *3 Credits*

This course examines the market environment in which a firm operates. The course covers communications principles and their application to sales goals. It considers effective utilization of tools and techniques of merchandising in hotels and restaurants. Prerequisite: Principles of Management and Service in Hospitality (HRT121).

HRT-112
Food & Beverage for Hospitality Professionals *3 Credits*

This course covers the operations of dining and lounge services as they relate to the tasks of effective use of dining space, job assignments, and labor cost control. The course also covers these elements in relationship to optimum staffing, scheduling and productivity analysis. In addition, students discuss and practice issues in training, supervision, and quality guest services. A special emphasis is placed on brand recognition, company philosophy, marketing, sales, and beginning hospitality accounting to include basic financial statements.

HRT-117
Hospitality Law *3 Credits*

This course examines the common and statutory law of the hospitality and tourism industry. The legal aspects of hotel and restaurant operations, employment law, tort liability, civil rights law and Americans with Disabilities Act compliance are also addressed.

HRT-119
Basics of Meeting Management *3 Credits*

This course covers applied knowledge and skills that students need to plan professional meetings and conferences. The course takes students through the step-by-step process that exposes them to the decisions, problems, and concerns of planning effective meetings and programs that constitute a professional conference. The class format requires students to undertake a team project based on a variety of typical professional specifications.

HRT-121
Principles of Management and Service in Hospitality *3 Credits*

This course introduces the principles of sound business management, focusing specifically on the unique needs of service industries. Students will understand the business structures and strategies used in hospitality. Particular focus will be paid to communication skills, managing people, and insuring quality service within the hospitality and travel industries.

HRT-122
Managing Groups *3 Credits*

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. Prerequisite: Basics of Meeting Management (HRT119).

HRT-125
Principles of Hospitality Finance and Accounting *3 Credits*

This course encompasses basic accounting principles within the unique context of the hotel industry and financial management strategies of tourism-based businesses. Emphasis is placed on how to administer accounting procedures to minimize cost and maintain a full range of customer services. Topics include: cash flow cycle, accounting principles and procedures, elements of financial statements, maintaining financial statements, and analysis of financial records. Prerequisite: Principles of Accounting I (ACC101).

HRT-131
Front Office Operations *3 Credits*

This course covers the responsibilities of management including principles of front-office procedures, accounting fundamentals and supervisory and communication skills as they relate to the various support departments that impact the guest cycle. It includes training on front desk software.

HRT-133
Culinary Theory in Hospitality *3 Credits*

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

HRT-151
Casino Operations Management *3 Credits*

This course provides the student with an overview of the Casino Industry. It covers forms of gaming, gambling, destinations, and organization of a Casino Resort. The course offers students insight into the various career paths available within this unique and thriving industry.

HRT-210
Hospitality Internship *3 Credits*

This course integrates classroom study with practical work experience. Under the guidance of a site supervisor and a faculty member, the experience helps students to shape career goals and to gain valuable work experience. Prerequisite: Principles of Management and Service in Hospitality (HRT121).

HRT-223
Event Planning *3 Credits*

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. Prerequisite: Basics of Meeting Management (HRT119).

HRT-229
Corporate Travel Management Hospitality *3 Credits*

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. Prerequisite: Travel Services Management (HRT127).

HRT-231
Advanced Lodging Operations *3 Credits*

This course continues to explore the functions of hotel management including Food and Beverage, Engineering, Housekeeping, Security and other "back of the house" issues. Students will complete their understanding of management technique and the lodging environment. Prerequisite: Front Office Operations with Technology Component (HRT131).

Human Services

HSV-101
Intro Human Services W/Field Practice *3 Credits*

This introductory course covers the historical aspects of human services, the requirements and skills of the human services worker, administration and funding of agencies, and the dynamics of work in the profession with a 15 contact hour (per semester) service learning requirement at a human service organization. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption from reading and writing requirements by placement testing.

HSV-112
Addiction *3 Credits*

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. Prerequisite: Principles of Psychology (PSY101) and grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption from reading and writing requirements by placement testing.

HSV-214 — 3 Credits
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: College Writing I (ENG111), Intro Human Services w/Field Practice (HSV101), and Addiction (HSV112).

HSV-215 — 3 Credits
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: Addiction (HSV112) and Counseling (PSY215).

HSV-216 — 3 Credits
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 course following a CORI background check. A grade of B or better is required in this course to allow for enrollment in further practicum coursework in the program. Prerequisites: College Writing I (ENG-111) Pre/co-requisites: Introduction to Human Services (HSV-101) and Addiction (HSV-112) and Counseling (PSY-215) and Adolescent and Adult Development (PSY-224)

HSV-217 — 3 Credits
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: Intro to the HS Profession Practicum (HSV101), Principles of Psychology (PSY101), Counseling (PSY215), and Adolescent & Adult Development (PSY224).

HSV-218 — 3 Credits
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. Prerequisite: Counseling (PSY215) and grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption from reading and writing requirements by placement testing.

HSV-220 — 3 Credits
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 221 are to be taken in sequence beginning in the fall semester and concluding in the first term of the summer semester. Prerequisite: Permission of department chairperson.

HSV-221 — 3 Credits
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. HSV220, and 221 are to be taken in sequence beginning in the fall semester and concluding in the first term of the summer semester. Prerequisite: Practicum in Human Services I (HSV220).

Interdisciplinary

INT-101 — 3 Credits
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 Elective Area. Prerequisites: Grade of C or better in Academic Reading III (ESL 098) or Reading Skills II (RDG095) and Writing Skills II (ENG 095) or exemption by placement testing.

INT-110 — 3 Credits
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. The course satisfies the College's General Education requirement for "Creative Work." Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption from reading requirement by placement testing.

INT-299B — 3 Credits
Learn and Earn Business Internship

interdisciplinary internship course

INT-299BI — 3 Credits
Learn and Earn Biotech Internship

interdisciplinary internship course

INT-299CU — 3 Credits
Learn and Earn Culinary Internship

interdisciplinary internship course

INT-299E — 3 Credits
Learn and Earn Engineering Internship

interdisciplinary internship course

INT-299G — 3 Credits
Learn and Earn Graphic Internship

interdisciplinary internship course

INT-299H — 3 Credits
Learn and Earn Hospitality Internship

interdisciplinary internship course

INT-299IT — 3 Credits
Learn and Earn Info Tech Internship

interdisciplinary internship course

INT-299P — 3 Credits
Learn and Earn Paralegal Internship

interdisciplinary internship course

Italian

ITL-101 — 3 Credits
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.

ITL-102 — 3 Credits
Elementary Italian II

This course is a continuation of Elementary Italian I (ITL101), emphasizing speaking and reading skills. The course satisfies General Education requirement "Creative Work". Prerequisite: Elementary Italian I (ITL101) or one year of high school Italian. This course is offered in alternate years.

Japanese

JPN-101
3 Credits
Elementary Japanese

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 studies this language within the last three years.

JPN-102
3 Credits
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 General Education requirement for Creative Work. Prerequisite: Elementary Japanese I (JPN101).

Learning Community Seminars

LCS-101A
3 Credits
Careers in Health Care: What's Right for Me?

This course offers answers to the following questions. What do the various health professions do? What are the qualifications for the various health professions? What credentials are needed? The seminar will explore health professions such as nursing, medical imaging, occupational therapy, physical therapy, respiratory therapy, and surgical technology. Current issues facing health care will be discussed, including patient interactions, end of life issues, health disparities and workforce shortages. Open to first year students interested in pursuing a career in health.

LCS-101AA
3 Credits
Between Good & Evil

Where does evil come from? What does it mean to be good? Why do bad things happen to good people? No problem has occupied philosophers and theologians more than the problem of good and evil. Through discussion and analysis of sacred texts, books, poetry, movies, and music, students will confront the philosophical and religious questions of good and evil. Students will explore the meaning of good and evil across multiple philosophical and religious traditions over time. Open to first-year students.

LCS-101AB
3 Credits
Life in Rhymes: Voicing Your Future

This course inspires students to tap into their creative skills, build strength and confidence in their writing, and go forth into higher education with a more clear connection to their life goals and vision. Students examine the art of poetry, song, and hip hop and through reflection develop a better understanding of personal identity, purpose,

and potential. Through an exploration of career and life shaping strategies, students in this class design blogs and ePortfolios to present and share expressive ideas and build a professional online presence. Open to first-year students.

LCS-101AC
3 Credits
Happiness 101

What makes people happy? This course examines the perennial question of happiness in the 21st century. Students in this class explore the concept of happiness from a philosophical, psychological, and sociological perspective. Through reading assignments, classroom activities and participation in a service learning project, students develop a greater awareness and appreciation for their talents and skills and explore ways to connect happiness with their academic pursuits, career goals and personal life. Open to first-year students.

LCS-101AD
3 Credits
Freedom Rising

150 years ago, President Abraham Lincoln signed the Emancipation Proclamation, signaling a turning point in the American Civil War, a re-definition of the meaning of freedom in the United States, and the recruitment of the first black troops from the North to serve in the conflict, the Massachusetts 54th Regiment. In this course, students will explore these momentous events of 1863 and the important role of Boston's powerful black and white abolitionists in helping freedom rise in America. Learn how Boston's vibrant African American community of men, women and children - ministers, masons, entrepreneurs, community organizers, abolitionists, political activists, educators, and more - pushed for the full realization of freedom as early as the American Revolution through the Civil War. This course is offered in partnership with the Museum of African American History and will include field trips to the Museum to see the current exhibit, Freedom Rising, and visits to local historic sites and monuments.

LCS-101AE
3 Credits
Batarangs and Kryptonite

More than simply enduring, super heroes like Batman, Wonder Woman, and Spider-Man have earned their places in literature. The longevity of the character Batman, who celebrates his 75th anniversary this year, dismisses any notion that this slice of pop culture is disposable. This seminar will examine the history of comic book heroes as well as the themes their adventures have long illustrated: heroism, identity, morality and self-improvement. Through readings, writing, classroom activities and field study, students will explore the world of comic books and reinvent themselves as comic book heroes. This seminar is open to first-year students.

LCS-101AF
3 Credits
The Theory of Everything

The Theory of Everything is a single theory, which tries to have an all-encompassing explanation of reality and existence. For centuries, scientists have searched for a single grand model that explains all of reality and existence in the universe. Today, that hope is projected on a complicated theory called string theory, which sounds simple enough until we hear that the "strings" in this case vibrate in 10 or 11 dimensions. Through reading, writing,hands on classroom activities and field study, this seminar will explore the connections between Physics and reality. This seminar is open to first-year students.

LCS-101AG
3 Credits
Hip Hop: the American Experience

In this course, students will explore the world of Hip Hop through listening, reading, writing and interactive group projects. Students will trace the origins of Hip Hop from the Bronx in the 1970's through to the global phenomenon this genre has become today. Topics will include: the intersection between Hip Hop and issues of race, gender, and class, urban politics, and the dual dichotomy of the American experience. Open to first-year students interested in Hip Hop music and culture.

LCS-101AH
3 Credits
Exploring the Biology of Disease

What are the educational and career paths available to students in biology, biotechnology, and health related programs? This course is designed to help incoming students explore the various disciplines within the biological sciences. The course will use familiar infectious and genetic diseases as the framework for understanding the basic science behind disease progression, epidemiology, diagnostics and treatment. Topics will include: cell structure and function, DNA structure, the chromosomal basis of inheritance, histology and pathology, vaccinations, and innovative biotechnological techniques. Open to first-year students interested in biological sciences.

LCS-101AI
3 Credits
Open Spaces

In this class we will examine the role of parks, community gardens and urban wilds in cities with a special focus on the city of Chelsea. Through visiting and studying local open spaces and related issues of health, community development, and environmental justice, you will develop an understanding of ways in which urban open spaces shape and are shaped by individuals, society and the environment. Coursework will include field research, reading, writing, classroom activities, group projects and public speaking. Service learning in collaboration with local organizations will be an important component of this class. Open to first-year students.

