Where to learn. Where to return.

Bucks County Community College's mission is to provide to the County's diverse population of learners **accessible**, **affordable**, **convenient**, and **comprehensive** educational, training, and cultural opportunities that will equip them to be competent and effective in their work and as citizens of the world.

BUCKS
1964

BUCKS
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Contents

College Calendar

Bucks County Community College's academic calendar is available each year in printed form in semester schedules and on the college website: *www.bucks.edu* (from the Bucks home page search "Calendars").

Students are responsible for meeting college deadlines including all academic deadlines and financial obligations.

This catalog is designed to provide you with the information you need to plan your educational experience at Bucks. The official version is posted at www.bucks.edu. Bucks County Community College reserves the right to change the regulations, fees, and other information contained in this publication at any time without prior notice.

The College catalog posted at
www.bucks.edu
is the official version and contains the most current catalog information.

Printed on recycled stock made from 30% post-consumer waste.

A Message from the President

We welcome you. At Bucks County Community College your success is our primary objective.

We prepare you. Whether your goal is a degree prior to moving to another college, or obtaining the skills needed for immediate entry into a profession, or simply to improve your skills as a citizen or in your chosen occupation, you will find Bucks people dedicated to helping you achieve your objectives.

We care about your education. Our faculty is committed to learning through effective teaching. Their innovations in use of teaching methods reach all of our students in the classroom, on the internet, and in hybrid courses. Our students appreciate small classes with state-of-the art technology and co-curricular activities that enhance learning. Our graduates regularly return to thank faculty for the outstanding learning experiences they had at Bucks.

We care about your success. The faculty are supported in their efforts by dedicated staff who seek to guide, inform, and support you throughout the Bucks experience. And, all of us share the beautiful surroundings of this very special campus nestled into Tyler State Park.

Bucks has established traditions of excellence that continue to this day. For more than 40 years the College has provided quality programs and services to the entire community. Bucks graduates have succeeded wherever they have gone – to other universities, in business or government, in public service, and in health care. We expect you to be part of that success story that is written one student at a time.

Best wishes in your studies!

Dr. James J. Linksz
President

Campus Sites

Bucks County Community College offers a wide range of academic programs, services and facilities right in your neighborhood. Classes are held at our beautiful 200-acre campus along the Neshaminy Creek in Newtown, our Upper County Campus along the East Branch of the Perkiomen Creek in Perkasie, and our Bristol Center, where plans are underway for expansion to a free-standing Lower Bucks Campus adjacent to the Delhaas woods in Bristol Township. What's more, Online Learning allows you to take courses over the internet, while evening classes are also held at community sites in Bensalem, Jamison, and Newtown. Noncredit continuing education opportunities, including business and industry training, are available as well. With all these convenient and affordable options, it's clear that Bucks is "where to learn, where to return."

Newtown Campus

275 Swamp Road ■ Newtown, PA ■ 215-968-8000

- More than 90 programs of study available, including two-year associate degrees and shorter-term certificates, plus continuing education and business and industry training
- Facilities include library, computer labs, science labs, teleconference center, art studios and workshops, TV studios, auditorium, Wellness Center, indoor pool and gymnasium
- Located adjacent to Tyler State Park, minutes from Interstate 95

Upper County Campus

One Hillendale Drive ■ Perkasie, PA ■ 215-258-7700

- Students can complete associate degree programs in Business Administration, Education, Hospitality & Tourism Management, Liberal Arts-General Emphasis, Communication-General; plus Practical Nursing, certificate programs, continuing education and business and industry training
- Facilities include Fickes Art Center, Penn Color Library and computer labs in a 33,000 square-foot building
- Located on 14 acres in East Rockhill Township, convenient to Quakertown and Doylestown

Bristol Center

1280 New Rodgers Road ■ Bristol, PA ■ 215-781-3939

- Students can complete associate degree programs in Business Administration and Liberal Arts-General Emphasis; plus certificate programs, continuing education and business and industry training
- Plans are underway for expansion to a free-standing Lower Bucks Campus, near the Delhaas woods, next to the existing center, on Veterans Highway
- Located in the Bucks County Office Center on Route 413 near Interstate 95, at the time of this catalog printing

Online Learning

www.bucks.edu/online ■ **215-968-8052**

- More than 120 eLearning and hybrid credit courses offered each semester
- Hundreds of noncredit courses available through Continuing Education
- Provides scheduling flexibility for the highly motivated learner (See page 138)

Off-Campus Locations

Middle Bucks	Holy Ghost	Pennswood Village
Institute of Technology	Preparatory School	1382 Newtown-Langhorne Road
2740 Old York Road	2439 Bristol Pike	Newtown, PA 18940
Jamison, PA 18929	Bensalem, PA 19020	

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Accreditations and Approvals

Bucks County Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Postsecondary Accreditation.

In addition, **Bucks County Community College** is an accredited institutional member of the National Association of Schools of Music (NASM) and of the National Association of Schools of Art and Design (NASAD). The **Business Studies** department is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). The **Medical Assistant** program is accredited by the American Medical Association–American Association of Medical Assistants Curriculum Review Board through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The **Paralegal** area is approved by the American Bar Association (ABA), and the Section on Legal Education and Admission to the Bar. **Nursing** is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the State Board of Nursing, and by the Commission on Accreditation of Allied Health Education Programs. In addition, the **Radiography** program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). **Practical Nursing** is approved by the Pennsylvania Board of Nursing.

Eligibility standards for our athletic programs are set by the Eastern Pennsylvania Collegiate Conference (EPCC), the Pennsylvania Collegiate Conference (PCC), and the National Jr. College Athletic Association (NJCAA).

The **Early Learning Center** is accredited by the National Association for the Education of Young Children (NAEYC).

The College's Student Services Center is accredited by the International Association of Counseling Services.

The College is recognized by the American Association of Collegiate Registrars and Admissions Officers.

The College is approved for Veterans Education by the Department of Education of the Commonwealth.

Our Educational Program

Bucks County Community College combines traditional and academic disciplines with flexible educational programs preparing students for a future of technological and social change.

Education at Bucks County Community College provides:

- quality instruction offered by a highly competent faculty;

- courses which develop students' abilities to think and write critically and to compute with proficiency and confidence;

- facilities and resources that reflect the latest technology;

- a variety of educational offerings: credit and noncredit courses, workshops, lecture series, and special events;

- a program of assessment which places students in courses consistent with their abilities;

- student services, such as counseling, financial aid, and job placement, which help students reach personal goals;

- a community of students of diverse ages and experience;

- a center for community services and cultural activities;

- an environment which encourages lifelong intellectual development.

Our Core Values

We value:
- Respect for the individual.

- Continuous learning, which fosters success in and out of the classroom.

- Excellence in teaching and the work we do.

- Innovation and open-mindedness.

- Diversity and an understanding of world cultures.

- Collaboration with co-workers, individuals, business, the community and other learning institutions.

- Responsible stewardship of resources.

- Excellence in service to our students, the community and each other.

Institutional Goals

The goals of Bucks County Community College are to:
- Prepare students to transfer to four-year institutions.

- Prepare students to enter the workforce.

- Enhance students' performance in the workplace.

- Provide support and services to help students reach academic success.

- Develop the social and ethical responsibility of our students.

- Enrich the cultural, recreational, and intellectual life of the community.

- Continue to improve our teaching, learning, service, and technical proficiencies.

Our Vision

Bucks County Community College will be a center for innovative educational opportunities with a national reputation for learning earned by the success of our students and the integrity and skill of our faculty and staff.

Our Mission

The Mission of Bucks County Community College is to provide to the County's diverse population of learners accessible, affordable, convenient, and comprehensive educational, training, and cultural opportunities that will equip them to be competent and effective in their work and as citizens of the world.

The Bucks Shield

The Bucks County Community College shield is an icon reflecting a proud past and a strong future. The center of the shield represents Tyler Hall, a French Norman mansion on the National Register of Historic Places that has been the College's home since its inception in 1964. The chevron denotes the many paths to the College and celebrates its commitment to access for all citizens. The College name, unbounded, proudly tops the shield.

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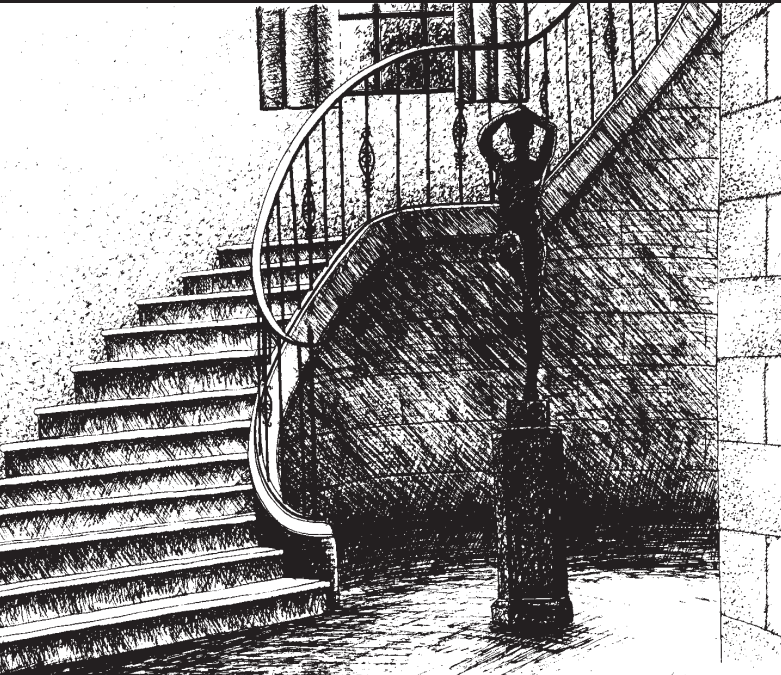
About the College

Bucks County Community College was founded in 1964 as the first public two-year college in the county. Sponsored by the County of Bucks under provisions of the state's Community College Act, the College's first 15-member Board of Trustees was appointed on October 5, 1964, by the County Commissioners.

Three months later, the site of the College was determined when the county acquired 200 acres of the former 2,000 acre Tyler Estate in Newtown Township from Temple University. The estate had been bequeathed to Temple in 1963 by Mrs. Stella Elkins Tyler, a sculptress and patron of the arts who had been a university trustee for 20 years.

