



# CATALOG ADDENDUM: OCTOBER 2020

Below are listed additions and corrections to the 2020-21 Bucks County Community College Catalog since its publication. All corrections listed below have been made in the main online catalog sections to which they apply. They do not appear, however, in the PDF version of the full catalog.

## SECTION 2: MAJORS AND CERTIFICATE PROGRAMS

Majors and Certificate Programs: Descriptions

[Paralegal Certificate Program \(3129\)](#): The program page has been updated to include the following admission procedures statement:

### ADMISSION PROCEDURES

Please note that the following admissions procedures are for those seeking the Paralegal Certificate. Information about the Associate's degree in Paralegal Studies can be found [here](#).

Admission to the **Paralegal Certificate Program** is open only to applicants who possess either an Associate's degree or a Bachelor's degree. To apply for the Paralegal Certificate Program, please complete the following steps:

- Submit an [application](#) to Bucks County Community College.
- Submit an official college transcript to the Registrar's Office.
- Email the Program Director of the Paralegal Program, Brenda Seibert (Brenda.Seibert@bucks.edu) to make an advising appointment.

## SECTION 3: COURSE DESCRIPTIONS

[AACHIEVE! College Transitions \(COLL090\)](#): This new one (1) credit course has been approved, having been taught on an experimental basis for four semesters. The Master Course Outline has been updated thus:

### VII. Required Course Content and Direction

#### 1. Course Learning Goals

Students will:

1. demonstrate understanding of the transition process from high school into the higher education perspective, including the need for social skills through communication and participation in the college community, and the expected adult behaviors in the college and employment settings;
2. demonstrate understanding of personal responsibilities in the home and academic environments, including how to manage time and stress in addition to preparing for activities, life, and academic and career goals;
3. demonstrate understanding of ASD from a personal, neuro-atypical perspective and the perception of ASD that facilitates integration into the community.

#### 2. Planned Sequence of Topics and/or Learning Activities

1. The transition to college for students with ASD: organizing and planning for academic life, and understanding the self;
2. Understanding and communicating about ASD;
3. Understanding communication in the academic setting;
4. Portrayal of ASD in the media and the broader community;
5. Organizing and developing routines outside of the classroom;
6. Self-awareness of strengths and talents;
7. Communicating outside of the classroom and in personal settings;
8. Furthering understanding of the individual through self-awareness;
9. Managing stress and coping mechanisms for multiple settings;
10. Developing general social skills;
11. Student responsibilities in the academic setting;
12. Working collaboratively;
13. Developing social skills in a campus setting;
14. Changing long-term goals in academic and professional settings;
15. Building personal relationships.

#### 3. Assessment Methods for Course Learning Goals

Discussion Boards  
Online Activities

#### 4. Reference, Resource, or Learning Materials to be used by Student:

See course syllabus.

[AACHIEVE! AACHIEVE! Career/Workplace Skills \(COLL095\)](#): This new one (1) credit course has been approved, having been taught on an experimental basis for four semesters. The Master Course Outline has been updated thus:

V. Other Pertinent Information

Entry into this course is restricted to students enrolled in the AACHIEVE! Program at Bucks County Community College.

VII. Required Course Content and Direction

**1. Course Learning Goals**

Students will:

1. demonstrate an understanding of how to apply social skills, self-advocacy, and independence in the workforce setting;
2. demonstrate an understanding of methods of inquiry, research, and problem solving in the area of academics for career planning;
3. demonstrate an understanding of ASD and the personal learning differences of each student for career development and planning.

**2. Planned Sequence of Topics and/or Learning Activities**

1. Understanding individual skill sets, talents and interests;
2. General career planning and preparation;
3. The interview process, internship exploration and work exposure;
4. Alternate career planning and opportunities;
5. Neurodiversity and how it fits into the workplace for each individual;
6. Professional settings and communication in the workplace;
7. Managing stress and coping mechanisms for multiple settings;
8. Developing general social skills in the workplace and working collaboratively;
9. Professional development and growth.

**3. Assessment Methods for Course Learning Goals**

Discussion Boards

Online Activities

Follow-up support in AACHIEVE! program

**4. Reference, Resource, or Learning Materials to be used by Student:**

See course syllabus.

[Advanced Techniques in Conservation \(HIST246\)](#): New pre-requisites have been added to the course: HIST201 (C or better) or Permission of the Department of Social & Behavioral Science.

[Phlebotomy Procedures and Techniques \(MEDA204\)](#): The following note has been added to following note should be added to Section V. Other Pertinent Information: "This course is to be taken right before externship-with no more than two semesters delay."

[Business Skills for Artists \(MGMT102\)](#): This new three (3) credit experimental course has been developed to meet the unique needs of students in the Arts who wish to learn the basics of running a business and protecting their talents.

[Real Estate License Law/Rules and Regulations \(REAL103\)](#): To be offered in the October 2020 modular session, this new one (1) credit experimental course has been

developed to enable students completing REAL 101 and REAL 102 to quickly satisfy the new licensing requirement of five (5) academic credits of pre-licensing education.