LCS-101AJ
3 Credits
Hot Couture

As Coco Chanel stated, "Fashion is not something that exists in dresses only. Fashion is in the sky, in the street, fashion has to do with ideas, the way we live, what is happening." In this course, students will engage in the study of fashion as it reflects changing perspectives in society. Students will survey major influences in global fashion capitals including: New York, Paris, Tokyo and Dubai among others. In addition, students will critically examine the impact of fashion on the global economy, while exploring different career paths within the fashion industry. Through presentations, classroom activities, and community projects students will reflect on how fashion affects their everyday lives. Open to first-year students.

LCS-101AL
3 Credits
Do the Right Thing

Years before the deaths of Eric Garner, Michael Brown, Tamir Rice, and Sandra Bland, Spike Lee created "Do the Right Thing." This classic movie raises profound questions about America's racial history and social justice. In this course we will identify themes from Lee's film to explore further in other movies, texts, and your own experiences. We will examine the influences of cultural role models and heroes, and the

racial divide and violence that have given voice to "Black Lives Matter." Through reading, writing, viewing, and interactive group work, we will challenge one another to think critically about social justice and what it means to "do the right thing." Open to first-year students.

LCS-101AM — Leadership for Social Change
3 Credits

This course offers students the opportunity to develop their leadership capacity and translate their values and ideas into action to create the change they want to see in their community. Through a combination of classroom discussions and hands-on projects, students will practice the art of community organizing and leading with others by crafting their public narrative, building teams, and moving their others to take action on the issues that they care most about. This is a practice-based leadership course; students should expect to commit about 5 hours a week over the course of the semester to lead an organizing project in their community on or off campus. Open to first-year students.

LCS-101AN — Standing Down: Making Sense of Military Experience
3 Credits

Through reading, writing, viewing films, and reflection on personal experiences, this course will explore some issues faced by veterans from ancient Greece to the present day. Topics will include: veterans returning from World War II, Vietnam, and Iraq; combat; family relationships; grieving; women and war; and patriotism. The classroom environment will be one of mutual respect and free inquiry. Vigorous debate will be encouraged and all students will be expected to contribute. Open to first-year students and designed for veterans.

LCS-101AO — Stepping Out of the Box
3 Credits

Have you ever accomplished something that you were told was out of reach? This class will focus on icons, athletes, and everyday people who have pushed self-imposed and societal boundaries to achieve great success. Students will explore the ways in which they have been boxed into certain social, cultural, familial, and academic roles and expectations, and they will develop and explore strategies to push down walls, step out of boxes, challenge boundaries and maximize their potential to achieve their goals. Open to first-year students.

LCS-101AP — Let Me Clear My Throat: the Power of the Experience
3 Credits

In this course, students will respond creatively and critically to current social, economic and political issues/topics/themes that are associated with public perceptions of urban communities. Students will be introduced to the elements of craft, voice, form, techniques and styles of the journal writing process, in order to reclaim and give voice to their own experiences. Open to first-year students.

LCS-101AQ — The Lying Game
3 Credits

What do we mean by Truth-telling? This course explores the nonverbal clues-facial expressions, gestures, and body language - that impact communication and how truth is interpreted. Through readings, film and television viewing, group discussions and projects, field study and social experiments, students will consider the ways in which information is conveyed differently across culture, the impact of race and gender on

communication, and how an understanding of these dynamics can help them to achieve their personal, professional and academic goals. Open to first-year students.

LCS-101AR — Science and Religion
3 Credits

How do science and religion influence each other in the pursuit of knowledge and truth? In this course, students will explore the relationship between religion and science, how their relationship has shaped civilization, and the various questions that arise at the interaction of these seemingly contradictory disciplines. Through team projects, discussions, readings and oral presentations, students will consider evolution and historical events from multiple religi8ous and scientific perspectives. . Open to first-year students.

LCS-101AS — Immigrant Experiences in the U.S.
3 Credits

In this seminar class, you will explore and analyze different immigrant experiences as well as attitudes and current trends around immigration in the US. Through discussing articles, podcasts, short videos, a film and a novel, you will explore concepts and issues such as attitudes towards immigrant integration, ethnocentrism, multi-cultural representations of identity, 1st and 2nd generation experiences, and immigrant history, policy and resistance in the US. Designed for students with immigrant backgrounds or families, one goal of this class is for you to explore how your identity, culture and experiences in the US relate and connect with other immigrant groups in the US. Open to all first-year students.

LCS-101B — Vital Signs: Creating a Successful Career in Health Care & Life
3 Credits

This course introduces students interested in a career in allied health care to the challenges, responsibilities and choices encountered by health care professionals. It will help students to identify their personal goals and construct an action plan for achieving them. Open to first-year students who are interested in allied health profession careers.

LCS-101BB — Education: It's Your Civil Right
3 Credits

Why are so many chronically underperforming schools becoming dropout factories and failure mills? A good education is inextricably linked to our rights as American citizens. It has been at the forefront of the civil rights struggles in the United States and remains so today. A good education is the gateway to a better chance in the work force, giving one a better chance in contributing to the greater good of society. Through readings, multimedia sources, writing, and discussion, students will explore what an education means in their lives. Open to first-year students.

LCS-101BC — Human Rights, Not Wrongs
3 Credits

This course focuses on how the Universal Declaration of Human Rights is both upheld and, unfortunately, violated in today's society. Students will examine how these 30 Universal Human Rights are represented in film, music, literature and artwork. By exploring these human rights in the context of the arts, students will build their understanding of the importance of these rights for all, and the connection of these rights to their lives. Students will engage in critical thinking, thoughtful discussion, dynamic debates, weekly journals, and responses to texts and short films. Students will engage in semester-

long community service learning projects. Open to ESL Level 2 and 3 students as well as first-year students not enrolled in ESL.

LCS-101BD — Immigrant Experiences
3 Credits

This course will analyze different immigrant experiences as well as attitudes and current trends around immigration in the U.S. through engagement with a novel, articles, podcasts, films and other sources. To showcase and put learning into practice, students will carry out three research projects that each explore an immigrant issue from class and will present findings to the class. One goal of this course is for students to better understand how identity, culture and experiences in the U.S. relate and connect with those of other immigrant groups in the U.S. Finally this course aims to provide a critical perspective on immigrant discourses in the U.S.

LCS-101BE — Finding Your Future
3 Credits

This course will help students match their personal values with their professional goals. Students will use ethnographic and sociological research methods to find clarity in their potential career path. The goal of this course is to help students who feel confused or lost find their way through choosing a major that matches what they want out of their lives in the future, even if they have yet to identify what that looks like.

LCS-101BF — Cancer, Ethics, Women's Health
3 Credits

This course explores women's health, with a special focus on cancer. This course will investigate the biological basis of cancer, providing students with a basic understanding of cell biology and genetics. Toxic substances, the sources of toxins, toxicity, and testing of toxins will be examined, along with strategies to minimize exposure to toxic substances. Cutting-edge treatment approaches including bioengineering strategies for targeted cancer therapies will be considered. Students will explore the ethical issues surrounding cancer and cancer treatment.Hands-on activities will introduce students to basic laboratory skills. Designed for students with little or no background in science.

LCS-101C — It All Adds Up
3 Credits

Students in this course will learn to access resources and practice the strategies and skills necessary for college success as they participate in guided activities that will help them discover mathematical ideas through real and thought-provoking situations. Open to first-year students.

LCS-101CC — Between Two Worlds
3 Credits

This course is focused on the experiences of immigrants and others who come from an immigrant background. In addition to adjusting to college life, students often experience another stressor -- that of holding on to aspects of their respective cultures and family connections while at the same time adjusting to college life and/or to this country. Through readings, writing and discussion, students will share their respective experiences and gain insights into how to negotiate the tensions created by being caught "between two worlds."

LCS-101D *3 Credits*
Motivations and Movements

This course examines what it means to be a psychologist and sociologist. Students will have the opportunity to stand on the spot where the Boston Massacre occurred, cheer on Boston sports teams, and explore what motivates individuals and groups of people to participate in these and other actions. Career options in the behavioral science field will be explored. Open to first-year students interested in the behavioral or social science fields.

LCS-101DD *3 Credits*
GPS: Guide to Purpose & Success

College is not just about learning a specific program of study but also about discovering what you want to do in life or who you want to become. One's experiences inside and outside of the classroom can change or confirm one's purpose, place and direction in life. Through readings, class discussions, multi-media sources, and writing, students will examine their educational plans, career plans, personal goals, and begin to define their purpose, place and direction in college and in life. Open to first-year students.

LCS-101E *3 Credits*
Energy, Life, and Sustainability

Investigate the environmental and social consequences of energy production and consumption with emphasis on climate change impacts. This seminar will explore solutions to slow down global warming and investigate new sources of clean and sustainable energy. Learn how we can all play a role in ensuring a more livable planet. Open to first-year students.

LCS-101EE *3 Credits*
Only in America: Exploring Our Past, Imagining the Future

This course introduces the values and beliefs at the heart of the American experience and considers their relevance in our lives today. Using a variety of sources, students will research, interview, write, debate and present their discovery of American cultural beliefs in group workshops and individually. This seminar emphasizes the role of oral presentation skills in a fun and participatory setting as a key to future success in the classroom, in a job search, at work and in life. Open to first-year students.

LCS-101F *3 Credits*
Exploring Cultural Traditions and Identity

This course considers the diverse cultural traditions that help to form our individual and collective identities. Through readings, writings, discussion and field study, students will gain self-awareness and explore the significance their primary culture plays in their relationships, perceptions and aspirations. The course encourages students to understand, appreciate, and honor historic rituals and family traditions which are common to all cultures. Open to first-year students.

LCS-101FF *3 Credits*
History in the Making: How Current Events Shape Your World

This course will expose students to the local and global events that are shaping the world in which they live. News stories and headlines will be analyzed in order to assess their political, social and economic effects. From domestic politics to international affairs, from development to war, this course will explore the greater history behind each story. Events from all regions of the world will be analyzed, with an emphasis on the roots of each issue, conflict and resolution. Students will be required to conduct research, write editorials and present their ideas during in-class discussions and debates. Open to first-year students.

LCS-101G *3 Credits*
Voices From the Margins: Readings in Contemporary Gay and Lesbian Literature In America

The course will introduce students to a variety of gay and lesbian authors who write from marginalized positions. Their voices represent how diverse this country truly is in respect to race, ethnicity, and sexual orientation. The course will concentrate on works written since 1980 to explore how each of these distinct voices comes to define itself in the face of social ostracism, denial, and even violence. Students will keep reading journals and write essays that explore relationships between their own experiences and those of the writers we examine. Open to first-year students.

LCS-101GG *3 Credits*
The Color of Success: Exploring Issues of Women of Color

This seminar will consider the cultural heritage, history, and media representations of women of color in America. Students will examine society's perceptions of women of color, self-perceptions, and the issues that contribute to these perceptions. The course will encourage students to make decisions that lead to academic, career and personal success. This Seminar is designed for women interested in exploring issues of women of color and is open to first-year students.

LCS-101H *3 Credits*
Connecting to Your Inner Orange Line Next Stop: Community College

Using Boston subway's "Orange Line" as a metaphor for life, this course explores the many critical issues faced by urban males. Drawing on the traditions of the Yoruba of Africa, the Buddhist of Asia, the Natives of America, and the Judeo-Christian foundations of American religious thought, students will engage in a variety of activities designed to create community and foster personal transformation. Open to first-year students. This course is designed for urban males.

LCS-101HH *3 Credits*
Food for Thought: the Politics & Culture of Food

This course will consider the diverse universe of food, eating, and culture. Through readings, writing, discussion, and field study students will gain insight into the history of food and culture in the U.S., learn about other culture's food, and explore issues of food sustainability in the 21st century.

LCS-101I *3 Credits*
Exploring Boston Neighborhoods - Online and On-Foot

Drawing on history, art, architecture and literature, this course explores Boston neighborhoods. Through teamwork and field activities, students will research, online and on-foot, the BHCC campus, Charlestown, and outlying Boston. As a team project, small groups of students may choose to survey the people, the institutions, or the public art of parks, memorials or monuments of one of Boston's more than twenty neighborhoods, extending from East Boston to Hyde Park. Open to first-year students.