Over the years the Newtown campus continued to grow. In 1968 the first major expansion included construction of Founders Hall, the Library (Pemberton Hall), the Gymnasium and pool, and the Student Union Building (Charles E. Rollins Center).

The 1972 expansion included construction of Penn Hall, a new Library, including an audio-visual center, an auditorium and two television studios; conversion of the original Library into Pemberton Hall, which housed a computer lab and the Office of Admissions, Records and Registration; and conversion of the former Computer Center in a carriage-style garage into the Hicks Art Center.

A facility for Fine Woodworking was added to the Hicks Art Center in 1980. In 1994, the Music and Multimedia Center was constructed for the College's music and communication students. The 3D Arts building opened in 2002, providing extensive modern facilities for sculpture, ceramics and glass-blowing programs.

The Early Learning Center, a child-care center for children of students and staff, opened in 1973 and moved to its own building behind Founders Hall in 1987. The Gateway Center, which houses science labs, a teleconference center and computer classrooms, was constructed in 1999. A new home for the Wellness Center, adjacent to the gym, was added in 2002.

A new 11,900-square-foot building to house the College's Practical Nursing, Radiography, and Allied Health programs, scheduled to open in 2006, is adjacent to the Music and Multimedia Center.

To better serve the needs of the entire county, the College is scheduled to open a new free-standing 35,000-square-foot Lower Bucks County Campus in 2007, complete with science labs, classrooms, and meeting rooms. The new facility replaces the Bristol Center, which opened in 1989 in a nearby office park. Meanwhile, the Upper County Campus in East Rockhill Township near Perkasie continues to thrive since its opening in 1999, with further expansion scheduled.

BCCC Foundation

The Bucks County Community College Foundation was established in 1982 as a non-profit educational trust under Section 501(c)(3) of the Internal Revenue Code to provide expanded resources for the growth and development of Bucks County Community College. In its quest to advance the College as a community of excellence, the Foundation proactively approaches the private sector of the Bucks County community to secure financial support and other assistance. This community support enhances the College's ongoing activities and programs as well as initiates new services and programs not adequately funded through traditional sources.

Foundation funds support instructional resources, campus facilities, scholarships and awards, cultural activities and special College projects. The Foundation assists donors in creating the maximum benefit from their gifts, thereby enabling immediate and endowment goals to be enjoyed by both the College and the benefactor. In addition to soliciting and receiving funds and other gifts on behalf of the College, the Foundation encourages community awareness through special events, such as the annual Tyler Tasting Party, "Meet the Author" Business Seminar, and Golf Classic.

The Foundation is administered by an executive director and governed by a board of directors. These volunteers are leaders in business, industry, education, health care, community services and the arts throughout Bucks County.

For more information about the Foundation, call 215-968-8224, e-mail *foundation@bucks.edu*, or visit the web site at *www.bucks.edu/foundation.*

**All associate degree
majors are designed
to reflect the faculty's
philosophy of curricu-
lum as stated in**

**"A Definition of an
Educated Person."**

**There are two types
of associate degree
majors: occupational
and transfer.**

(see page 11)

All students, upon application for admission to the College, must indicate a major and their intention to seek or not to seek the associate degree. By written notification to the Admissions Office, students may, at any time, change their major or change their status from degree-seeking to non-degree-seeking or vice versa, recognizing that change may require taking more credits or spending more time to fulfill different requirements.

The College's official transcript lists in detail all courses, grades and credits. In addition, it distinguishes among these options:

Option	Requirements	Reflection on Transcript
Award of associate degree.	See Catalog section on degree requirements.	Occupational or transfer major specified. Satisfaction of both degree and major requirements recorded.
Completion of Major Requirements only.	Varies from major to major. See footnotes under the major.	Major specified. Satisfaction of only major requirements recorded. No degree awarded.
Award of a certificate of completion.	See Catalog description on certificate programs.	Certificate program specified. Satisfaction of certificate requirement recorded. Award of certificate recorded.
Completion of one or more courses.	Course requirements only.	Major specified.

Degree Requirements

Students newly admitted to the College for classes beginning in the fall semester must meet the requirements for the associate degree described in this catalog. These requirements also apply to all students who change their major after the start of the fall semester.

All students admitted before the fall semester have the option of completing the associate degree and major requirements described in this catalog.

Revisions in Major

If revisions occur in a major, the College follows the principle that students will not be required to spend more time taking additional credits to complete the revised major or be hindered in their normal progress toward the completion of the major in which they are already enrolled.

Students enrolled since the 1995 fall semester are allowed to complete their major on the basis of its requirements effective on the date of their first enrollment in it.

Students changing their major to one with revised requirements must meet the new requirements, regardless of the date of their admission to the College.

Students already enrolled in a major in which revisions occur may elect to follow the revised major. In this case, students assume the responsibility if they must spend more time taking additional credits to complete major requirements.

Earning Credits

Credits may be earned by successfully completing a course, by demonstrating an acceptable level of proficiency via credit by examination where available, through credit for life-learning experience, advanced placement, transfer of credits, or through other methods which might be developed by the College.

Earning the Associate Degree

The associate degree will be awarded to each student who has completed these requirements:

- completion of no fewer than sixty semester credit hours.

- completion of no fewer than thirty semester credit hours at Bucks County Community College.

- completion of one of the associate degree programs.

- a cumulative grade point average of at least 2.0.

- enrollment during the semester the degree is anticipated.

- fulfillment of all financial and other obligations to the College.

Bucks County Community College awards three degrees: the Associate of Arts, Associate of Science and Associate of Applied Science. Students who earn the degree and later complete the requirements for a second major are not awarded a second degree. However, the official transcripts of these students record the completion of a second major as well as the completion of their initial associate degree.

Associate Degree Requirements

Each associate degree major is built upon the foundation of a common set of educational experiences. The goal of this core curriculum is to unify the educational experience of all students at the College by providing a shared blueprint for achieving the outcomes described in "A Definition of an Educated Person: A Touchstone for the Curriculum at Bucks County Community College" (see pg. 11). To that end, each major* contains the following core set of educational experiences:

Category I: Essential Skills & Perspectives (list on page 9)

College Writing Level I	3 credits
Cultural Perspectives	3 credits
Social Perspectives	3 credits
College Level Math or Science	3 credits
Personal Health	2 credits
Creative Expression	2 credits

Category II: Extended Skills & Perspectives (list on page 9)

College Writing Level II	3 credits
Integration of Knowledge	3 credits
Total 22 credits	

Category III: Specialized Skills
Writing Intensive Course

*Certain modifications may be approved in a few occupational majors (see page 9).

Each major will include at least one 3 credit course (other than English Composition) in which the student produces written work totalling at least 2500 words, and in which at least fifty percent of the final grade is based upon the written work.

Specialized Skills and Perspectives:

- Critical thinking/problem solving
- Information literacy
- International, gender, and/or minority perspectives
- Collaboration
- Oral presentation
- Responsible citizenship

Each of the above is included within at least one of the required courses of each major. The specific way that these experiences are included is documented in the Major Master Plan, which communicates the overall design and objectives of the program to the public, the student, and the College community. The Major Master Plan is on file in the Academic Department Offices and in the Office of the Provost and Dean of Academic Affairs.

Students Not Seeking the Associate Degree

For those students who only want to complete the major, the degree requirements do **not** have to be met. The official transcript will bear the legend, "Major Requirements Satisfied."

Students who enroll in a major in order to receive preparation for upper division work for the baccalaureate degree are cautioned that the degree program may create difficulties upon application to transfer institutions.

For students who only want to enroll in a major to take specific courses, the degree requirements and the major requirements do **not** have to be met. In this instance, only a list of courses, grades, and credits will appear on the transcript.

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is the official version and contains the most current catalog information.

Certificate Programs

A certificate of completion is awarded to students who successfully complete a prescribed major. Credits earned in a certificate program may be applied toward an associate degree.

These procedures govern enrollment and completion of certificate programs:

• a student must fulfill the admissions requirements of the College.

• a student must attain and maintain a cumulative grade point average of 2.00.

• a student must enroll in the certificate program on the application or by submitting a Change of Major Form at the Office of Admissions.

• upon completion of the prescribed course of study, the student must formally apply, via the Office of Admissions, for the awarding of the certificate of completion.

Attention PHEAA Grant Applicants or Recipients:
To be eligible to receive PHEAA grant awards, students must be enrolled in majors at least two years in length. If a student is awarded a PHEAA grant, and chooses a certificate program as a major, he or she will not be eligible to receive PHEAA grant awards. (Certificate programs are less than two years in length.)

PHEAA requires the College to certify that PHEAA Grant recipients meet all state eligibility criteria each semester. A student's major, as listed by the Office of Admissions and Records, is used to determine compliance with the state eligibility regulations.

If a PHEAA Grant is canceled because the College reported the student's enrollment in a certificate program, and the student decides to change his or her major to a two-year program, the student must appeal directly to PHEAA regarding a request for reinstatement of the grant.

Financial Aid Applicants or Recipients

Students not seeking the associate degree are not eligible to receive some types of financial aid. All federal and state programs require that students be enrolled on a degree-seeking basis.

Courses Approved for Inclusion within the Subcategories of the Core Curriculum

Each major contains a core set of educational experiences which have been constructed from the following lists of courses which meet the criteria for each of the categories (and subcategories) of the associate degree curriculum. Students should consult their major for specific course requirements within each subcategory. When so indicated by the major, students may choose courses from the appropriate subcategory listing. Certain courses may be chosen only by students enrolled in an occupational major. These courses are designated "occupational majors only."

Category 1:
Essential Skills and Perspectives

College Writing Level I
COMP110	English Composition I
OADM110	Business Communication
	(Occupational majors only)

Note: Students in Occupational Programs may elect to satisfy the College Writing Level I and Level II requirements through the completion of the two specific College Writing Level I courses (OADM110 and COMP110).