LCS-101II *3 Credits*
Soccer and Society: Think Globally, Play Locally

Soccer is one of the most globally appreciated and understood social mediums in the world. This seminar explores aspects of globalization, community and social change through the lens of soccer. The course examines the history, rules and the ways in which soccer can be used by global and local communities to facilitate education and communication in society. Students will participate in a service learning component working with the Charlestown Youth Soccer Association or the Bunker Hill Community College Men's or Women's Soccer Team. Open to first-year students.

LCS-101J *3 Credits*
Parents As First Teachers

Students in this seminar will explore methods of incorporating literacy into children's lives. Topics will include reading with children and best practices for developing a print-rich environment at home. This course is appropriate for parents and prospective parents, child-care providers, elementary education majors, early childhood majors, nursing or medical field majors, social work majors, and anyone interested in modeling good reading habits for children. Open to first-year students.

LCS-101JJ *3 Credits*
Got Art?

What is art? Is it public? Is it personal? Is it only in museums? This Seminar is about learning to look at our created visual environment in ways that enhance art appreciation. Art is not just for artists; art is political, social, personal, and it is everywhere. Students will explore, assess and develop responses to the arts through class activities, visits to the BHCC gallery, field trips, and participation in a service learning project. Together students will design virtual museums and galleries that represent their philosophies of art. Open to first-year students.

LCS-101K *3 Credits*
Service and Society: Together We Can

This course offers students the opportunity to effect change and expand learning beyond the classroom while serving the community. By building on community service experiences, students will explore assumptions, values and beliefs within the ethical framework of civic responsibility. The rule of government will be analyzed through topical readings, research and writing. Students should expect to commit 15 hours over the course of the semester to meet the requirements of this class. Open to first-year students interested in doing community service.

LCS-101KK *3 Credits*
Red, White, Blue and Islam

Given that Islam is the largest religion in the world and one in every five individuals identifies themselves as Muslim today, our understanding of Islam is crucial. In this seminar, students will examine various aspects of Islam: Islamic religious beliefs, diversity in Islamic culture, the status of women in Islam, and the concept of Jihad. A brief historical overview of the relationship between Islam and the west will provide the context for study. Class activities will include visiting a local Mosque and experiencing Muslim culture though tasting traditional foods, exploring clothing, listening to music, and examining art . Open to first-year students.

LCS-101L
3 Credits
Haunting Lessons: Exploring Cultural Beliefs About the Supernatural

From classics such as Dracula, Frankenstein, and A Christmas Carol to the modern sensation of Harry Potter, our society continues to be captivated by the supernatural. Through readings, writing, discussion, field study, and a group project, students will examine cultural beliefs in the supernatural and analyze these beliefs as a metaphor for many of the desires and fears in our lives - power, eternal life, and the duality of human nature and unbridled science. Open to first-year students.

LCS-101LL
3 Credits
Sports: Success in College & Life

Success in college and success in sports are the result of similar efforts. This seminar examines the factors behind successful athletes and how those factors translate to successful academics. The seminar discusses how student and professional athletes manage the demands of athletics and academics and/or outside commitments. Students examine a wide range of sports-related topics, including health and fitness, college eligibility, community engagement and education through sports; and how sports can reflect the aspirations and attitudes of a community. Open to first-year students. This course is designed for student athletes.

LCS-101M
3 Credits
Energy & the Environment

This course provides a stimulating discussion of energy and its environmental impact. Topics will include: energy use in industrial societies, the impact of this usage on emerging economies such as China and India; the use of renewable energy sources such as solar and wind energy and its promise and challenges; and at pollution and global environmental effects. Open to first-year students.

LCS-101MM
3 Credits
Financial Literacy for All

This course provides students with the skills and knowledge to make informed and effective financial decision. Students explore the basics of financial literacy, from balancing a checkbook to investing in a 401k. They engage in activities that help them set financial goals while learning to manage debt, understand their credit score, evaluate alternative modes of financing and plan for retirement. Open to first-year students.

LCS-101MN
3 Credits
Black, Brown, Or White? Science and Race

Is race a social construct with or without biological and genetic basis? Does the view of race as a social construct capture the richness of human genetic diversity and ancestry? Are the different "races" of humans genetically distinct? Does human genetic diversity reflect individual uniqueness or racial classification? Are adaptive traits a function of nature and nurture? The social construct of races classifies humans phenotypically or through adaptive traits, e.g., skin color, which may reflect the underlying environmental factor to which skin color is adapted. This seminar will explore one of the most intellectually and emotionally charged subjects in society and science from a scientific perspective. We will explore the field of Genetics, human genetic diversity, our shared genetic ancestry and what it tells us about our social and genetic concept of "race."

LCS-101NN
3 Credits
Healthy Habits: Healthy Neighborhoods

The social, physical and economic environments, in which we live and work, can actually get under our skin, just as the germs and viruses that make us sick. This course highlights the major health challenges of Boston residents, and discusses the intersection of wellness, race, ethnicity, socioeconomic status, gender and age. Through readings, discussions, films, and writing, students examine issues of urban health and develop strategies for their own personal wellness. Open to first-year students.

LCS-101O
3 Credits
Gender, Race, and the Media

This course considers gender and racial identity in America from a number of personal and critical perspectives. Elements of modern media and popular culture are examined to help illustrate the socio-cultural contexts of each work. Through engaging in discussions, critical reflection, writing, students will collaborate with each other to better understand the role that gender and race play in the modern world. This course provides a supportive environment to discuss critical and controversial issues surrounding modern day culture and gender and race dynamics. Open to first-year students.

LCS-101OO
3 Credits
Sustainable Ocean Habitats

This course explores habitats in the world's oceans such as coral reefs, salt marshes, estuaries, the open ocean, and the deep sea. Students learn about the vital connection that people have with the goods and services that ocean habitats provide. The course investigates the impacts of human activity, including: aquaculture, climate change, invasive species, mineral extraction, overfishing, and pollution. Sustainability concepts and management strategies that better conserve and protect ocean resources are considered. Students have the opportunity to participate in a field trip to the New England Aquarium. Open to first-year students.

LCS-101P
3 Credits
This Land Is Your Land: Reinventing in Nation

Through an examination of readings, narrative, history, protest music, and original documents such as The Emancipation Proclamation and The Women's Sufferage amendment, the course will examine how the United States has often reinvented itself in ways that many, at the time, thought impossible. Students will engage in writing and action research to identity problems in today's society and propose potential solutions, from legislation to local action. Open to incoming students.

LCS-101PP
3 Credits
Getting Fit Together

What are the challenges and rewards to living a healthy lifestyle? In this course, students will stay abreast of health issues and set personal health and wellness goals. A broad range of issues will be explored including nutrition, physical fitness, stress management and social and emotional wellness. Students will learn about the importance of knowledge, attitude and awareness related to health and wellness. Each week one hour of class will be spent in the College's Fitness Center. Open to first-year students.

LCS-101Q
3 Credits
The Balancing Act: Juggling Work, School, & Life

This course provides a supportive environment for students facing the challenges of juggling work, school and life responsibilities. Students will practice the skills needed to overcome barriers to learning and achieve personal, college, and career goals. Open to first-year students who face significant responsibilities outside of school.

LCS-101QQ
3 Credits
Living in the Light: Spirituality in The 21st Century

In this course considers "spirituality" through literature, lectures, and classroom activities. Students will explore texts and stories from Buddhism, Sufism, Christianity, Native, African, and other traditions to explore the connection between the mind, body and spirit. Students will be introduced to the intersection between various traditions of meditation and current research on the brain. The power of intuition, attraction, universal consciousness, and true awareness will be examined as pathways to understanding and defining reality. Open to first-year students.

LCS-101R
3 Credits
Learning for Success

This course provides an understanding of the learning process, the role learning styles play, how memory works, and the impact of attention on learning. Students will discover their learning styles and practice strategies for maximizing learning potential, improving attention, and helping memory work more efficiently. Open to first-year students.

LCS-101RR
3 Credits
Beyond East and West: Asians in the U.S.

Asians are one of the fastest growing populations in the United States, yet there are few opportunities to discuss the Asian American experience. In this course, students explore the social, historical and structural contexts defining the experiences of Asian Americans, with a particular focus on local communities in Boston and Massachusetts. Topics such as immigration, labor, community development, politics, gender and family dynamics, and race relations are examined. Through reading, writing, classroom discussion and field study, the class learns about the challenges, achievements and contributions of Asians in the United States. Open to first-year students and designed for Asian and Asian American students.

LCS-101S
3 Credits
Changes, Challenges, and Choices: The Community College Experience

Students will study the history and culture of community colleges in the United States and Massachusetts as they learn to navigate institutions of higher education. Students will develop a five-year education plan by considering teaching and learning styles and their career interests, work related values, and skills. They will practice problem solving, critical reading, thinking, and writing skills by conducting research through the BHCC Library and Learning Commons. They will interact with professionals at BHCC and in the larger community to learn about civic engagement, diversity, and teamwork.

LCS-101SS
3 Credits
Politically Incorrect - The 21st Century

What does it mean to be politically correct or politically incorrect? Society has trained us to be politically correct, but we rarely examine

what exactly this means and how it affects us. This class is designed to create a safe environment where students can explore the social dynamics around race, gender, religion and sexual orientation, and the policies and movements that have influenced these social constructions. Through readings, writing assignments, collaborative projects, and filed study, students will consider and reconsider what it means to be politically correct. Open to first-year students.

LCS-101T   3 Credits
The Power of the Heart

More than just a physical organ, the heart possesses an intelligence that far surpasses that of the mind. Based on the book and movie "The Power of the Heart", this class explores the role of the heart as a source of wisdom to help transform the way we think, live, learn and lead. Through readings, facilitated dialogues, storytelling, artistic projects, multi-media presentations, as well as the examination of artistic works from some of the most notable icons of our time, you will learn how to use the wisdom of your heart to transform your views of money and success, health and happiness, relationships and community. Small group activities, exercises and contemplations will guide you to activate your heart's special powers, including intuition, intention, gratitude, forgiveness and loving-kindness. Open to first year students.

LCS-101TS   3 Credits
Telling Stories With Textiles

This seminar will teach you the craft of crocheting, storytelling, and entrepreneurship. You will become fluent in the language and practice of crochet through collaboratively and independently completing projects, actively listening, reading, and writing, as well as utilizing diverse media sources. Visits to local museums presentations, including the Common Threads Storytelling Through Time at the Isabella Stewart Gardner Museum, and other activities will teach you the history of telling stories through textiles. You will also learn how to create a business model.

LCS-101TT   3 Credits
Life & Light: the Intersection of Optical Technology & Biology

In this course, students explore concepts and principles of the study of life, Biology, and the applications of light, Photonics. Enrolled students learn about this emerging scientific area that is used to study and understand the inner workings of cells and tissues in living organisms. Students in this class examine the fundamental principles of Biology and Photonics through a combination of laboratory and classroom exercises, and apply these ideas to real-world devices that are used to answer or ask questions that address pharmaceutical, biomedical and biological issues. Open to first-year students interested in the sciences.

LCS-101U   3 Credits
America Speaks

Students in this course will be introduced to the history and culture of oral communication in America. Through a wide variety of sources, including Puritan sermons, presidential addresses, protest speeches, music, television, and form for speech in the digital age, students will be introduced to the diverse rhetorical strategies and dialects at work in historical and contemporary American speech and song. In the process, students will learn about their own oral culture and refine their own communication skills. Open to first-year students.

LCS-101UU   3 Credits
The Examined Life

Socrates the philosopher once said "The unexamined life is not worth living." What did Socrates mean by that? What exactly would it mean to examine one's life? Students in this course will get to discuss and answer these questions using teachings from Socrates, Plato, Aristotle, and Buddha--as a way into exploring poems, stories, essays, Zen koans, graduation speeches, and the movies "Good Will Hunting" and "I Am Not Your Negro." Students will further consider what stands between humans and self-knowledge, and how humans make meaning of their lives.

LCS-101V   3 Credits
Humans, Nature and Climate Change

This course explores the current issue of climate change through analysis of recent scientific findings and review of how people, both individually and as nations, are, or could be, responding. The course will incorporate Elizabeth Kolbert?s Field Notes from a Catastrophe (selection for the 2009-10 BHCC, one-book project) as well as field trips. Student projects will offer opportunity for review of mathematical and scientific analyses, exploration of career interests, development of communication skills and integration of critical thinking and reading skills in the assessing of information. Open to first-year students.

LCS-101VV   3 Credits
Sak Pase, Que Lo Que

On the island of Hispaniola lies two countries: Haiti and the Dominican Republic. Two beautiful countries full of rich traditions, expressions, music and cuisine. Two countries that share one island - two distinct cultures. This course will explore the complex relationship between DR and Haiti through the lens of history, language, and students' lived experiences. Students will engage in a fresh and open dialogue on past and present-day relations between Dominicans and Haitians through personal reflections, small group work and presentations. Students with ancestral ties to the DR and Haiti are encouraged to consider this course.

LCS-101W   3 Credits
Transition to Health Care: Taking the Next Step

This course will strengthen students' skills in reading, writing, math, and vocabulary, with emphasis on healthcare applications. Imbedded within the course are test taking strategies, study skills, team building skills and other tools useful for success in healthcare certificate programs. Open to incoming students interested in allied health certificate programs, central processing, or surgical technology. Students are encouraged to co-enroll in NHP-180.

LCS-101WW   3 Credits
Where in the Digital World Are You? Marketing in the 21st Century

In this course, students consider what it means to have an effective marketing campaign in the era of Google, Facebook, and Twitter. The digital marketing revolution has changed the way businesses approach every phase of the buying process. Through the examination of case studies, students identify challenges faced by companies and explore ways in which businesses have adapted traditional approaches to marketing to reach the 21st century consumer. Open to first-year students.

LCS-101X   3 Credits
Military: Life Before, During, and After

The course will offer strategies to help the military student succeed in college, work, family and other social settings, with emphasis on academic and interpersonal skills and techniques for managing readjustment and transition. Military students will have the chance to work and study with others who have had similar life experiences. Through readings, writing, and discussion, students will explore how military experiences change us. Texts will include Homer's The Odyssey, Jonathan Shay's Odysseus in America, and Tim O'Brien's The Things They Carried. The course is designed to support military members in making a positive transition from military to civilian life.

LCS-101XX   3 Credits
Telling Our Stories

Students in this class learn about the significant role stories and storytelling play in society. From bedtime stories, gripping newspaper headlines, history, to stories inherited from one generation to another, stories are imbedded in the fabric of people's lives. This class explores the art of storytelling through writing exercises, reading assignments, classroom discussions and museum visits. Throughout the course, students examine short stories and creative nonfiction by master storytellers Baldwin, Bambara, Butler, Lamott, O'Brien, O'Connor and Walker in this seminar and craft original short stories and creative essays. Open to first-year students.

LCS-101Y   3 Credits
Ain't I a Woman..Unpacked & Re-packed

What does it mean to be a good, strong, loving and successful woman? Women's rights activists Sojourner Truth and bell hooks have each articulated, for their time, a vision of what it means. Students in this course will develop their own vision of what it means in today's world. The course will include an examination of the history and psychosocial forces that shape identity, including biology, family, relationships and social networks. Students will read, write, reflect, discuss, create, collaborate and act. Open to first-year students. This course is designed for women.

LCS-101YY   3 Credits
Living Online: Media Literacy in the 21st Century

From television to film to social media and video games, mass media influences how and what people think, feel and believe. In this course, students examine why the media influences society so strongly by breaking down the images and messages sent and received every day through the mass media. Topics include gender and advertising, masculinity and hip hop, bullying and social media, violence, ethics, values and stereotyping. Students enrolled in this class will become more media literate by creating original media. Open to first-year students.

LCS-101Z   3 Credits
All the World's a Stage: What is your Role?

Students in this course will consider the different roles students play and how these experiences influence identity. Through readings, writings, discussion, field trips and group projects, students will adjust to college life, explore potential career paths, and define educational, personal and career goals.

LCS-101ZZ
3 Credits
Latinas: a Culture of Empowerment

What do Supreme Court Justice Sonia Sotomayor, writer Isabel Allende, Boston businesswoman Ivonne Garcia, and Celebrity Chef Evette Rios have in common? They are all Successful Latina women making significant contributions in their fields and in their communities. Through readings, writing assignments, collaborative projects and case studies of these accomplished women, students explore the social, historical and structural contexts defining the experiences of Latinas in the United States. Students learn how to utilize lessons from these stories to better understand their own identity, academic goals and career aspirations. Open to first-year students and designed for Latina students.

Literature

LIT-201
3 Credits
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. Pre/corequisite: College Writing I (ENG111).

LIT-203
3 Credits
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. Pre/corequisite: College Writing I (ENG111).

LIT-204
3 Credits
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. Pre/corequisite: College Writing I (ENG111).

LIT-206
3 Credits
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. Pre/corequisite: College Writing I (ENG111).

LIT-207
3 Credits
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. Pre/corequisite: College Writing I (ENG111).

LIT-211
3 Credits
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. The course satisfies General Education requirement "Creative Work". Pre/corequisite: College Writing I (ENG111).

LIT-212
3 Credits
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. The course satisfies General Education requirement "Creative Work" Pre/corequisite: College Writing I (ENG111).

LIT-217
3 Credits
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. The course satisfies General Education requirement "Creative Work". Pre/corequisite: College Writing I (ENG111).

LIT-218
3 Credits
Children's Literature II

As follow-up to Children's Literature I (LIT217), 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 (LIT217) prior to taking this course. This course meets the General Education requirement for Creative Work. Pre/corequisite: College Writing I (ENG111).

LIT-219
3 Credits
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. Pre/corequisite: College Writing I (ENG111).

LIT-220
3 Credits
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. Pre/corequisite: College Writing I (ENG111).

LIT-221
3 Credits
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. Pre/corequisite: College Writing I (ENG111).

LIT-223
3 Credits
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. Pre/corequisite: College Writing I (ENG111).

LIT-224
3 Credits
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. The course satisfies General Education requirement "Creative Work". Pre/co-requisite: College Writing I (ENG111).

LIT-225
3 Credits
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. Pre/corequisite: College Writing I (ENG111).

LIT-227
African American Literature
3 Credits

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. The course satisfies General Education requirement "Creative Work". Pre/co-requisite: College Writing I (ENG111).

LIT-229
Sophocles & Shakespeare
3 Credits

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. Prerequisite:College Writing I (ENG111) with a grade of B or better, or permission of the instructor.

LIT-230
Asian American Literature
3 Credits

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. Pre/corequisite: College Writing I (ENG111).

LIT-231
Mystery and Detective Fiction
3 Credits

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. Pre/corequisite: College Writing I (ENG111).

LIT-233
Gender and Literature And the Fool
3 Credits

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. Pre/corequisite: College Writing I (ENG111).

LIT-241
Supernatural & Horror Literature
3 Credits

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. Pre/corequisite: College Writing I (ENG111).

LIT-242
LGBTQ Literature
3 Credits

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. Co/Pre-requisite: ENG. 111. This course meets the General Education requirement for Creative Work.

LIT-250
Black Women in Literature
3 Credits

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. Pre/corequisite: College Writing I (ENG111).

Mammography

MAC-111
Mammography Principles I
3 Credits

This interactive, web-based course begins with patient education and assessment, communication skills, epidemiology of breast cancer, early detection and diagnostic options. Other topics included are the anatomy and physiology of the breast, a variety of pathology, histology, various case studies and positioning.

MAC-211
Mammography Principles II
3 Credits

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. Prerequisite: Mammography Principles I (MAC111).

MAC-299
Mammography Clinical Internship
3 Credits

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. Prerequisite: Permission of department chair. Prerequisite/co-requisite: Mammography Principles II (MAC-211).

Management

MAN-105
Principles of Marketing
3 Credits

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

MAN-106
International Marketing
3 Credits

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. Prerequisite: Principles of Marketing (MAN105).

MAN-107
Introduction to Entrepreneurship
3 Credits

This is an introductory course for those interested in starting or running their own business. Students will assess how technology and innovation, demographics, economics and social changes create business opportunities. Students will evaluate the feasibility of business ideas based on strengths, weaknesses, financial goals and competitive threats. Students will also identify desirable characteristics of leading entrepreneurs to identify skills and behaviors which lead to success. Prerequisites: Writing Skills II (ENG095), Academic Reading III (ESL098) or Reading Skills II (RDG095) or placements.

MAN-111
Principles of Management
3 Credits

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

MAN-112
Organizational Behavior/Design
3 Credits

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 requirements for the General Education Elective area. Prerequisite: Academic Reading I (ESL098) and Academic Writing III ESL099) or Reading Skills II (RDG095) and Writing Skills (ENG090) or exemption by placement testing

MAN-201
Management Seminar *3 Credits*

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. Note: This course is a Capstone course and should be taken in the student's final semester. Prerequisite: Principles of Management (MAN111) and Principles of Marketing (MAN105).

MAN-204
Entrepreneurship and Innovation *3 Credits*

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. Prerequisite: Introduction to Entrepreneurship (MAN107) or instructor approval.

MAN-207
Small Business Management *3 Credits*

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. Prerequisite: Principles of Accounting II (ACC102) or Accounting Information Systems (ACC105); Principles of Management (MAN111); Principles of Marketing (MAN105) or permission of instructor.

MAN-215
Project Management *3 Credits*

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. Prerequisites: Application/Concepts (CIT110), Foundations of Algebra (MAT097), and Principles of Management (MAN111). Students enrolled in the Gas Utility Technology degree must complete IT Problem Solving (CIT113) and Foundations of Algebra (MAT097) or Pre-Statistics (MAT098) and the pre/corequisite of Leadership for the Utility Professional (GUT105).

MAN-299
Business Internship *3 Credits*

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. Prerequisite: Permission of the department chair.

Math

MAT-093
Foundations of Mathematics *3 Credits*

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 better, students enroll in Foundations of Algebra (MAT097).

MAT-097
Foundations of Algebra *3 Credits*

This course is a continuation of Foundations of Math (MAT093). 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. Prerequisite: Grade of C or better in Foundations of Mathematics (MAT093) or placement. Course many require an additional lab hour.

MAT-098
Pre-Statistics *3 Credits*

This course is designed as a substitute for Foundations of Algebra (MAT097) for non-STEM students who will be taking Statistics I (MAT181) 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. Prerequisite: Grade of C or better in Foundations of Mathematics (MAT093) or placement.

MAT-099
Intermediate Algebra *3 Credits*

This course is a continuation of Foundations of Algebra (MAT097). 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. Prerequisite: Grade of C or better in Foundations of Algebra (MAT097) or placement. Course may require an additional lab hour.

MAT-100
Topics in Career Math *3 Credits*

This course applies basic arithmetic techniques to the following business topics: percentage, trade and cash discounts, merchandising, depreciation, simple and compound interest, and present value. The course covers additional topics that faculty choose from taxes, payroll, statistics, insurance, notes and drafts, installment buying, checking accounts, inventories, costing out, and the metric system. This course is appropriate only for Associate in Science students in Culinary Arts. Prerequisite: Grade of C or better in Foundations of Mathematics (MAT093) or placement.

MAT-133
Introduction to Metric System *1 Credit*

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

MAT-171
Finite Mathematics *3 Credits*

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 General Education requirement for Quantitative Problem Solving. Prerequisites: Foundations of Algebra (MAT097) or Pre-Statistics (MAT098) or placement.

MAT-172
Contemporary Math I *3 Credits*

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. Prerequisite: Grade of C or better in Foundations of Algebra (MAT097) or Pre-Statistics (MAT098) or placement.

MAT-181
Statistics I
3 Credits

This course covers statistical concepts and methods. Topics include data organization, averages and variation; elementary probability; binomial, normal, and t-distributions; estimation and hypothesis testing; and linear correlation and regression. The course meets the General Education requirement for Quantitative Problem Solving. Prerequisite: Grade of C or better in Foundations of Algebra (MAT097) or Pre-Statistics (MAT098) or placement.