Cultural Perspectives
AMSL 110	American Sign Language I
AMSL 111	American Sign Language II
VAFA191	Art History Before 1450
VAFA192	Art History After 1450
VAFA193	History of Modern Art
VAFA194	American Art History
COMT101	Introduction to Theatre
FCUL110	Communication Between Cultures
FREN110	Elementary French I
FREN111	Elementary French II
FREN201	Intermediate French I
FREN202	Intermediate French II
FREN250	Advanced French I
FREN251	Advanced French II
GRMN110	Elementary German I
GRMN111	Elementary German II
GRMN201	Intermediate German I
GRMN202	Intermediate German II
GRMN250	Advanced German I
GRMN251	Advanced German II
HIST111	History of Western Civilization I
HIST112	History of Western Civilization II
HIST151	History of the United States I
HIST152	History of the United States II
HUMN111	Humanities I
HUMN112	Humanities II
HUMN113	Humanities III
HUMN114	Humanities IV
HUMN120	Survey of World Religions
ITAL110	Elementary Italian I
ITAL111	Elementary Italian II
ITAL201	Intermediate Italian I
ITAL202	Intermediate Italian II
JPNS 101	Conversational Japanese I
JPNS 102	Conversational Japanese II
LITR205	English Literature to the 19th Century
LITR206	English Literature of the 19th and 20th Century
LITR231	American Literature to 1865
LITR232	American Literature from 1865
LITR254	World Literature I
LITR255	World Literature II
LITR261	Themes in Literature: Women
LITR271	Introduction to Drama
LITR275	Introduction to the Novel
LITR278	African-American Literature
MUSC101	Introduction to Music
MUSC105	American Music
PHIL125	Basic Problems of Philosophy
RUSS110	Elementary Russian I
RUSS111	Elementary Russian II
SPAN110	Elementary Spanish I
SPAN111	Elementary Spanish II
SPAN201	Intermediate Spanish I
SPAN202	Intermediate Spanish II
SPAN250	Advanced Spanish I
SPAN251	Advanced Spanish II

Social Perspectives
COMG111	Media and Society
ECON111	Principles of Economics: Macro
GEOG110	World Geography
MGMT100	Introduction to Business
POLI111	American National Government
PSYC110	Introduction to Psychology
SOCI110	Introduction to Sociology
WMST110	Introduction to Women's Studies

College Level Mathematics or Science
BIOL101	Biological Science I
BIOL110	Field Biology
CHEM101	Chemistry A
CHEM121	Chemistry I
MATH101	Math Concepts I
MATH102	Math Concepts II
MATH110	Math for Technology I (Occupational majors only)
MATH115	Elementary Statistics
MATH117	Quantitative Methods I
MATH120	College Algebra
MATH122	Trigonometry & Analytic Geometry
MATH125	Precalculus
MATH140	Calculus I
MGMT120	Business Math *(Occupational majors only)*
SCIE101	Physical Science
SCIE102	Astronomy
SCIE103	Earth Science

Personal Health
COMG105	Interpersonal Communication
HLTH103	Life and Health
HLTH110	Responding to Emergencies
HLTH120	Nutrition
HLTH130	Principles and Application of Diet and Fitness
HLTH200	Introduction to Women's Health Issues
PHED106	Art of Personal Defense
PHED110	Tennis
PHED116	Competitive Activities
PHED118	Tennis and Competitive Activities
PHED120	Horsemanship
PHED122	Skiing
PHED124	Badminton and Volleyball
PHED129	Tai Chi Chuan
PHED130	Yoga
PHED133	Archery
PHED134	Aerobics
PHED135	Walk-Jog-Run
PHED141	Golf
PHED142	Fencing
PHED145	Bowling and Golf
PHED150	Beginning Aquatics
PHED154	Swim for Fitness
PHED155	Lifeguarding
PHED156	Water Safety Instructor
PHED170	Wellness
PHED172	Gymnastics
PHED175	Dance: Square and Folk
PHED176	Basketball and Softball
PHED177	Soccer and Wrestling
PHED178	Basketball and Baseball
PHED179	Field Hockey and Soccer
PHED188	Net Games: Tennis and Badminton
PHED189	Individual Sports: Bowling and Volleyball
PHED191	Outdoor Recreation
PSYC100	Psychology of Personal Awareness
PSYC125	Stress Management

Creative Expression
VAFA100	Drawing Fundamentals
VAFA141	Introduction to Sculpture
VAFA151	Introduction to Photography
VAFA161	Printmaking/Silkscreen
VAFA181	Introduction to Ceramics
VAFW100	Basic Woodworking
COMC145	Film Production I
COMG110	Effective Speaking
COMG130	Oral Interpretation
COMP115/116	Creative Writing
COMT110	Acting I
MUSC124	Electronic Music Synthesis
PHED126	Modern Dance

Category 2:
Extended Skills and Perspectives

College Writing Level II
COMP111	English Composition II
COMP114	Technical Writing *(Occupational majors only)*

Note: Students in Occupational Programs may elect satisfy the College Writing Level I and Level II requirements through the completion of the two specific College Writing Level I courses (OADM110 and COMP110).

INTG 285: Integration of Knowledge
Current themes include, but may not be limited to:

- Turn of the Century
- The Art of Science & Nature
- Guilt & Innocence
- Culture of Affluence
- Intelligence
- How Things Work
- Spirituality & Emotion
- Utopia & Revolution
- Genocide
- War and Peace
- Creativity
- Food and Culture
- Work and Leisure
- The Science of Art

Category 3:
Specialized Skills and Perspectives
- Critical thinking/problem solving
- Information literacy
- International, gender, and/or minority perspectives
- Collaboration
- Oral presentation
- Responsible citizenship

Each of the above is included within at least one of the required courses of each program of study.

Students should check with their advisors concerning which courses fulfill these subcategories for their specific programs of study.

Office of Career and Technical Programs

The Office of Career and Technical Programs administers the College's occupational majors. The office is located in Tyler Hall 127 and is open Monday through Friday from 8 a.m. to 4:30 p.m. For further information, call 215-968-8212 or 8213.

Occupational Programs Support Services

The Carl D. Perkins Vocational and Applied Technology Education Act of 1998 provides grants to colleges and secondary schools to improve student outcomes in vocational/technical education. Each year the College, with the assistance of the community based Participatory Planning Committee, develops and submits a plan to assist students enrolled in occupational degree and certificate programs. Most students enrolled in occupational majors at Bucks County Community College fall into one of the "special populations" or categories as defined in the grant. These categories include students who are educationally disadvantaged, economically disadvantaged, disabled, single parents, displaced homemakers, ESL (English as a Second Language), and persons in non-traditional majors.

Services provided through the Occupational Programs Support Services include both direct and indirect supports such as purchasing and upgrading computer and technical equipment; technology oriented instructional support and supplies; new program development and implementation; direct tutoring, career development and advising assistance for students, and training and assistance to occupational faculty in upgrading technical skills.

The Occupational Programs Support Services office is located in the Charles E. Rollins Center, room 118. All students enrolled in occupational majors are encouraged to visit the office, call 215-968-8140, or go to *http://www.bucks.edu/opss/*

Cooperative Education Program

The College offers students an opportunity to apply their classroom theory and skills in an on-the-job, off-campus working environment part- or full-time.

Students receive three elective credits for Cooperative Education. These credits are usually transferable and qualify for Veteran Education Benefits.

Students currently employed may find their current positions qualify for Cooperative Education. Thus, students may be able to maintain their present positions and enroll in Cooperative Education.

Academic departments attempt to provide opportunities to qualified students interested in careers related to accounting, broadcasting, computers, criminal justice, drafting, fine woodworking, hotel/motel/restaurant, media, institutional management, marketing/retail, and office administration.

Students who have completed 24 college credits (which may include transfer, CLEP, Portfolio Assessment credits), earned a 2.5 GPA in courses offered by their academic department (or permission of department) and completed specialty courses may obtain an application to register for Cooperative Education and a fact sheet for their subject area from the appropriate department office.

Cooperative Education is offered as part of the following career majors:

• Accounting

• Biology

• Bookkeeping

• Chemistry

• Computer Science

• Criminal Justice

• Electronic Imaging

• Environmental Science

• Graphic Design

• Hospitality and Tourism Management

• Journalism

• Management

• Marketing

• Media

• Office Administration

• Paralegal

• Sport Management

• Video Production

• Women's Studies

• Woodworking

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All associate degree majors are designed to fully reflect the faculty's philosophy of curriculum as stated in "A Definition of an Educated Person."

There are two types of associate degree majors: occupational and transfer.

Occupational majors–
are designed to prepare students to attain entry level positions in a designated career area. The programs are prepared and regularly revised by the professional staff of the College with the advice of community advisory groups to reflect the learning and skills required by the county's various employers.

Transfer majors–
are designed to parallel the first two years of study in a variety of subject areas at the four-year institutions to which Bucks County Community College students most frequently transfer. Transfer of course credits is entirely determined by the receiving institution. Students planning to transfer to a bachelor degree ¬granting institution are encour¬aged to obtain a current catalog for that institution. Courses should be selected to parallel the requirements at that institution. Many area colleges have transfer (articulation) agreements with Bucks County Community College. Information on these agreements can be obtained in the academic department offices and the Transfer and Job Resource Center.

The type of major does not necessarily limit a student's options after completion. Students who complete an occupational major may successfully transfer many of their credits to a four-year institution. Students who complete a transfer major may successfully secure entry level employment after graduation.

Students are urged to work closely with an academic advisor in choosing courses for a major. While the responsibility for the selection of courses is the student's, the advice and help of an academic advisor is based upon knowledge and experience and can aid the student in making wise and constructive major and course decisions.

Most majors are designed to be completed in four semesters of full-time (15 to 17 credits) study. A variety of circumstances such as a change in major, or required work in English, mathematics or reading as a result of placement testing, may require a longer time for completion. A recommended sequence of courses is provided for each semester. This schedule is given as a guide for students in planning their course selections. Students are urged to complete all courses required as a result of placement testing immediately. The time of year a student enters a major may require the student to depart from the recommended sequence. In any case, students should work with an academic advisor in planning their individual course of study.