MAT-193
Topics in Algebra/Trigonometry
3 Credits

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. Prerequisite: Placement or grade of C or better in Fundamentals of Algebra (MAT097).

MAT-194
College Algebra for STEM
4 Credits

This course is designed for science, technology, engineering, computer science, and mathematics students and provides a solid preparation for Precalculus. 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. Prerequisite: A grade of 'C' or better in Intermediate Algebra (MAT099) or placement. The course meets the General Education requirement for Quantitative Problem Solving.

MAT-197
Precalculus
4 Credits

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

MAT-231
Calculus for Management Science
4 Credits

This one-semester course covers topics designed for students in business, economics, and the social sciences. Topics include limits, differentiation and integration of algebraic, exponential and logarithmic functions, optimization, and other applications. A graphing calculator is required. Prerequisite: A grade of C or better in College Algebra for STEM (MAT194) or placement.

MAT-281
Calculus I
4 Credits

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

MAT-282
Calculus II
4 Credits

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

MAT-283
Calculus III
4 Credits

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

MAT-285
Ordinary Differential Equations
4 Credits

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. Prerequisite: Grade of C or better in Calculus II (MAT282).

MAT-291
Linear Algebra
4 Credits

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. Prerequisite: Grade of C or better in Calculus I (MAT281).

Medical Imaging

MIG-101
Introduction to Ultrasound
2 Credits

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 of patients across cultural lines, the role of the sonographer in the medical field, medical ethics, and scope of practice, HIPAA and the prevention of repetitive strain injuries. Prerequisite: Admittance into the Cardiac or General Sonography Programs.

MIG-105
Ultrasound Physics and Instrumentation
3 Credits

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, attentuation 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. Prerequisite: Admission in to the Cardiac or General Sonography Program.

MIG-106
Introduction to Cardiac Scanning
2 Credits

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: Admittance into the Cardiac Sonography Program and Ultrasound Physics and Instrumentation (MIG-105) and Patient Care in Medical Imaging (MIG-109). Corequisite: Introduction to Ultrasound (MIG-101).

MIG-107
Introduction to Medical Radiography
2 Credits

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. Prerequisite: Admission to the Medical Radiography Program.

MIG-109
Patient Care for Medical Imaging
4 Credits

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. Co-requisite: Introduction to Medical Radiography (MIG107) or Introduction to Ultrasound (MIG101).

MIG-111
Imaging Technology I
3 Credits

This course covers topics in physics of special significance in radiography. Specific areas include Newton's Laws, and the concepts of mass force, energy, work, and power. It includes heat and its production and transfer. It emphasizes the physics of wave motion. The course covers some general concepts of modern physics including Einstein's energy equation, the Heisenberg Principle, and quantum concepts. A computer component introduces students to the principles and background of computers.

MIG-112
3 Credits
Echo I

This course builds upon skills obtained in Cardiac Scanning Seminar. Emphasis will be placed upon scanning techniques, and ergonomics. This is a hands-on course where the student will practice and perfect their scanning skills for placement into the clinical setting. The students will be instructed on instrument optimization and the normal sonographic appearance of the adult heart. Prerequisite: Introduction to Ultrasound (MIG-101) and Patient Care in Medical Imaging (MIG-109); Co-requisite: Interpretation I (MIG-115).

MIG-115
4 Credits
Interpretation I

This comprehensive course incorporates all forms of noninvasive cardiovascular evaluation methods as they relate to echocardiography. Emphasis will be placed on performance and interpretation of 2D images, M-Mode, Doppler and the color Doppler exam. Attention will be paid to cardiac embryology and cardiovascular hemodynamics and physiology. Additional topics will include chamber evaluation methods, cardiac valve structure and function and an introduction to valvular heart disease. Prerequisite: Patient Care in Medical Imaging (MIG- 109) and Ultrasound Physics and Instrumentation (MIG-105); Co-requisite: Echo I (MIG- 112).

MIG-119
3 Credits
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. Prerequisite: Echo II (MIG-112) and Interpretation I (MIG-115); Co-requisite: Vascular Ultrasound (MIG- 205).

MIG-120
3 Credits
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. Prerequisite: Introduction to Medical Radiography (MIG 107).

MIG-122
3 Credits
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. Co-requisite: Full-Time Medical Radiography Clinical I (MIG124F) or Part-Time Medical Radiography Clinical I (MIG124P).

MIG-124F
2 Credits
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. Course meets two (2) days/week with 16 hours of clinical practice weekly.

MIG-124P
1 Credit
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. Course meets two (2) evenings/week with 8 hours of clinical practice weekly.

MIG-126
3 Credits
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. Prerequisite: Positioning I (MIG122). Co-requisite: Full Time Medical Radiography Clinical II (MIG128F) or Part Time Medical Radiography Clinical II (MIG128P).

MIG-128F
2 Credits
Full Time Medical Radiography Clinical 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 (MIG122). Additional expenses may include supplies, equipment and/or uniforms. Course meets two (2) days/week, with 16 hours of clinical practice weekly. Prerequisite: Full-Time Medical Radiography Clinical I (MIG124F).

MIG-128P
1 Credit
Part Time Medical Radiography Clinical 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 (MIG122). Additional expenses may include supplies, equipment and/or uniforms. Course meets two (2) evenings/week with 8 hours of clinical practice weekly. Prerequisite: Part-Time Medical Radiography Clinical I (MIG124P).

MIG-201
4 Credits
Echo III

This course is a continuation of material covered in Echo II and will cover related material in preparation for the student entering clinical I. Key topics include EKG analysis, Doppler interrogation, murmurs, valvular heart disease, tumors, masses and pulmonary hypertension.

Emphasis will be placed on the sonographic appearance of these pathologies and performance of exam protocols. Additional topics will include congenital heart disease and how to approach the adult patient with CHD. Prerequisite: Echo II (MIG-119); Co-requisites: Ultrasound Physics and Instrumentation for the Cardiac Sonographer (MIG-207) and Cardiac Sonography Clinical I (MIG- 211).

MIG-203
3 Credits
Interpretation II

This course will focus on scanning technique in 2D and Doppler applications. The student will be introduced to the integrative approach of performing an adult echocardiogram. Exam protocols will be introduced. This course allows for hands on scanning time for the student to perfect their scanning skills and to begin making necessary measurements as required by exam protocols. The student will also correlate measurements to normal and abnormal findings. Prerequisite: Echo II (MIG-119).

MIG-205
3 Credits
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. Prerequisite: Ultrasound Physics and Instrumentation (MIG-105).

MIG-207
2 Credits
Ultrasound Physics and Instrumentation for the Cardiac Sonographer

This course is a continuation of Ultrasound Physics and Instrumentation. The course is designed for the student to integrate their knowledge of ultrasound physics with clinical practice. The student will use the scanning lab to practice their scanning skills and use of knobology to produce a quality ultrasound image. Additional topics discussed in this course will include ultrasound artifacts, spectral analysis, bioeffects, ultrasound safety and contrast agents. Prerequisite: Echo II (MIG-119) and Ultrasound Physics and Ultrasound Physics and Instrumentation (MIG-105); Co-requisites: Echo III/Interpretation (MIG-201) and Cardiac Sonography Clinical I (MIG- 211).

MIG-211
3 Credits
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. Course meets three (3) days/week. Prerequisite: Echo II (MIG119). Co-requisite: Echo III (MIG201).

MIG-213
4 Credits
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. Course meets four (4) days/week. Prerequisite: Medical Radiography Clinical I (MIG211).Co-requisite: Echo IV (MIG215).

MIG-215   *4 Credits*
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. Prerequisite: Echo III/Interpretation (MIG- 201); Co-requisites: Cardiac Sonography Clinical II (MIG-213) and Advanced Interpretation Seminar (MIG 216).

MIG-216   *2 Credits*
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. Prerequisite: Cardiac Sonography Clinical I (MIG-211); Co-requisites: Echo IV (MIG-215) and Cardiac Sonography Clinical II (MIG-213).

MIG-217   *4 Credits*
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. Course meets five (5) days/week. Prerequisite: Cardiac Sonography Clinical II (MIG213).

MIG-220   *2 Credits*
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. Prerequisite: Positioning II (MIG126).

MIG-222F   *3 Credits*
Full-Time Medical Radiography IV
This course allows students to expand upon skills developed during earlier clinical experience. Students assume more direct responsibility for specific radiographic examination. Additional expenses may include supplies, equipment, and/or

uniforms. Course meets four (4) days/week with 32 hours of clinical practice weekly. Prerequisite: Full-time Medical Radiography Clinical II (MIG128F).

MIG-222P   *1 Credit*
Part Time Medical Radiography Clinical 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. Course meets two (2) evenings/week, with 8 hours of clinical practice weekly. Prerequisite: Part-Time Medical Radiography Clinical II (MIG128P).

MIG-224   *3 Credits*
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. Prerequisite: Imaging Technology I (MIG111).

MIG-226   *3 Credits*
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. Prerequisite: Radiographic Imaging I (MIG120).

MIG-227   *1 Credit*
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: Patient Care for Medical Imaging (MIG109) and Anatomy and Physiology II/Lab (BIO204).

MIG-228F   *3 Credits*
Full-Time Medical Radiography Clinical 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. Course meets three (3) days/week with 24 hours of clinical practice weekly. Prerequisite: Full-time Medical Radiography Clinical III (MIG222F).

MIG-228P   *5 Credits*
Part-Time Medical Radiography IV
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. Course meets five (5) days/week, with 35 hours of clinical practice weekly. Prerequisite: Part-time Medical Radiography Clinical III (MIG222P).

MIG-230   *3 Credits*
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. Prerequisite: Radiologic Imaging II (MIG226) for day option only. Co-requisite: Radiologic Imaging II (MIG226) for evening option.

MIG-234   *2 Credits*
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. Prerequisite: Anatomy/Physiology II/Lab (BIO204).

MIG-236F   *3 Credits*
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. Course meets three (3) days/week with 24 clinical hours of practice weekly. Prerequisite: Full-Time Medical Radiography Clinical IV (MIG228F).

MIG-236P   *5 Credits*
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. Course meets five (5) days/week with 40 clinical hours of practice weekly. Prerequisite: Part-Time Medical Radiography Clinical IV (MIG228P).

MIG-238   *2 Credits*
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: Radiologic Technology II (MIG224) and Radiologic Imaging II (MIG226).

MIG-261
3 Credits
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: Anatomy/Physiology I (BIO203), Anatomy/Physiology II (BIO204), or current ARRT, NMTCB or ARDMS registry status.

Medical Lab Technician

MLT-101
4 Credits
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: Clincal Chemistry, Diagnostic Microbiology, Hematology, and Blood Banking. Additional laboratory exercises will focus on routine urinalysis as well as normal and abnormal physioogical functions of the renal system. A phlebotomy unit will teach the fundamental skills required to collect blood specimens for testing. Class meets: 3 hrs. lecture; 3hrs. lab Prerequisite: Admission to the Medical Laboratory Technician program.

MLT-211
4 Credits
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: Introduction to Medical Laboratory Science and Urinalyss (MLT-101)and Medical Microbiology and Lab (MLT-212)and Immunology and Serology (MLT-213) Immunohematology (MLT-241) and Clinical Chemistry (MLT-251).

MLT-212
4 Credits
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: Introduction to Medical Laboratory Science and Urinalysis (MLT-101) and Immunology and Serology (MLT-213).

MLT-213
4 Credits
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.

MLT-241
4 Credits
Immunohematology

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. Prerequisite: Introduction to Medical Laboratory Science and Urinalysis (MLT-101) and Immunology and Serology (MLT-213).

MLT-242
4 Credits
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 hours: 3hrs. lecture; 3 hrs. lab. Prerequisites: Introduction to Medical Laboratory Sciences (MLT-101) and Immunology & Serology (MLT-213).

MLT-251
12 Credits
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. Prerequisite: Successful completion of Clinical Laboratory Sciences coursework.

Magnetic Resonance (MR)

MRC-111
3 Credits
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. Prerequisite: Acceptance into MR Certificate Program.

MRC-211
3 Credits
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. Prerequisite: MR Concept I (MRC111).

MRC-299
3 Credits
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. Pre/corequisite: MR Concepts II (MRC211) and permission of department chair.

Music

MUS-101
3 Credits
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 General Education requirement "Creative Work". Prerequisites: Grade of C or better in Academic Reading I (ESL088) and Academic Writing II (ESL089) or Reading Skills I (RDG090) and Writing Skills I (ENG090); or execmption by placement testing.

MUS-105
4 Credits
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. Prerequisite: Music Fundamentals (MUS101)or permission of the department chair.

MUS-106
4 Credits
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 compoenent of this course, students will continue to develop their sight-reading and dictation abilities. Prerequisite: Music Theory and Aural Skill (MUS105) or permission of the department chair.

MUS-113
1 Credit
Jazz Ensemble

This course focuses on the rehearsal and performance of jazz and related syles 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. Prerequisite: Audition

MUS-116
1 Credit
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. Prerequisite: Audition

MUS-120
1 Credit
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. Prerequisite: Audition

MUS-130
Music Appreciation
3 Credits

An introduction to listenig to and discussing music, this course draws on music from a variety of styles, eras, and nations. Through a broad exploariton 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 satisfies General Education requirement "Creative Work". It is not an eligible Music Elective for students in the Music Concentration. Prerequisites: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099), or Reading Skills II (RDG095) and Writing Skills II (ENG095); or exemption by placement testing.

MUS-133
Music History I
3 Credits

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: Music Fundamentals (MUS101) or permission of department chair. Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099), or Reading Skills II (RDG095) and Writing Skills II (ENG095); or exemption by placement testing.

MUS-134
Music History II
3 Credits

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: Music History I(MUS133) or permission of department chair. Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099), or Reading Skills II (RDG095) and Writing Skills II (ENG095); or exemption by placement testing.

MUS-141
Rock & Roll History
3 Credits

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 C or better in Academic Reading II (ESL 088) and Academic Writing II (ESL 088), or Reading Skills I (RDG 090) and Writing Skills I (ENG 090); or exemption by placement testing.

MUS-144
World Music
3 Credits

Formerly MUS-161, this course serves as an introduction to thediverse musical traditions of the world. Studentswill explore the music of a variety of culturesand 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: A grade of C or better in Academic Reading II (ESL088) and Academic Writing II (ESL089), or Reading Skills I (RDG090) and Writing Skills I (ENG090), or exemption by placement testing.

MUS-147
Music in the United States
3 Credits

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: A grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099), or Reading Skills II (RDG095) and Writing Skills II (ENG095), or exemption by placement testing.

MUS-151
Piano I
2 Credits

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.

MUS-152
Piano II
2 Credits

A continuation of Piano I (MUS151), 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: Piano I (MUS151) or chair approval.

MUS-156
Beginning Guitar
2 Credits

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.

MUS-162
Vocal Performance Workshop
2 Credits

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

MUS-171
Introduction to Music Technology
3 Credits

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.

MUS-180
Introduction to the Music Business
3 Credits

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.

MUS-195
Applied Music I
1 Credit

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. Prerequisite: Audition and consent of instructor or department chair.

MUS-208
Songwriting
3 Credits

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. Prerequisite: Music Theory and Aural Skills I (MUS105) or permission of the instructor.

MUS-272
Advanced Music Production
3 Credits

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. Prerequisite: Introduction to Music Technology (MUS171) or permission of instructor.

MUS-295
Applied Music II
1 Credit

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. Prerequisite: Audition and consent of instructor or department chair.

Medical Coding

NHP-180
Medical Terminology
3 Credits

This course provides instruction in the development of basic medical terminology. Competency in medical terminology promotes effective communication among members of the healthcare team.

Nursing

NUR-095
Success in Nursing
3 Credits

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. Course meets: 3 hrs. lecture.

NUR-099
Nursing Pathways
2 Credits

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.

NUR-120
Foundation of Patient-Centered Care
10 Credits

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. Course meets: 7 hours lecture; 3 hours simulation lab; 6 hours clinical practice in selected health care facilities. Prerequisites: Acceptance into the nursing program, Anatomy/Physiology/Lab (BIO-203) and College Writing (ENG-111)

NUR-150
Patient-Centered Care of the Adult and Mental Health Concepts
10 Credits

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. Course meets 6 hours lecture; 1.5 hours simulation lab; 12 hours clinical practice in selected health care facilities. Prerequisites: Anatomy/Physiology II BIO-204 and Foundations of Patient-Centered Care NUR-120.

NUR-213
Nursing Seminar
1 Credit

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. Course meets: 1 hr. lecture. Prerequisite: Nursing III (NUR211).

NUR-220
Patient-Centered Care of Adults & Families
10 Credits

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.   Course meets: 6 hours lecture; 1.5 hours simulation lab; 10.5 hours clinical practice in selected health care facilities. Prerequisites: Microbiology/Lab BIO-205, Human Growth & Development PSY-213, Patient Centered Care of Adults and Mental Health Concepts NUR-150.

NUR-250
Patient-Centered Care of Adults with Multisystem Disorders and Transition to Practice
9 Credits

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. Course meets: 6 hours lecture; 1.5 hours simulation lab; 7.5 hours clinical practice in selected health care facilities. Prerequisites: Patient Centered Care of Adults & Families NUR-220.

Office & Information Management

OIM-100
PC Keyboarding Techniques
1 Credit

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

OIM-101
Keyboarding: Document Generation I
3 Credits

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

OIM-102
Medical Computer Applications
3 Credits

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. Note: For Allied Health Students or by permission of department chairperson.

OIM-103
Microsoft Word I
3 Credits

(Formerly OIM101) 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. Note: 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.

OIM-104   1 Credit
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.

OIM-105   3 Credits
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: Writing Skills II (ENG095) or placement and Academic Reading (ESL098) or Reading Skills II (RDG095) or placement. Pre/co-requisite: MS Word I (OIM103) or Document Generation I (OIM101).

OIM-106   3 Credits
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 assignements to tie together all the various professional skills using a qualitative approach. Pre/co-requisite: Applications/Concepts (CIT110) or Introduction to Microsoft Office (CIT133).

OIM-110   3 Credits
Document Generation II

This course assists students in using Word to create common business documents such as business letters, memorandums, reports with footnotes and endnotes, bibliographies, tables of contents, tables, on-line forms, resumes and newsletters using current industry standards. Students learn to use accelerator keys, macros, templates, bullets and numbering, leaders, 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 30 words per minute is strongly recommended. Students acquire skills that are recommended for preparation for MOUS (Microsoft Office User Specialist) certification. Prerequisites: Grade of C or better in Keyboarding Document Generation I (OIM101) and Applications & Concepts (CIT110) or department chair approval.

OIM-112   3 Credits
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. Prerequisite: Grade of C or better in MS Word I (OIM103) or Keyboarding:Document Generation I (OIM101) and Applications/Concepts (CIT110) or by permission of the department chairperson.

OIM-115   3 Credits
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/co-requisites: MS Word I (OIM103), Document Generation I (OIM101) and Applications/ Concepts (CIT110).

OIM-121   1 Credit
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. Prerequisites: Students complete all coursework with a grade point average of 2.75 or higher. Students must meet with the Internship Coordinator during the semester prior to completing the practicum.

OIM-130   3 Credits
Business Correspondence/Editing

This course reviews English fundamentals and emphasizes proofreading and editing skills for Business documents. Students compose, edit, and produce business letters and memorandums that are commonly written by administrative assistants. This course utilizes current word processing software. Prerequisite: Writing Skills II (ENG095). Pre/co-requisite: Keyboarding: Document Generation I (OIM101).

OIM-132   3 Credits
Administrative Business Communication I

(Formerly OIM130) 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. Prerequisite: Writing Skills II (ENG095) and MS Word I (OIM103) or Document Generation I (OIM101). Note: An exemption exam for OIM132 is available through the Center for Self-Directed Learning for students with previous keyboarding experience by contacting the Prior Learning Coordinator.

OIM-170   3 Credits
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. Note: For Allied Health students or by permission of department chair. Prerequisite: Document Generation I (OIM101), MS Word I (OIM103), or Medical Computer Application (OIM102; formerly OIM142), or any computer applications course or by permission of the department chair.

OIM-190   3 Credits
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/co-requisite: MS Word I (OIM103) or Document Generation I (OIM101).

OIM-200
Introduction to Physicians' Billing
3 Credits

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/co-requisite: Medical Terminology (NHP180).

OIM-230
Administrative Business Communication
3 Credits

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/co-requisites: Records and Information Management(OIM106), Document Generation II (OIM110), Administrative Technology and Procedures (OIM115), and Business Correspondence and Editing (OIM130).

OIM-232
Administrative Business Communication II
3 Credits

(Formerly OIM230) 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. Prerequisite: A grade of C or better in Business Correspondence (OIM130) or Administrative Business Correspondence I (OIM132). Pre/corequisites: Records and Information Management (OIM106), Document Generation (OIM110) MS Word II (OIM112), or Dicument Generation I (OIM101) and Technology and Procedures (OIM115), or permission of department chairperson.

OIM-299
Office and Information Management Internship
3 Credits

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. Prerequisite: Administrative Business Communication II (OIM232 - formerly OIM2330) and permission of the department chairperson or designee. Note: Administrative Business Communication II (OIM232) is offered fall semester only and must be taken the fall semester prior to internship.

Philosophy

PHL-101
Introduction to Philosophy
3 Credits

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: Academic Reading III (ESL098) or Reading Skills II (RDG095 and Writing Skills II (ENG095); or exemption by placement testing.

PHL-103
Ethics
3 Credits

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 better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills I (RDG090)and Writing Skills I (ENG090); or exemption by placement testing.

Physics

PHY-191
Introduction to Physics/ Lab
4 Credits

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: 3hrs. lecture; 3hrs. Lab. Prerequisite: A grade of C or better in Topics in Algebra/Trigonometry (MAT193).

PHY-201
General Physics I/Lab
4 Credits

This introductory course covers the principles of physics, using a problem-solving approach. Laws of motion, forces, work and energy, momentum and harmonic motion will be covered. For the biology student this course will provide him or her with an enhanced understanding of the physical aspects of living systems. Laboratory work will reinforce the understanding of physical concepts and promote the development of problem solving skills. This course satisfies the physics requirement of the AS Biological Science program. This course does not satisfy the physics requirement of the AA Chemical Science or Physics/Engineering concentrations or the AS Engineering program. Class meets 3hrs. lecture; 3 hrs. lab. Prerequisite: Grade of C or better in Precalculus (MAT197).

PHY-202
General Physics II/Lab
4 Credits

This continuation course of General Physics I/Lab (PHY201) 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. Prerequisite: Grade of C or better in General Physics I/Lab (PHY201).

PHY-251
College Physics I/Lab
4 Credits

This course is an introduction to some of the fundamental principles and concepts of physics, using a problem-solving approach. The topics considered include the basic equations of motion, Newton's laws and their applications, work, energy, momentum, rotational kinematics and dynamics, conservation laws, laws of universal gravitation, and simple harmonic and oscillatory motion. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: Grade of C or better in Calculus I (MAT281).

PHY-252
College Physics II/Lab
4 Credits

In the first half of the course, this continuation of College Physics I (PHY251) covers the following topics: basic topics in electricity and magnetism, electromagnetic radiation, the nature of light, and optics. In the second half, the course covers an introduction to some basic ideas in modern physics. It also covers these additional topics: atomic structure, quantization, and nuclear physics. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: College Physics I/Lab (PHY251). Pre/co-requisite: Grade of C or better in Calculus II (MAT282).

Paralegal Studies

PLG-101
Introduction to Law
3 Credits

This course provides students with an understanding of the paralegal field. The course assists students to become familiar with all aspects of the legal system. The course emphasizes the role of the paralegal

and the way that role complements that of the lawyer. The course explores the role of law in our society, the judicial system, contract law, tort law, equity, and criminal law. Prerequisites: Writing Skills II (ENG095), Reading Skills II (RDG095) or Academic Reading III (ESL098) or placement.