A Touchstone for the Curriculum at
Bucks County Community College
A Definition of an Educated Person

A Statement from the Faculty:

Education can help us live more complete and meaningful lives by nurturing essential values and skills. By valuing uniqueness and diversity, we accept our responsibility for their protection. By valuing open-minded inquiry, we may accept that, while we can seek certainties, perspectives may be the best we can gain. By valuing growth as a lifelong process and recognizing change as inevitable, we may work towards goals whose fruition may lie beyond our lifetime. By valuing the ability to analyze and make reasoned judgments, we may gain insights into ourselves and our world and a greater understanding of the interdependency of all things. By valuing the ability to communicate, we may give expression to our vision of the world where people can work cooperatively to improve their environment and the condition of their lives.

We believe that the curriculum of Bucks County Community College must endeavor to nurture such values and foster such skills. It must seek to empower its students by making them aware of the influences that affect their lives and confident of their ability to effect change in their lives and in the world. It must help them to make connections among disciplines, help them develop an integrated view of knowledge, and help them recognize that their use of knowledge always carries consequences, as well as moral and ethical responsibilities.

MICHAEL TRENWITH, ('06), is majoring in Biology at the Upper County Campus with plans to enter the emerging field of biotechnology. He says Bucks played a vital role in his guiding his career choice because of the close ties forged with counselors and faculty.

"My enrollment at BCCC has changed my whole perspective. There is no doubt in my mind that the transition [from high school] may have been more difficult at another college, for I believe the intimacy I experience here would be difficult to parallel anywhere else."

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Arts

For all Visual Arts programs of study (Fine Arts, Fine Woodworking, Graphic Design, Desktop Publishing, Multimedia, 3-D Animation, Web Design) see pages 65-71

For all Communications programs of study (Cinema, Video, General, Performance) see pages 22-25.

For all Music programs of study, see pages 55-56.

Biology

Department of Science & Technology
Founders 225 • Phone: 215-968-8350
TRANSFER MAJOR
Curriculum Code No. 1003

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

The Biology major provides an understanding of fundamental biological concepts. This major is for students planning to earn a baccalaureate degree in biological science or seeking employment as a technician in areas such as ecology, environmental health and sanitation, pollution control, plant science, or animal science.

Prospective students with academic deficiencies should be aware that they will need additional time to acquire the necessary academic background. Prerequisites and corequisites for required courses must be followed.

Degree Course Requirements*

BIOL121	Biological Principles I	4
BIOL122	Biological Principles II	4
CHEM121	Chemistry I[A]	4
CHEM122	Chemistry II	4
CHEM221	Organic Chemistry I	5
CHEM222	Organic Chemistry II	5
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
MATH122	Trigonometry & Analytic Geometry[A,B,3]	3
MATH125	Pre-Calculus[C]	4
	Biology Electives[E]	7
COMG110	Effective Speaking[5]	3
	Cultural Perspectives[D]	3
INTG285	Integration of Knowledge[F,4]	3
	Personal Health[F]	2
	Social Perspectives[F]	3
		60

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credits hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

BIOL121	Biological Principles I	4
CHEM121	Chemistry I[A]	4
COMP110	English Composition I[A,1]	3
MATH122	Trigonometry and Analytical Geometry [A,B,3]	3
		14

Second Semester

CHEM122	Chemistry II	4
COMP111	English Composition II[2]	3
BIOL122	Biological Principles II	4
	Cultural Perspectives[D]	3
	Personal Health[F]	2
		16

Third Semester

CHEM221	Organic Chemistry I	5
MATH125	Precalculus[C]	4
	Biology Elective[E]	4
	Social Perspectives[F]	3
		16

Fourth Semester

CHEM222	Organic Chemistry II	5
	Biology Elective[E]	4
COMG110	Effective Speaking	3
INTG285	Integration of Knowledge[F,4]	3
		15

[A] *Placement testing required.*
[B] *MATH140 may be substituted.*
[C] *MATH141 may be substituted.*
[D] *Chose from HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114, PHIL125*
[E] *Choose from BIOL110, BIOL228, BIOL240, BIOL270, BIOL280, CHEM242, SCIE105*
[F] *Consult list on page 9.*
[1] *Satisfies College Writing Level I.*
[2] *Satisfies College Writing Level II.*
[3] *Satisfies College level Mathematics or Science.*
[4] *Satisfies Writing Intensive requirement.*
[5] *Satisfies Creative Expression*
[*] *See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except COMP110, COMP111, three credits in cultural perspectives, six credits in social perspectives, two credits in personal health, and three credits in integration of knowledge. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.*

Business

Department of Business Studies
Penn 401 • Phone: 215-968-8227

Accounting

OCCUPATIONAL MAJOR
Curriculum Code No. 2016

This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institution and differ from school to school. Students should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

This major is designed for two-year accounting para-professionals, junior accountants and full-charge bookkeepers. Students should work closely with their academic advisors in the selection of courses.

Graduates of this program are able to:

- prepare journal entries and complete the accounting cycle
- prepare financial statements on a GAAP Basis
- understand financial accounting pronouncements and relate them to financial reporting and disclosure.
- prepare audit working papers and financial information
- utilize computers and software in accounting
- research and analyze tax problems
- prepare tax returns
- analyze and use financial statements to make economic decisions and communicate results to decision makers
- utilize cost accounting systems
- understand and utilize managerial accounting concepts

Degree Course Requirements*

ACCT105	Principles of Accounting I	4
ACCT106	Principles of Accounting II	4
ACCT130	Accounting Applications for the Computer	3
ACCT280	Cooperative Education[B]	3
COMG110	Effective Speaking[2]	3
CISC110	Introduction to Information Systems	3
MGMT100	Introduction to Business[4]	3
MGMT130	Business Law or	
MKTG100	Principles of Marketing	3
	College level Writing[A,1]	6
	Cultural Perspectives[3]	3
	College level Mathematics[A,5]	3
INTG285	Integration of Knowledge[D,6]	3
	Personal Health[C]	3
	Accounting Electives[E]	18
		62

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete program requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

ACCT105	Principles of Accounting I	4
MGMT100	Introduction to Business[4]	3
	College level Writing[A,1]	3
	College level Mathematics[A,5]	3
	Cultural Perspectives[3]	3
		16

Second Semester

ACCT106	Principles of Accounting II	4
CISC110	Introduction to Information Systems	3
MGMT130	Business Law or	
MKTG100	Principles of Marketing	3
COMG110	Effective Speaking[2]	3
	College level Writing[A,1]	3
		16

Third Semester

ACCT130	Accounting Applications for the Computer	3
	Accounting Electives[E]	9
	Personal Health[C]	3
		15

Fourth Semester

CEPR110	Cooperative Education-Business[B]	3
INTG285	Integration of Knowledge[D,6]	3
	Accounting Electives[E]	9
		15

[A] Placement testing required.
[B] All academically qualified students must enroll in CEPR110.
[C] Any of the following may be chosen:
PHED103,PHED120,PSYC100,PSYC125.
[D] Any INTG section may be chosen.
[E] Select any six of the following (with proper prerequisites):
ACCT110, ACCT120, ACCT200, ACCT201, ACCT210,
ACCT230, ACCT240, ACCT241, ACCT250.
[1] Satisfies College Writing requirement. Select any two of the following (with proper prerequisites): OADM110,COMP110,COMP111.
[2] Satisfies Creative Expression.
[3] Satisfies Cultural Perspectives. See list in catalog.
[4] Satisfies Social Perspectives. See list in catalog.
[5] Satisfies College Level Mathematics or Science. Any of the following may be chosen(with proper prerequisites): : MGMT120, MATH110, MATH115, MATH117, MATH120, MATH122, MATH125, MATH140.
[6] Satisfies Writing Intensive requirement.
[*] See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend "Major Requirements Satisfied" on their transcript by successfully completing all the courses listed in the major except three credits of cultural perspectives, three credits of college level mathematics, Integration of Knowledge and personal health. Credits exceeding the required minimum cannot be used to satisfy required credits in the other course requirements.

Accounting and Taxation

CERTIFICATE PROGRAM
Curriculum Code No.3176

Department of Business Studies
Penn 401 • Phone: 215-968-8227

Students who successfully complete the Accounting & Taxation Certificate Program will have highly developed accounting competencies and an understanding of tax accounting. Students in this program will be qualified to work as full-charge bookkeepers, accounting clerks, auditing clerks, junior accountants and in other positions in which a strong background in accounting is required.

Graduates of this major should be able to:

- prepare journal entries and complete the accounting cycle
- prepare financial statements on a GAAP basis.
- recognize financial accounting pronouncements and relate them to financial reporting and disclosure.
- prepare audit working papers and financial information.
- demonstrate the use of computer software designed for accounting processes.
- research and analyze tax problems.
- prepare tax returns.
- analyze and use financial statements to make economic decisions and communicate results to decision makers.
- articulate and utilize managerial accounting concepts.

ACCT103	Introductory Accounting	3
ACCT105	Principles of Accounting I	4
ACCT106	Principles of Accounting II	4
ACCT130	Accounting Applications for the Computer	3
ACCT240	Federal and State Taxes I	3
ACCT241	Federal and State Taxes II	3
ACCT200	Intermediate Accounting I	3
ACCT201	Intermediate Accounting II	3
ACCT250	Auditing	3
OADM110	Business Communication A	3
MGMT120	Business Mathematics A	3
		35

Recommended Semester Sequence

First Semester:

ACCT103	Introductory Accounting
OADM110	Business Communication A

Second Semester:

ACCT105	Principles of Accounting I
MGMT120	Business Mathematics A

Summer Semester:

ACCT106	Principles of Accounting II
ACCT130	Accounting Applications for the Computer

Third Semester:

ACCT200	Intermediate Accounting I
ACCT240	Federal and State Taxes I

Fourth Semester:

ACCT201	Intermediate Accounting II
ACCT241	Federal and State Taxes II
ACCT250	Auditing

[A] Placement testing required

SUSAN J. ADAMS ('78), is the proprietor of the Intercourse Canning Company, which was featured on the weekend edition on NBC's Today Show. A Business Administration major, she says her Bucks education created a foundation for a lifetime of learning.

"Choosing Bucks County Community College was an easy decision," says Adams. "Bucks' technology surpassed all the other colleges I had visited and the course work allowed me to transition directly from college into the work force with the ability to plan a career, earn a competitive salary and manage a profitable business."