PLG-102
Legal Research & Writing   *3 Credits*

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. Prerequisite: Introduction to Law (PLG101).

PLG-103
Litigation   *3 Credits*

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: Introduction to Law (PLG101).

PLG-104
Legal Ethics   *3 Credits*

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

PLG-105
Practical Legal Writing   *3 Credits*

This course is intended to be a continuation of Legal Research and Writing (PLG102). 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: Introduction to Law (PLG101), Legal Research & Writing (PLG102), and College English (ENG111).

PLG-201
Family Law   *3 Credits*

This course covers the laws concerning family relationship, marriage, cohabitation, adoption, divorce, child custody, support, alimony, and the effects of wills and probate. Prerequisite: Introduction to Law (PLG101).

PLG-202
Business Organizations   *3 Credits*

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. Prerequisite: Introduction to Law (PLG101).

PLG-203
Real Estate Law   *3 Credits*

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: Writing Skills II (ENG095), Reading Skills II (RDG095) or Academic Reading III (ESL098) or placement.

PLG-204
Wills, Estates and Trusts   *3 Credits*

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: Writing Skills II (ENG095), Reading Skills II (RDG095) or Academic Reading III (ESL098) or placement.

PLG-299
Paralegal Internship   *3 Credits*

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. Pre/co-requisite: a cumulative grade point average of at least 3.0 in the program and approval of the paralegal faculty internship coordinator.

Pharmacy Technology

PMT-103
Pharmacology for the Surgical Technologist I   *1 Credit*

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. Prerequisite: admission into the Surgical Technology Program

PMT-105
Pharmacology for the Surgical Technologist II   *1 Credit*

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. Prerequisite: Pharmacology for the Surgical Technologist I (PMT103).

PMT-111
Pharmacy Practice for Pharmacy Technicians I   *4 Credits*

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. Prerequisite: Writing Skills II (ENG095) or placement.

PMT-112
Pharmacy Practice for Pharmacy Technicians II   *4 Credits*

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. Prerequisite: Pharmacy Practice for Pharmacy Technicians I (PMT111).

PMT-113
Pharmacy Practice for Pharmacy Technicians III   *4 Credits*

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. Prerequisite: Pharmacy Practice for Pharmacy Technicians II (PMT112).

PMT-299
Pharmacy Practicum/Seminar   *4 Credits*

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: Writing Skills II (ENG095) or placement.

Psychology

PSY-101
Principles of Psychology   *3 Credits*

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

PSY-105
Psychology of Social Relations   *3 Credits*

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.

PSY-107
Group Dynamics   *3 Credits*

Through class exercises and observation, this course explores the relationship between the theory and experience of effective groups. It examines comparisons of individual and group performance, group goals, problem solving, decision-making, conformity, norms, cohesiveness, and leadership. The course meets General Education requirement Community and Cultural Contexts".

PSY-131
Psychology of Popular Culture   *3 Credits*

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.

PSY-141
Social Aspects of Aging   *3 Credits*

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.

PSY-201
Learning and Memory   *3 Credits*

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. Prerequisite: Grade of C or better in Principles of Psychology (PSY101).

PSY-203
Psychology of Personal Adjustment   *3 Credits*

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

PSY-209
Child Psychology   *3 Credits*

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 PSY209 and ECE103 to meet requirements for degrees or certificates for college graduation. Prerequisite: Grade of C or better in Principles of Psychology (PSY101).

PSY-213
Human Growth and Development   *3 Credits*

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. Prerequisite: A grade of C or better in Principles of Psychology (PSY101).

PSY-215
Counseling   *3 Credits*

This course explores theories and practices in counseling individuals and groups. It explores various theoretical approaches to counseling, and provides practical exercises in counseling. This course is restricted to those students enrolled in the Human Services, Education, Early Childhood 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. Prerequisite: A grade of C or higher in Principles of Psychology (PSY101).

PSY-219
Social Psychology   *3 Credits*

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

PSY-223
Personality   *3 Credits*

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

PSY-224
Adolescent & Adult Development   *3 Credits*

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

PSY-227
Abnormal Psychology   *3 Credits*

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

PSY-233
Intro to Psychiatric Rehabilitation   *3 Credits*

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. Prerequisite: Introduction to Psychology (PSY101).

PSY-235
Introduction to Behavioral Research   *3 Credits*

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

Reading

RDG-090
Reading Skills I   *3 Credits*

This course develops basic reading skills necessary for success with college-level material. The course will focus on improving comprehension and vocabulary. In particular, students will improve 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. Note: Students must meet exit-level requirements or pass a departmental reading final in order to earn a passing grade of C in this course.

RDG-095
Reading Skills II   *3 Credits*

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

Religious Studies

REL-111
World Religions   *3 Credits*

This course helps students to inquire into, analyze, and contextualize practices and beliefs of religions in all regions of the world. Students analyze different religions in relation to one another, contemplate the diversity of practices and beliefs even within a single religious tradition, consider how various religions engage significant human questions, and encounter religion as a living, evolving process. Students locate religions and their development within social, geographical, and political contexts. Students develop information literacy and communication tools to inquire into and discuss beliefs and practices with respect, curiosity, engagement, and intercultural competency. This course fulfills the General Education requirement "Community and Cultural Contexts." Prerequisites: Writing Skills II (ENG095) and Reading Skills II (RDG095) or exemption from requirements due to placement testing.

Russian

RUS-101
Elementary Russian I   *3 Credits*

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.

RUS-102
Elementary Russian II   *3 Credits*

Russian 102 is the second part of an elementary sequence and the contiuation of 101 with emphasis on speaking and reading skills. In this class the students will continue to learn about the history, and cultur of the country. This course satisfies General Education requirement "Creative Work". Prerequisite: Russian 101 or permission of the Foreign Language Department.

Science

SCI-150
Forensic Science and Lab   *4 Credits*

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. Prerequisites: Writing Skills II (ENG095), Foundations of Mathematics (MAT093), and Reading Skills II (RDG095) or placement equivalency. Course meets: 3 hrs lecture; 3 hrs. lab.

SCI-221
Interpretation and Presentation of Scientific Research   *3 Credits*

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. Course meets: 3 hour lecture. Prerequisites: Completion of at least two college-level science or engineering courses (BIO 195 or above, CHM 201 or above, PHY 201 or above, ENR 101 or above) or permission of instructor.

Surgical Technology

SGT-105
Surgical Technology I   *5 Credits*

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. Prerequisite: admission into the Surgical Technology Program.

SGT-106
Surgical Technology II   *8 Credits*

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: Basic Anatomy/Physiology/Lab (BIO107) or Human Biology/Lab (BIO108) and Surgical Technology I (SGT105).

SGT-107
Surgical Technology III   *3 Credits*

This course provides a direct focus on performance in the clinical setting. Students participate as independent members of the surgical team, demonstrating beginning-level competence of advanced skills and anticipation of surgical needs. Classroom discussions will include legal, ethical, moral issues, or incidents, emergencies, and understanding the surgical patient's reaction to stress and illness. Prerequisite: Surgical Technology II(SGT106), PMT (103), and Human Growth and Development (PSY213).

SGT-109
Central Processing I   *2 Credits*

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. Course meets: 2 hrs. lecture.

SGT-109A
Central Processing I Clinical   *2 Credits*

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.

SGT-110
Central Processing II   *2 Credits*

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. Course meets 2 hrs lecture. Prerequisites: Central Processing I (SGT109), Writing Skills I (ENG090), Foundations of Mathematics (MAT093) and Reading Skills I (RDG090).

SGT-110A
Central Processing II Clinical   *2 Credits*

During clinical experience, students participate in applications of theory to actual practice. A minimum of 90 hrs of clinical is required. Prerequisites: Central Processing I (SGT109) and Central Processing Clinical (SGT111) with a grade of C or better.

SGT-111
Central Processing Clinical   *2 Credits*

This course is clinically focused, with students focusing on clinical skills acquisition. Students develop both depth and breadth of experience during clinical rotation. Course meets the first night to discuss clinical placement. 6 hrs clinical. Prerequisite: Central Processing I (SGT109) with a grade of C or better. People working in Central Processing can apply for Prior Learning Assessment credits.

SGT-115   2 Credits
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.

SGT-116   4 Credits
Surgical Seminar

This course provides students with an opportunity to advance their knowledge of surgical procedures through the use of case studies. The seminar will be an online course that focuses on discussion of surgical specialties, complications, new technologies and the role of the surgical technologist as they advance from student to employee. Prerequisites: Surgical Technology II (SGT106) and Human Growth and Development (PSY213).

Sociology

SOC-101   3 Credits
Principles of Sociology

This course covers an introduction to the concepts and theories of society and social institutions. The course meets The course meets Community and Cultural Context requirement. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses or exemption from reading requirement by placement testing.

SOC-109   3 Credits
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. The course meets General Education requirement "Community and Cultural Contexts". Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses or exemption from reading requirement by placement testing.

SOC-110   3 Credits
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.

SOC-203   3 Credits
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: Grade of C or better in Principles of Sociology (SOC101).

SOC-204   3 Credits
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: Grade of C or better in Principles of Sociology (SOC101) and College Writing I (ENG111).

SOC-205   3 Credits
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. Prerequisite: Principles of Sociology (SOC101).

SOC-206   3 Credits
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.

SOC-207   3 Credits
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. Prerequisite: Principles of Psychology (PSY101) or Principles of Sociology (SOC101).

SOC-211   3 Credits
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. Prerequisite: one introductory Behavioral Science course.

SOC-225   3 Credits
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.

SOC-227   3 Credits
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 satisfies the General Education requirement for Community and Cultural Contexts (previous area 2: Individual and Society) for all programs. Pre/co-requisite: Principles of Sociology (SOC-101) or Principles of Psychology (PSY-101) or Cultural Anthropology (SOC-109).

SOC-229   3 Credits
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.

Sonography

SON-113   4 Credits
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. Prerequisite: Admission to General Sonography Program. Co-requisite: Anatomy/Physiology/Lab II (BIO204).

SON-115   3 Credits
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. Prerequisite: Cross-Sectional Anatomy (SON113). Co-requisite: General Sonography Clinical I (SON121).

SON-117   4 Credits
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. Prerequisite: Cross-Sectional Anatomy (SON113). Co-requisite: General Sonography Clinical I (SON121).

SON-119 *3 Credits*
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. Prerequisite: Cross-Sectional Anatomy (SON113). Co-requisite: General Sonography Clinical I (SON121).

SON-121 *3 Credits*
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. Prerequisite: Cross-Sectional Anatomy (SON113). Co-requisites: Abdominal Ultrasound (SON115), Ultrasound Scanning and Pathology (SON117), and Subspecialty Sonography/Neurosonography (SON119).

SON-123 *3 Credits*
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. Prerequisite: Ultrasound Instrumentation (MIG105). Co-requisite: General Sonography Clinical III (SON223).

SON-213 *2 Credits*
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. Prerequisite: Ultrasound Physics/Instrumentation (MIG105). Co-requisite: General Sonography Clinical III (SON223).

SON-215 *2 Credits*
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. Prerequisite: Abdominal Ultrasound (SON115). Co-requisite: General Sonography Clinical III (SON223).

SON-217 *2 Credits*
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. Prerequisite: Advanced General Sonography (SON215). Co-requisite: General Sonography Clinical IV (SON225).

SON-219 *3 Credits*
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. Prerequisite: General Sonography Clinical II (SON123). Co-requisite: General Sonography Clinical III (SON223).

SON-221 *3 Credits*
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. Prerequisite: Obstetrical/Gynecological Sonography I (SON219) Co-requisite: General Sonography Clinical IV (SON225).

SON-223 *3 Credits*
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. Prerequisite: General

Sonography Clinical II (SON123). Co-requisites: Obstetrical and Gynecological Sonography I (SON219), Advanced General Sonography (SON215), and Diagnostic Instrumentation (SON213).

SON-225 *3 Credits*
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. Prerequisite: General Sonography Clinical III (SON223). Corequisites: Obstetrical and Gynecology Sonography II (SON221) and Advanced General Sonography (SON217).