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Bookkeeping
CERTIFICATE PROGRAM
Curriculum Code No. 3145

Department of Business Studies
Penn 401 · Phone: 215-968-8227

This certificate program is designed to provide students with basic accounting skills and knowledge with emphasis on the use of the computer. It will prepare students who are currently employed and need to enhance their skills, as well as those who are seeking employment in the bookkeeping area.

It will qualify students for a career as a full-charge bookkeeper in a small office environment. It will also enable them to function as a payroll clerk, an accounts payable or accounts receivable clerk, or a billing clerk in a larger environment.

The minimum competencies students would acquire in the program include:

- demonstrate competency in accounting skills using the microcomputer.
- exhibit knowledge of accounting software applications that are typically found in the office environment.
- prepare and modify spreadsheets under varied conditions using standard program functions.
- develop business communication skills.

Certificate Requirements

ACCT103	Introductory Accounting**	3
ACCT105	Principles of Accounting I	4
ACCT120	Payroll Records and Accounting	3
ACCT130	Accounting Applications for the Computer	3
ACCT280	Cooperative Education - Accounting	3
CISC110	Introduction to Information Systems	3
MGMT120	Business Mathematics[A]	3
OADM105	Administrative Office Procedures	3
OADM110	Business Communication[A]	3
COMG110	Effective Speaking or	
PSYC125	Stress Management	3
		31

A Placement Testing Required
** Must be enrolled in sections using microcomputers
Because the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor in the Accounting Area to develop a planned sequence of courses to meet their individual needs.

Business Administration
TRANSFER MAJOR
Curriculum Code No. 1009

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Business Studies
Penn 401 — Phone: 215-968-8227

This program of study prepares students for upper-division course work leading to a bachelor's degree in Business Administration. The program parallels the first two years of study required by similar programs offered at baccalaureate institutions and universities. Students select the area of concentration best suited to their interests and aptitudes.

Degree Course Requirements*

ACCT105	Principles of Accounting I	4
ACCT106	Principles of Accounting II	4
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
COMG110	Effective Speaking[3]	3
CISC110	Introduction to Information Systems or	
CISC115	Computer Science I	3
ECON111	Principles of Economics: Macro[4]	3
ECON112	Principles of Economics: Micro	3
MGMT100	Introduction to Business	3
MGMT130	Business Law or	
MGMT180	Legal Environment of Business[4]	3
MGMT230	Principles of Management	3
MKTG100	Principles of Marketing	3
	Cultural Perspectives[B]	6
	College level Mathematics[A] or Science[C]	3
	Mathematics[A,D]	3
	Personal Health[E]	3
	Electives	6
INTG285	Integration of Knowledge[F,5]	3
		62

Recommended Semester Sequence
The recommended course sequence is designed for full time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

ACCT105	Principles of Accounting I	4
MGMT100	Introduction to Business	3
COMP110	English Composition I[A,1]	3
	Mathematics[A,D]	3
CISC110	Introduction to Information Systems or	
CISC115	Computer Science I	3
		16

Second Semester

ACCT106	Principles of Accounting II	4
MKTG100	Principles of Marketing	3
COMP111	English Composition II[2]	3
	Mathematics[A] or Science[C]	3
	Elective	3
		16

Third Semester

MGMT130	Business Law or	
MGMT180	Legal Environment of Business	3
ECON111	Principles of Economics: Macro	3
COMG110	Effective Speaking[3]	3
MGMT230	Principles of Management	3
	Cultural Perspectives[B]	3
		15

Fourth Semester

	Cultural Perspectives[B]	3
ECON112	Principles of Economics: Micro	3
	Personal Health[E]	3
	Elective	3
INTG285	Integration of Knowledge[F,5]	3
		15

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen.
C Any of the following may be chosen(with proper prerequisites): SCIE102, BIOL101, CHEM101,SCIE103, MATH115, MATH117, MATH120, MATH122, MATH125, MATH140.
D Any of the following may be chosen: MATH115, MATH117, MATH118, MATH120, MATH122, MATH125, MATH140, MATH141, MATH142, MATH250, MATH260.
E Any of the following may be chosen: HLTH103, HLTH120, PSYC100, PSYC125.
F Any INTG section may be chosen.

MATTHEW N. WRIGHT ('80), who earned his BA at the College of New Jersey, went from being a business management student at Bucks to a career in retail management to a career in politics. He's represented the 142nd district in the Pennsylvania House of Representatives since 1991, but still finds time to serve on the advisory board of BCCC Students in Free Enterprise.

"I chose Bucks because it was affordable, since I had to pay for college myself. But I soon found that Bucks had a reputation recognized by colleges and universities throughout the country. Community colleges are certainly the gem of the higher education system."

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

E-Business

CERTIFICATE PROGRAM
Curriculum Code No. 3165

Department of Business Studies
Penn 401 • Phone: 215-968-8227

This certificate program is intended for small business owners and employees of companies that engage in electronic business to help them to develop and deploy e-business solutions. The emphasis in the program is on the development of sound business and related computer skills needed to participate in the growing world of e-business. Given this focus, the program will prepare students for the position of e-business manager and will provide the skills necessary to learn how to attract potential customers to the web site, what to do with customers once they are on a web site, how to provide customer service through the Internet, and how the web site strategically fits into a company's larger goals and marketing plans.

Those who successfully complete this program should be able to do the following:

• discuss electronic business concepts and practices

• identify terms used in electronic business and related technologies

• discuss the global impact of electronic business on conducting business in the 21st Century

• develop and maintain a web page to effectively market a product or service

• apply business principles to electronic business

• use computer software and applications to enhance business operations

• develop a supply chain strategy for a business operation

• discuss the legal, political, and ethical issues associated with an international business that engages in electronic business

• develop a marketing plan for a business engaged in electronic business.

Certificate Requirements

EBUS100	Introduction to E-Business	3
EBUS180	Knowledge Management for Business	3
EBUS260	Current Issues in E-Business	3
MGMT100	Introduction to Business	3
MGMT260	Project Management	3
MKTG220	Marketing on the Internet	3
VAMM110	Designing and Publishing for the World Wide Web	3
		21

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisors to develop a planned sequence of courses to meet their individual needs.

Entrepreneurship

CERTIFICATE PROGRAM
Curriculum Code No. 3138

Department of Business Studies
Penn 401 • Phone:215-968-8227

This certificate program is designed for individuals who currently operate or who plan to operate their own businesses. The information acquired from the courses offered will provide the entrepreneur with the knowledge necessary to successfully operate his or her own business. This program provides basic skills.

Those who successfully complete this program should be able to do the following:

• understand business terminology and how venture capital is raised.

• identify the accounting and legal services that will be needed by a small business.

• understand the financial procedures necessary for the welfare of the business.

• compare the different forms of legal organization and choose the proper form for a particular business.

• interpret the basic accounting statements.

Certificate Requirements

ACCT103	Introductory Accounting	
	or	
ACCT105	Principles of Accounting I	3/4
MGMT110	Small Business Management	
	or	
MGMT120	Business Mathematics[1]	3
MGMT130	Business Law	3
MGMT180	Legal Environment of Business	3
MKTG100	Principles of Marketing	3
	Business Elective[2]	3
		18/19

1 Students who score a 5 or higher on the mathematics assessment test may elect to substitute one of the following courses: CISC100 or CICS110, HRIM105, MGMT140, MGMT230, MKTG135, MKTG200.
2 Any course with prefix of ACCT, EBUS, HRIM, MGMT, MKTG, OADM, or REAL may be chosen

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

DR. CHRISTOPHER FIORENTINO ('73), who earned a Ph.D. in Economics from Temple University after starting his education at Bucks, is the Dean of Business and Public Affairs at West Chester University, where he sees a lot of Bucks transfer students.

"Bucks played a key role in my development, and it's an excellent influence on today's students, too. Bucks transfer students enjoy the same levels of achievement as those who are here for four years."

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

JOHN COLLINS attended Bucks for two years, then transferred in 1997 to Drexel University, where he triple-majored in International Business, Finance, and Economics. He's currently regional vice president for Global Bank in Panama, where he also owns a Philly Cheese Steak restaurant and exports coffee to the U.S. John's favorite teacher was Professor Joan Weiss, long-time advisor to Students in Free Enterprise.

"My fondest memory of Bucks is being part of the SIFE National Championship team of 1997 and working in the Wellness Center."

People in marketing and sales occupations sell goods and services, purchase commodities and property for resale, and stimulate consumer interest.

According to the US Department of Labor, employment in this group is projected to increase by 15% by 2008. The services industry is expected to add the most marketing and sales jobs, followed by the transportation and public utilities industry.

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Management
CERTIFICATE PROGRAM
Curriculum Code No. 3156

Department of Business Studies
Penn 401 • Phone: 215-968-8227

This program is designed to prepare students for entry level management and management-trainee positions. Students will understand the principles of managing people in an organizational setting.Successful completion of this program will allow students to combine specific knowledge with management skills and earn positions such as construction manager, human resource and training manager, purchasing manager, food service manager, or transportation company manager.

Students who complete this program will:

- know how the management functions of planning, organizing, staffing, directing and controlling are used in an organizational forum
- have a background for the managerial use of accounting data and understand the terminology and procedures through the accounting cycle
- understand economic growth and its impact on a business
- learn the basic elements of contract and agency law
- understand the behavioral theories of management as well as the theories of industrial engineering

Certificate Course Requirements

ACCT105	Principles of Accounting I	4
ECON111	Principles of Economics: Macro	3
MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
MGMT220	Production and Operations Management	3
MGMT230	Principles of Management	3
		16

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Management/Marketing
OCCUPATIONAL MAJOR
This associate degree program qualifies graduates to compete for entry level management and/or marketing positions, depending upon which business electives are chosen. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institutions and differ from school to school. Program requirements can be completed in a two-year period of full-time study.

Department of Business Studies
Penn 401 • Phone: 215-968-8227

Management/Marketing: General Emphasis
Curriculum Code No. 2015

Graduates seek employment in positions with job titles such as management trainee, sales representative, job supervisor, and researcher. Graduates of this program are able to :

- utilize accounting information as a management tool in planning and controlling business operations.
- demonstrate knowledge of how to market a product, service or idea.
- relate a basic understanding of business law to various business situations that are encountered.

- exhibit a knowledge of the terminology of the field in order to communicate orally with customers, employers, and supervisors;
- read and interpret business, periodical and technical reports;
- develop written reports on job-related problems;
- depending upon business electives, display specific skills in such areas as supervision and advertising.

The structure of this program permits students to emphasize accounting, management, or marketing in the third and fourth semesters. Students should work closely with their academic advisors in the selection of courses. Since the the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisors to develop a planned sequence of courses to meet their individual needs.

Degree Course Requirements*

ACCT103	Introductory Accounting	
	or	
ACCT105	Principles of Accounting I	3/4
CISC110	Introduction to Information Systems	3
COMG110	Effective Speaking[2]	3
COMP110	English Composition I[A,1]	3
MGMT100	Introduction to Business[3]	3
MGMT120	Business Mathematics[A,4]	
	or	
MATH117	Quantitative Methods I[A,4]	3
MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
MKTG100	Principles of Marketing	3
MKTG200	Advertising	3
OADM110	Business Communication[A,1]	3
PSYC125	Stress Management[5]	3
	Cultural Perspectives[B]	3
	Accounting Elective[D]	3/4
	Business Electives[C]	18
INTG285	Integration of Knowledge[E,6]	3
		60/61/62

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete program requirements based on placement testing. This additional time will entail some adjustments to the recommended sequence.

First Semester

ACCT103	Introductory Accounting	
	or	
ACCT105	Principles of Accounting I	3/4
CISC110	Introduction to Information Systems	3
MGMT100	Introduction to Business[3]	3
OADM110	Business Communication[A,1]	3
	Cultural Perspective	3
		15/16

Second Semester

	Accounting Elective[D]	3/4
MKTG100	Principles of Marketing	3
	Business Elective[C]	3
COMP110	English Composition[A,1]	3
MGMT120	Business Mathematics[A,4]	
	or	
MATH117	Quantitative Methods[A,4]	3
		15/16

Third Semester

PSYC125	Stress Management[5]	3
COMG110	Effective Speaking[2]	3
MKTG200	Advertising[6]	3
	Business Electives[C]	6
		15

Fourth Semester

MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
	Business Electives[C]	9
INTG285	Integration of Knowledge[E,6]	3
		15

A *Placement testing required.*
B *Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN113, HUMN114.*
C *Any course with a prefix of ACCT, EBUS, HRIM, LAWS, MEDA MGMT, MKTG, OADM, or REAL may be chosen*
D *Any of the following may be chosen: ACCT105, ACCT106, ACCT110, ACCT120, ACCT130.*
E *Any INTG section may be chosen.*
1 *Satisfies College Writing requirement.*
2 *Satisfies Creative Expression.*
3 *Satisfies Social Perspectives.*
4 *Satisfies College level Mathematics or Science.*
5 *Satisfies Personal Health.*
6 *Satisfies Writing Intensive requirement.*
* *See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the associate degree may earn the legend "Major Requirements Satisfied" on their transcripts by successfully completing all of the courses listed in the major except three credits of Cultural Perspectives, three credits of College level Mathematics, Integration of Knowledge and Personal Health. Credits exceeding the required minimum cannot be used to satisfy required credits in the other course requirements.*

Management/Marketing: Retail Management Emphasis

Curriculum Code No. 2017

This associate degree program qualifies graduates to compete for entry-level management positions in the retail industry.

Graduates can find employment in positions with job titles such as assistant store manager and manager trainee in a variety of retail operations, from small independent stores to specialty chains to major stores. The growing retail industry has created a great demand for qualified retail managers with knowledge in management, merchandising, advertising, selling, and consumer behavior. In order to provide graduates with the flexibility required in this growing field, the program offers a solid foundation in management, business law and marketing.

Graduates of this program are able to:

• exhibit a knowledge of the terminology and procedures of the retailing field in order to communicate with peers, managers, buyers, and other professionals; read and interpret business periodicals and technical reports; and develop written reports on job-related problems.

• relate a basic understanding of the special skills required in a people-intensive industry.

• demonstrate a technical knowledge of the major functions of a retail organization.

• utilize the knowledge of how to merchandise a product.

• understand how to merchandise a product

Degree Course Requirements*

ACCT103	Introductory Accounting	3
CISC110	Introduction to Information Systems	3
COMG110	Effective Speaking[2]	3
COMP110	English Composition I[A,1]	3
MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
MGMT100	Introduction to Business[3]	3
MGMT120	Business Mathematics[A,4]	
	or	
MATH117	Quantitative Methods I[A,4]	3
MGMT200	Organizational Behavior	3
MGMT280	Cooperative Education-Management	
	or	
MKTG280	Cooperative Education-Marketing	3
MKTG100	Principles of Marketing	3
MKTG110	Selling	3
MKTG135	Retail Management	3
MKTG140	Retail Merchandising	3
MKTG200	Advertising	3
OADM110	Business Communication[A,1]	3
PSYC125	Stress Management[5]	3
	Accounting Electives[B]	3/4
	Cultural Perspectives[C]	3
	Business Electives[D]	3
INTG285	Integration of Knowledge[E,6]	3
		60/61

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete program requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

ACCT103	Introductory Accounting	3
MGMT100	Introduction to Business[3]	3
MKTG135	Retail Management**	3
OADM100	Business Communication[A,1]	3
MGMT120	Business Mathematics[A,4]	
	or	
MATH117	Quantitative Methods I[A,4]	3
		15

Second Semester

	Accounting Elective[B]	3
CISC110	Introduction to Information Systems	3
MKTG100	Principles of Marketing	3
MKTG140	Retail Merchandising	3
COMP110	English Composition I[A,1]	3
		15

Summer Session

MGMT280	Cooperation Education**	
	or	
MKTG280	Cooperative Education-Marketing**	3
		3

JUDY TOLAND ('79), an accounting instructor at Bucks, started here as a student before moving on to earn her bachelor's and master's degrees and working as an accountant. Toland truly appreciates the opportunities that BCCC gave her from both an educational and professional standpoint.

"It's my turn to give my students here at Bucks what Bucks gave to me…a great education, high standards, and teachers that care!"

Third Semester

MGMT200	Organizational Behavior	3
MKTG110	Selling	3
	Cultural Perspectives[C]	3
	Business Elective[D]	3
		12

Fourth Semester

PSYC125	Stress Management[5]	3
COMG110	Effective Speaking[2]	3
MKTG200	Advertising	3
MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
INTG285	Integration of Knowledge[E,6]	3
		15

[A] Placement testing required.
[B] Any of the following may be chosen: ACCT105, ACCT106, ACCT110, ACCT120, ACCT130.
[C] Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114.
[D] Any course with a prefix of ACCT,, EBUS, HRIM, LAWS, MEDA MGMT, MKTG, OADM or REAL may be chosen.
[E] Any INTG section may be taken.
[1] Satisfies College Writing requirement.
[2] Satisfies Creative Expression.
[3] Satisfies Social Perspectives.
[4] Satisfies College level Mathematics or Science.
[5] Satisfies Personal Health.
[6] Satisfies Writing Intensive requirement.
[*] See page 6 for important information on Revisions to Degree/Major Requirements.
[**] Either Spring, Summer or Fall Semesters. Students who do not seek the Associate of Arts degree may earn the legend "Major Requirements Satisfied" on their transcripts by successfully completing all of the courses listed in the major except three credits of Cultural Perspectives, three credits of College level Mathematics, Integration of Knowledge and Personal Health. Credits exceeding the required minimum cannot be used to satisfy required credits in the other course requirements. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Small Business Management Emphasis

Curriculum Code No. 2054

Students who complete this program will be able to understand the managerial responsibilities necessary in a small business enterprise. Students will be able to understand and perform markup, display, bookkeeping, banking and day-to-day operations for a small business. The program will familiarize students with the broad entrepreneurial areas of marketing, choosing the proper legal organization, purchasing an existing business, insurance, franchising, self analysis, layout, advertising and financial responsibility. Emphasis is placed on starting one's own business and practical applications, across a broad range of common considerations, of the operational responsibilities of a small scale venture.

Degree Course Requirements[*]

ACCT103	Introductory Accounting	
	or	
ACCT105	Principles of Accounting I	3/4
CISC110	Introduction to Information Systems	3
COMG110	Effective Speaking[2]	3
COMP110	English Composition I[A,1]	3
MGMT100	Introduction to Business[3]	3
MGMT110	Small Business Management	3
MGMT111	Current Problems in Small Business Mgt	1
MGMT112	Current Problems in Small Business Mgt	1
MGMT113	Current Problems in Small Business Mgt	1
MGMT120	Business Mathematics[A,4]	
	or	
MATH117	Quantitative Methods I[A,4]	3
MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
MKTG100	Principles of Marketing	3
MKTG110	Selling	3
MKTG200	Advertising	3
OADM110	Business Letter and Report Writing[A,1]	3
PSYC125	Stress Management[5]	3/4
	Accounting Electives[B]	3
	Cultural Perspectives[C]	3
	Business Electives[D]	9
INTG285	Integration of Knowledge[E,6]	3
		60/61/62

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete program requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

ACCT103	Introductory Accounting	
	or	
ACCT105	Principles of Accounting I	3/4
OADM100	Business Letter and Report Writing[A,1]	3
MGMT110	Small Business Management	3
CISC110	Introduction to Information Systems	3
	Cultural Perspectives[C]	3
		15/16

Second Semester

	Accounting Elective[B]	3/4
MGMT100	Introduction to Business[3]	3
PSYC125	Stress Management[5]	3
COMP110	English Composition I[A,1]	3
MGMT120	Business Mathematics[A,4]	
	or	
MATH117	Quantitative Methods I[A,4]	3
		15/16

Third Semester

MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
MKTG200	Advertising	3
	Business Electives[D]	6
MKTG100	Principles of Marketing	3
		15

KATE LEEPER ('01) says her courses and involvement in Students in Free Enterprise at Bucks helped her land the "perfect job" as a sales and service representative for Univest Bank. The Doylestown resident, who went on to earn a BA from Centenary College in New Jersey, remains active in SIFE as an advisory board member.

"Bucks is just an amazing place. I had really good professors and a lot of good people in my classes who created an environment that helped me succeed academically.

And with SIFE, I not only learned a lot about the business world, but I got to travel a bit and had a lot of fun. It was all just a really great experience."