SON-227 *3 Credits*
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. Prerequisite: General Sonography Clinical IV (SON225).

Sport Management

SPM-101 *3 Credits*
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/Co-requisite: Introduction to Business (BUS101).

SPM-201 *3 Credits*
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. Prerequisite: Principles of Psychology (PSY101).

SPM-211   *3 Credits*
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. Prerequisite: Principles of Sport Management (SPM101).

SPM-213   *3 Credits*
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. Prerequisite: Principles of Sport Management (SPM101).

SPM-215   *3 Credits*
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. Prerequisite: Principles of Sport Management (SPM101).

SPM-217   *3 Credits*
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. Prerequisite: Principles of Sport Management (SPM101).

SPM-299   *3 Credits*
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. Prerequisite: Department Chair approval.

Spanish

SPN-101   *3 Credits*
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.

SPN-102   *3 Credits*
Elementary Spanish II

This continuation course of Elementary Spanish I (SPN101) emphasizes conversational skills and simple readings. The course satisfies General Education requirement "Creative Work". Prerequisite: Elementary Spanish I (SPN101) or one year of high school Spanish.

SPN-110   *3 Credits*
Latino Identity: the Media, Culture and 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.

SPN-201   *3 Credits*
Intermediate Spanish I

This course covers a review of basic language skills and emphasizes conversational and reading skills. Prerequisite: Elementary Spanish II (SPN102) or two years of high school Spanish or permission of instructor.

SPN-202   *3 Credits*
Intermediate Spanish II

This continuation course of Intermediate Spanish I (SPN201), emphasizes self-expression through speaking, reading, and writing. Prerequisite: Intermediate Spanish I (SPN201) or three years of high school Spanish or permission of instructor.

SPN-280   *3 Credits*
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. Prerequisite: being a heritage or native speaker of Spanish, that is having active or passive knowledge of the language OR special permission by the instructor

Theatre

THE-107   *3 Credits*
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 General Education requirement for Creative Work.

THE-108   *3 Credits*
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. Prerequisite: Acting I (THE107).

THE-109   *3 Credits*
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.

THE-111   *3 Credits*
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. Students may repeat this course three times, earning one credit for each repetition.

THE-113   *3 Credits*
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.

THE-115   *3 Credits*
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.

Visual Media Arts

VMA-100 — 3 Credits
VMA Freshman Seminar

This interdisciplinary course builds a connection to the aesthetic, historical and intellectual aspects of an artist community and creative work while helping students navigate through some of the logistical hurdles of the first year experience. Students participate in a variety of group activities, discussions and presentations with faculty and visiting artists. Field trips include local galleries/studios and museums. A journal/sketchbook is required. The course is required for all Visual and Media Arts majors. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-102 — 3 Credits
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: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-103 — 3 Credits
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: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-104 — 3 Credits
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. Prerequisite: Writing Skill II (ENG095).

VMA-105 — 3 Credits
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. Prerequisite: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-106 — 3 Credits
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. Prerequisite: Grade of C or better in Visual Design: Composition and Color (VMA-102).

VMA-110 — 3 Credits
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: Writing Skills II-ENG-095 and Foundations of Mathematics-MAT-093.

VMA-111 — 3 Credits
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 General Education Requirement for Community and Cultural Contexts. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-112 — 3 Credits
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: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-113 — 3 Credits
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: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-114 — 3 Credits
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 Graphic Design Program in the Visual & Media Arts Department. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-115 — 3 Credits
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 Media Communications Program in the Visual & Media Arts Department. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-118 — 3 Credits
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: ENG095 and MAT093.

VMA-122 — 3 Credits
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: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-123 *3 Credits*
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: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-124 *3 Credits*
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: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-125 *3 Credits*
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: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093). Please note: This course cannot be used for credit in the VMA Visual Design Option.

VMA-129 *3 Credits*
Visual Design with HTML & CSS

Visual Design students will learn typosgraphy, 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. Prerequisite: Grade of C or better in Typography I: Form, Style, and Hierarchy (VMA132).

VMA-130 *3 Credits*
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: Writing Skills II - ENG-095 and Pre-algebra Foundations of Mathematics - MAT-093.

VMA-132 *3 Credits*
Tyypography 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. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093). Students must earn a grade of C or better to advance to Typography II.

VMA-133 *3 Credits*
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 better in History of Graphic Design (VMA-114 and Typography I (VMA-132).

VMA-135 *3 Credits*
Illustration for Designers

In this course students will use their observational and conceptual drawing skills to create projects in Adobe Illustrator that communicate concepts and information. There will be an ephasis on developing visual research, sketching and rendering practices in order to create illustrations, data graphics and logotypes using vector drawing techniques. Prerequisites: Grade of C or better in Drawing from Observation (VMA104).

VMA-140 *3 Credits*
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. Perquisite: Grade of C or better in Typography - VMA-132.

VMA-141 *3 Credits*
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. Recommended prerequisite: Digital Imaging with Photoshop (VMA105). Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-151 *3 Credits*
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: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-161 *3 Credits*
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 meets the General Education requirement for Creative Work. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

VMA-205 *3 Credits*
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. Prerequisite: Drawing from Observation (VMA-104).

VMA-207 *3 Credits*
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. Prerequisite: Drawing from Observation (VMA104).

VMA-221 *3 Credits*
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. Prerequisite: Drawing from Observation (VMA104).

VMA-223 — 3 Credits
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. Prerequisite: Watercolor I (VMA123) or permission of instructor.

VMA-224 — 3 Credits
Printmaking II

A continuation of Printmaking I (VMA124), 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. Prerequisite: Printmaking I (VMA124) or permission of instructor.

VMA-225 — 3 Credits
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.

VMA-227 — 3 Credits
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. Prerequisite: Figure Drawing (VMA207) or Multimedia Paint and Theory (VMA221).

VMA-232 — 3 Credits
Visual Lab Design

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. Prerequisites: Grade of C or better in Typography II: Layout, Typsetting, and Systems (VMA133.

VMA-233 — 3 Credits
Visual Design Lab II

This course is a continuation of Visual Design I where visual design mthods 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. Prerequisite: Grade of C or better in Visual Design Lab I (VMA232).

VMA-241 — 3 Credits
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 (VMA242), 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. Prerequisite: Elements of Video Production (VMA141) or permission of instructor. Co-requisite: Video Post Production (VMA242).

VMA-242 — 3 Credits
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 (VMA241) in order to complete a Final Project counting for both courses. Prerequisite: Elements of Video Production (VMA141) or permission of instructor. Co-requisite: Advanced Video Production (VMA241).

VMA-243 — 3 Credits
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: Advanced Video Production (VMA241) and Video Post Production (VMA242) or permission of instructor.

VMA-244 — 3 Credits
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. Prerequisite: Elements of Video Production (VMA141).

VMA-252 — 3 Credits
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. Prerequisite: Introduction to Audio Technology (VMA151).

VMA-261 — 3 Credits
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: Writing Skills II (ENG-095) and Foundations of Math (MAT-093).

VMA-262 — 3 Credits
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. Prerequisite: ENG-095 and MAT-093 or placement.

VMA-263 — 3 Credits
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. Pre-requisite: ENG-095 and MAT-093 (or placement).

VMA-271
Design for the World Wide Web *3 Credits*

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. Prerequisite: Digital Imaging with Photoshop (VMA105).

VMA-273
Motion Graphics & Compositing *3 Credits*

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. Prerequisite: Digital Imaging with Photoshop(VMA105) or permission of instructor. Recommended: Advanced Video Production (VMA241) and Video Post Production (VMA242).

VMA-274
DVD Authoring *3 Credits*

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: Digital Imaging with Photoshop (VMA105) and Elements of Video Production (VMA141). Recommended prerequisite: Advanced Video Production (VMA241) and Video Post-Production (VMA242)

VMA-275
Interactive Design I *3 Credits*

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 Visual Design with HTML/CSS (VMA129).

VMA-276
Interactive Design II *3 Credits*

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: Interactive Design I (VMA275), or the permission of the instructor.

VMA-290
Visual Design Portfolio *3 Credits*

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. Prerequisite: Grade of C or better in Visual Design I (VMA232). Pre/Co-requisite: Visual Design Lab II (VMA233).

VMA-299G
Visual Design Internship *3 Credits*

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. Prerequisite: Grade of C or better in Visual Design Lab I (VMA232) and permission from the department.

VMA-299M
Media Communication Internship *3 Credits*

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. Prerequisite: Advanced Video Production (VMA241) or permission of department chair.

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Admissions and Academic Records
A.S. Bunker Hill Community College

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Mail Clerk III
Central Services

John K. Keohan
Mail Clerk II
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EDP Systems Analyst II
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EDP Systems Analyst IV
Network Operations

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Student Central

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Facilities Management

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B.S. Mouth Washington College

Zhi Li
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EDP Systems Analyst IV)
Network Operations

Huixin Liang
EDP Systems Analyst IV
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Jose R. Lopez
Maintenance Equipment Operator I
Facilities Management

Quyen Luong
Accountant III
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B.A. Lesley University

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ThuyTram Nguyen
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Helena Rezendes
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Academic Affairs
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Yahaira Rodriguez
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Academic Support and College
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Facilities Management

Michael P. Rogers
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M.T.S., Holy Cross School of Theology

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Heather M. Martin
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M.A., University of Massachusetts Boston

Dean F. Marzullo
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M.S., Northeastern University

Carl P. Mason
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Sheiba I. Mas-Oud
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M.S., Lehman College

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Hiroko McDonald
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M.A., Ochanomizu University

Megan K. McHugh
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M.A., Boston University

Timothy M. McLaughlin
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M.A., Eastern Michigan University

R. Michael McSweeney
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M.A., Carnegie-Mellon University

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M.A., Emerson College

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M.Ed., University of Massachusetts Boston

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M.S., University of Georgia

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M.F.A., Maryland Institute College of Art

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M.F.A., Vermont College of Fine Arts

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Science
M.D., University of Perugia

Peter J. Morgan
Computer Science
M.S., Boston University

Julia Morgunova
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M.A.T., Simmons College

Deborah J. Morin
English
M.B.A., Anna Maria College

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Ed.D., Boston University

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M.F.A., University of Hartford

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M.B.A., Bentley University

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B.S.N., Emmanuel College

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M.A., Plovdiv University

As of June 19, 2019.

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 aprogram of study in an applied subject area, such as computers, electronics, 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 planning
The outlining of a course of action to help the student to achieve their personal and career goals.

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.

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.

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.

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.

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.

Boot camp
A free special college program designed for students to complete pre-college courses before officially beginning their first semester.

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
Prepares students 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
Courses offered by this department are non-credit and taken by students for personal enrichment.

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.

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, ENG111, 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.

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.

Educational planning
The planning process in which both staff and student create an educational pathway to facilitate 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 taking college courses without being enrolled in a degree or certificate program (also known as a non-matriculated student).

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.

Instructional delivery
The modality used to impart course content.

Internship
A program designed to give a student real work place experience in their intended career before graduation.

Integrated support network
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
A system of shared responsibility between students and the college, as students navigate their personalized plan for identifying and achieving their academic, career, and personal goals.

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 four 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.

Satistfactory 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.

Social networking
Connects students to other students, faculty, staff, and the larger community to assist them in achieving their educational, career, and financial goals.

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 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.

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.

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 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.

Class Schedule Form

Course number	Section	Title
Course number	Section	Title
Course number	Section	Title

Course number	Section	Title
Course number	Section	Title
Course number	Section	Title

day	7–8:15 a.m.	8:30–9:45 a.m.	10–11:15 a.m.	11:30 a.m.–12:45 p.m.	1–2:15 p.m.	2:30–3:45 p.m.	4–5:15 p.m.	early evening	evening
Monday	A	C	E	G	I	J	L		
Tuesday	B	D	F	H	Activity Period	K	M		
Wednesday	A	C	E	G	I	J	L		
Thursday	B	D	F	H	Activity Period	K	M		
Friday		N		O					
Saturday		9–11:45 a.m.		12–2:45 p.m.					

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