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Fourth Semester

COMG110	Effective Speaking[2]	3
MGMT111	Current Problems in Sm Business Mgt**	1
MGMT112	Current Problems in Sm Business Mgt **	1
MGMT113	Current Problems in Sm Business Mgt **	1
MKTG110	Selling	3
	Business Elective[D]	3
INTG285	Integration of Knowledge[E,6]	3
		15

[A] *Placement testing required.*
[B] *Any of the following may be chosen: ACCT105, ACCT106, ACCT110, ACCT120, ACCT130.*
[C] *Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114.*
[D] *Any course with a prefix of ACCT, EBUS, HRIM,LAWS, MEDA MGMT, MKTG, OADM, or REAL may be chosen.*
[E] *Any INTG section may be chosen.*
[1] *Satisfies College Writing requirement.*
[2] *Satisfies Creative Expression.*
[3] *Satisfies Social Perspectives*
[4] *Satisfies College level Mathematics or Science.*
[5] *Satisfies Personal Health.*
[6] *Satisfies Writing Intensive requirement.*
[*] *See page 6 for important information on Revisions to Degree/Major Requirements.*
[**] *Spring Semester only. Students who do not seek the Associate of Arts Degree may earn the legend "Major Requirements Satisfied" on their transcripts by successfully completing all the courses listed in the major except three credits of Cultural Perspectives, three credits of College level Mathematics, Integration of Knowledge and Personal Health. Credits exceeding the required minimum cannot be used to satisfy required credits in the other course requirements.*

Supervision

CERTIFICATE PROGRAM
Curriculum Code No. 3155

Department of Business Studies
Penn 401 • Phone: 215-968-8227

This program is designed to prepare students for positions in supervision. The program is appropriate for practicing supervisors as well as those who are interested in entering such positions. Students will learn fundamental business concepts with a particular view to their use in supervisory activities.Successful completion of the program will allow students to find employment in such positions as office and clerical supervisor, bank head teller, laboratory supervisor, production line supervisor or transportation company supervisor.

Upon completion of this program, students will:

• be knowledgeable about computer hardware and software, the use of the Internet and the design of management information systems

• be familiar with the psychological basis of motivation and leadership

• understand the relationship between human behavior and organizational performance

• be aware of the methods of adjusting to individual and organizational stresses

Certificate Course Requirements

CISC110	Introduction to Information Systems	3
MGMT100	Introduction to Business	3
MGMT120	Business Mathematics[A]	3
MGMT140	Supervision	3
MGMT200	Organizational Behavior	3
PSYC100	Psychology of Personal Awareness	3
		18

[A] *Placement testing required*
Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisors to develop a planned sequence of courses to meet their individual needs.

Chef Apprenticeship

OCCUPATIONAL MAJOR
Department of Business Studies
Penn 401 • Phone: 215-968-8227

This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institutions and differ from school to school. Students should contact the Transfer Center early in their academic programs to determine which courses will transfer to the college of their choice.

Upon successful completion of the major requirements, apprentices will be awarded an Associate of Arts Degree from the College and Journeymen Cooks papers from the United States Department of Labor. Major requirements include 6,000 hours of supervised and documented on-the-job training and educational courses that support and enhance the work experience.

The College offers this major in conjunction with the Department of Labor, Bureau of Apprenticeship Training and participating food service employers. This major has been registered with and approved by the United States Department of Labor, Bureau of Apprenticeship and Training.

This Associate Degree program qualifies graduates to compete for various entry-level cook/pastry careers in the hospitality management, foodservice, institutional foodservice, commercial baking, and lodging industries, depending upon which emphasis is selected. Program requirements can be completed in a three-year period of part-time study, full time employment. Graduates seek employment in positions with job titles such as chef, sous chef, pastry chef, baker, foodservice production supervisor, kitchen manager, garde manger chef, lead cook.

Graduates should be able to:

• work and communicate effectively with others through oral, written or graphics means to demonstrate interpersonal skills, attitudes and work habits that comprise acceptable professional behavior.

• distinguish among moral and ethical aspects as applied to foodservice occupations.

• utilize principles of effective management in the supervision of employees.

• plan, develop, and produce appropriate foods and menus which meet the criteria of hotels, restaurants and/or institutions.

• organize and produce foods or bakery commodities in a variety of settings.

• exhibit a knowledge of foodservice, culinary, and baking industry terminology.

• exhibit a knowledge of basic nutrition.

• be certified in Applied Foodservice Sanitation.

• be certified by the United States Department of Labor, Bureau of Apprenticeship and Training.

Chef Apprenticeship: Food Emphasis

Curriculum Code No. 2056

Degree Course Requirements*

COMG110	Effective Speaking[2]	3
COMP110	English Composition I[A,1]	3
HIST152	U.S. History II[4]	3
HLTH120	Nutrition[3]	3
HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation Certification Course	3
HRIM120	Basic Food Preparation and Management	3
HRIM121	Advanced Food Preparation and Management[7]	3
HRIM130	Baking and Decorating — Techniques and Procedures	3
HRIM131	Buffet Planning and Preparation/Basic	3
HRIM132	Buffet Planning and Preparation/Advanced	3
HRIM140	Culinary Arts Practicum	2
HRIM141	Culinary Arts Practicum[8]	2
HRIM142	Culinary Arts Practicum	2
HRIM143	Culinary Arts Practicum	2
HRIM144	Culinary Arts Practicum	2
HRIM145	Culinary Arts Practicum	2
HRIM202	Food Purchasing/Techniques and Procedures	3
HRIM203	Menu Planning/Costing/Design	3
MGMT100	Introduction to Business[5]	3
MGMT120	Business Mathematics[A,6]	3
OADM110	Business Communication[A,1]	3
		60

Recommended Semester Sequence
The recommended course sequence is designed for part-time students who average 8 credit hours per semester including summer sessions. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation Certification Course	3
HRIM140	Culinary Arts Practicum	2
		8

Second Semester

HRIM120	Basic Food Preparation and Management	3
HRIM130	Baking and Decorating — Techniques and Procedures	3
HRIM141	Culinary Arts Practicum[8]	2
		8

Summer Session

COMP110	English Composition I[A,1]	3
MGMT100	Introduction to Business[5]	3
		6

Third Semester

HRIM121	Advanced Food Preparation and Management[7]	3
HRIM131	Buffet Planning and Preparation/Basic	3
HRIM142	Culinary Arts Practicum	2
		8

Fourth Semester

HRIM202	Food Purchasing/Techniques and Procedures	3
MGMT120	Business Mathematics	3
HRIM143	Culinary Arts Practicum[A,6]	2
		8

Summer Session

COMG110	Effective Speaking[2]	3
HIST152	U.S. History II[4]	3
		6

Fifth Semester

HLTH120	Nutrition[3]	3
HRIM144	Culinary Arts Practicum	2
HRIM203	Menu Planning/Costing/Design	3
		8

Sixth Semester

HRIM132	Buffet Planning and Preparation/Advanced	3
HRIM145	Culinary Arts Practicum	2
OADM110	Business Communication[A,1]	3
		8

[A] Placement testing required.
[1] Satisfies College Writing requirement.
[2] Satisfies Creative Expression.
[3] Satisfies Personal Health.
[4] Satisfies Cultural Perspectives.
[5] Satisfies Social Perspectives.
[6] Satisfies College level Mathematics or Science.
[7] Satisfies Integration of Knowledge requirement for this program only.
[8] Satisfies Writing Intensive requirement.
* See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcript by successfully completing all the HRIM and MGMT courses listed. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Chef Apprenticeship: Pastry Emphasis

Curriculum Code No. 2098

Degree Course Requirements*

COMG110	Effective Speaking[2]	3
COMP110	English Composition I[A,1]	3
HLTH120	Nutrition[3]	3
HIST152	U.S. History II[4]	3
HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation Certification Course	3
HRIM120	Basic Food Preparation and Management	3
HRIM121	Advanced Food Preparation and Management[7]	3
HRIM130	Baking and Decorating — Techniques and Procedures	3
HRIM140	Culinary Arts Practicum	2
HRIM141	Culinary Arts Practicum[8]	2
HRIM142	Culinary Arts Practicum	2
HRIM143	Culinary Arts Practicum	2
HRIM144	Culinary Arts Practicum	2
HRIM145	Culinary Arts Practicum	2
HRIM202	Food Purchasing/Techniques and Procedures	3
HRIM203	Menu Planning/Costing/Design	3
INDP291	Independent Study I	1
INDP292	Independent Study II	2
INDP293	Independent Study III	3
MGMT100	Introduction to Business[5]	3
MGMT120	Business Mathematics[A,6]	3
OADM110	Business Communication[A,1]	3
		60

Recommended Semester Sequence*

The recommended course sequence is designed for part-time students who average 8 credit hours per semester including summer sessions. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

HRIM100	Introduction to Tourism and Hospitality	3
HRIM140	Culinary Arts Practicum	2
HRIM105	Safety and Sanitation Certification Course	3
		8

Second Semester

HRIM120	Basic Food Preparation and Management	3
HRIM130	Baking and Decorating — Technique and Procedures	3
HRIM141	Culinary Arts Practicum[8]	2
		8

Summer Session

COMP110	English Composition I[A,1]	3
MGMT100	Introduction to Business[5]	3
		6

Third Semester

HRIM121	Advanced Food Preparation & Management[7]	3
HRIM142	Culinary Arts Practicum	2
INDP291	Independent Study I	1
INDP292	Independent Study II	2
		8

Fourth Semester

HRIM143	Culinary Arts Practicum	2
HRIM202	Food Purchasing/Techniques and Procedures	3
MGMT120	Business Mathematics[A,6]	3
		8

Summer Session

COMG110	Effective Speaking[A,1]	3
HIST152	U.S. History II[4]	3
		6

Fifth Semester

HLTH120	Nutrition[3]	3
HRIM144	Culinary Arts Practicum	2
HRIM203	Menu Planning/Costing/Design	3
		8

Sixth Semester

HRIM145	Culinary Arts Practicum	2
INDP293	Independent Study III	3
OADM110	Business Letter and Report Writing[A,1]	3
		8

A Placement testing required.
1 Satisfies College Writing requirement.
2 Satisfies Creative Expression.
3 Satisfies Personal Health.
4 Satisfies Cultural Perspectives.
5 Satisfies Social Perspectives.
6 Satisfies College level Mathematics or Science.
7 Satisfies Integration of Knowledge requirement for this program only.
8 Satisfies Writing Intensive requirement.
* See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcripts by successfully completing all the HRIM, MGMT and INDP courses listed. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Culinary/Pastry and Catering Arts Management

CERTIFICATE PROGRAM
Certificate Code No. 3154

Department of Business Studies
Penn 401,• Phone: 215-968-8227

This certificate prepares students for such careers as hotel/restaurant/catering management trainee, foodservice production assistant, shift supervisor, cook or baker.

Upon completion of this program, graduates will:

- understand the various segments/divisions within the hospitality, tourism, foodservice and catering industries.
- plan, develop and produce appropriate foods and menus that meet the criteria of hotels, restaurants, institutions and/or catering outlets.
- be certified in applied foodservice sanitation.
- work and communicate with others.
- understand the terminology of the industry.
- distinguish among moral and ethical considerations as applied to foodservice/catering occupations.

Certificate Requirements

HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation (Certification Course)	3
HRIM120	Basic Food Preparation and Management	3
HRIM121	Advanced Food Preparation & Management[5]	3
HRIM130	Baking and Decorating - Techniques and Procedures	3
HRIM131	Buffet Planning and Preparation/Basic	3
HRIM132	Buffet Planning and Preparation/Advanced	3
HRIM202	Food Purchasing/ Techniques and Procedures	3
HRIM203	Menu Planning/Costing/Design	3
		27

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Chemistry

TRANSFER MAJOR
Curriculum Code No. 1004

Department of Science & Technology
Founders 225 • Phone: 215-968-8350

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

This major provides a broad but quantitative understanding of matter and the physical and chemical transformations of matter, based on an understanding of chemical, physical, and mathematical principles. The major is for students planning to transfer to baccalaureate majors in chemistry, chemical engineering, and other fields requiring a high emphasis on chemistry such as environmental science, forensic science, pharmacy, and oceanography. Students planning to enter medical school could also enter this major and select additional courses in biology.

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Prospective students with inadequate academic preparations should be aware that they may need additional time to acquire the necessary academic background. Prerequisites and corequisites for the required courses must be followed.

Degree Course Requirements

CHEM121	Chemistry I[A]	4
CHEM122	Chemistry II	4
CHEM221	Organic Chemistry I	5
CHEM222	Organic Chemistry II	5
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
MATH140	Calculus I[A,3]	4
MATH141	Calculus II	4
PHYS121	Physics I	4
PHYS122	Physics II	4
	Chemistry Electives[B]	7
COMG110	Effective Speaking[4]	3
	Cultural Perspectives[D]	3
INTG285	Integration of Knowledge[D,5]	3
	Personal Health[D]	2
	Social Perspectives[D]	3
		61

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

CHEM121	Chemistry I[A]	4
COMP110	English Composition I[A,1]	3
MATH140	Calculus I[A,3]	4
	Social Perspectives[D]	3
		14

Second Semester

CHEM122	Chemistry II	4
COMP111	English Composition II[2]	3
MATH141	Calculus II	4
COMG110	Effective Speaking[4]	3
	Personal Health[D]	2
		16

Third Semester

CHEM221	Organic Chemistry I	5
PHYS121	Physics I	4
	Cultural Perspectives[C]	3
INTG285	Integration of Knowledge[D,5]	3
		15

Fourth Semester

CHEM222	Organic Chemistry II	5
PHYS122	Physics II	4
	Chemistry Electives[B]	7
		16

[A] Placement testing required.
[B] Any Chemistry course above CHEM121, other than those required. All academically qualified chemistry students are urged to enroll in Chem280. You may chose BIOL121, BIOL122 or BIOL181, BIOL182.
[C] Choose from HUMN111, HUMN112, HUMN113, HUMN114, HIST151, HIST152, PHIL125
[D] Consult the list of courses approved for this category 1. Any course may be chosen.
[1] Satisfies College Writing Level I
[2] Satisfies College Writing Level II
[3] Satisfies College Writing Mathematics or Science
[4] Satisfies Creative Expression
[5] Satisfies Writing Intensive requirement.
Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except COMP110, COMP111, three credits in cultural perspectives, three credits in social perspectives, two credits in personal health and three credits of integration of knowledge. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Communication

Department of the Arts: Communications
Hicks Art Center • Phone: 215-968-8425

Cinema
CERTIFICATE PROGRAM
Curriculum Code No. 3151

This program offers a basic examination of the art and the processes of motion picture filmmaking. It uses 16mm double-system production methods and familiarizes students with equipment and procedures used in the film industry. Upon completion of this program, the student will be able to:

• acquire entry-level positions in the motion picture and telecommunications industries.

• work in all phases of motion picture production (pre-production, editing, postproduction, cinematography, sound recording and mixing).

• find employment in areas such as sales, service, AV services, promotion distribution, and teaching.

Certificate Course Requirements

COMC145	Film Production I	3
COMC146	Film Production II	3
COMC141	The Art of Independent Cinema or	3
COMC142	The Art of Theatrical Cinema	3
COMV137	Audio Production	3
COMV130	Media Scriptwriting	3
	Electives (Choose from list)	12
		27

Cinema Electives (Select at least 12 credits):

COMC141	The Art of Independent Cinema	3
COMC142	The Art of Theatrical Cinema	3
COMC245	Film Production III	3
COMC246	Film Production IV	3
COMC209	Directing Actors for the Camera	3
MUSC124	Electronic Music Synthesis I	2

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Communication: Cinema/Video

OCCUPATIONAL MAJOR
Curriculum Code No. 2132

Department of the Arts: Communications Office
Hicks Art Center — Phone: 215-968-8425

The Cinema/Video program of study combines the areas of film and video production. It permits students to explore video and film production media, journalistic media and educational media as both communication and art forms. The program includes a large elective section which allows students to tailor the program to their needs and interests. While this program is occupational in nature, its structure is also conducive to transfer.

This program offers a basic examination of the art and the processes of motion picture film making and video production. Students will be prepared for entry-level positions in the motion picture and telecommunications industries in areas such as radio and television broadcasting, cable television systems, corporate video, cinematography, editing, sound recording, and mixing. Graduates should be able to work at jobs in related industries such as sales, service, promotion, distribution, AV services and teaching.

Upon completion of the required courses in the program, the student will be able to:

- demonstrate an ability to set up, maintain and operate the primary video, film and audio equipment used in video field and film production.

- demonstrate an ability to operate video and film production equipment including camera, fixed and portable lighting, video switchers, audio mixers, electronic editing equipment, electronic graphic and still storage devices and ancillary equipment.

- demonstrate an understanding of the theory and operation of video special effects, digital video, text generators, time base correction, cameras, portable video production systems, audio interfaces, off and on-line video editing, non-linear editing, digital audio, film production, and synchronous sound.

- demonstrate an ability to plan, produce and direct basic and advanced film and video productions.

- appreciate the impact of mass communications on society and understand basic issues related to broadcast and non- broadcast regulations.

Degree Course Requirements

COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
COMG105	Interpersonal Communications[5]	3
COMG111	Media and Society	3
COMC145	Film Production I[3]	3
COMV135	Video Studio Production I	3
COMV137	Audio Production	3
COMV130	Media Scriptwriting	3
COMV132	Corporate/Nonbroadcast Communications	3
COMC141	The Art of Independent Cinema or	
COMC142	The Art of Theatrical Cinema	3
INTG285	Integration of Knowledge[C,4]	3
	Cultural Perspectives[B]	3
	Social Perspectives[D]	3
	College Level Mathematics[A] or Science[B]	3
	Electives (Choose from list)	18
		61

Cinema/Video Electives (Select at least 18 credits):

COMC141	The Art of Independent Cinema	3
COMC142	The Art of Theatrical Cinema	3
COMC146	Film Production II	3
COMC245	Film Production III	3
COMC246	Film Production IV	3
COMC209	Directing Actors for the Camera	3
MUSC124	Electronic Music Synthesis I	2
COMV136	Video Studio Production I	3
COMV231	Video Field Production	3
COMV232	Cable TV Production	3
VAMM130	3-D Digital Modeling Concepts	3
VAMM230	3-D Digital Animation	3
VAMM209	Multimedia Concepts I	3
COMV242	Cable TV Production II	3
COMV250	Cinema/Video Seminar	3
COMV280	Cooperative Education - Media[E]	3

Recommended Semester Sequence

First Semester

COMG111	Media and Society	3
COMP110	English Composition I[A,1]	3
COMV135	Video Studio Production I	3
COMV137	Audio Production	3
	College Level Mathematics[A] or	
	Science[B]	3
		15

Second Semester

COMC145	Film Production I[3]	3
COMG105	Interpersonal Communications[3] or	3
COMV132	Corporate/Nonbroadcast Communications	3
COMP111	English Composition II[2]	3
	Cultural Perspectives[B]	3
		15

Third Semester

COMC141	The Art of Independent Cinema or	
COMC142	The Art of Theatrical Cinema	3
COMV130	Media Scriptwriting	3
	Social Perspectives[D]	3
	Electives	7
		16

Fourth Semester

INTG285	Integration of Knowledge[C,3]	3
	Electives	12
		15

A Placement testing required.
B Consult the list of courses approved for this subcategory here of the catalog. Any course may be chosen.
C Any INTG section may be chosen.
D Choose from SOCI110, POLI111, MGMT100.
1 Satisfies College Writing Level I.
2 Satisfies College Writing Level II.
3 Satisfies Creative Expression.
4 Satisfies Writing Intensive requirement.
5 Satisfies Personal Health and Adapting a Lifelong Change

Note: Studio courses can be expensive.
Lab fees may be required.

Communication: General

TRANSFER MAJOR
Curriculum Code: 1120

Department of the Arts: Communication
Hicks Art Center • Phone: 215-968-8425

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

The Communications General Studies major is designed to serve the needs and interests of students who want to explore various subject areas in the Communications field without committing themselves immediately to any one area of concentration. Students in this major have the opportunity to explore such diverse areas as speech communication, theatre, video-production, journalism, and film within the context of a well-balanced liberal arts curriculum.

The goals of this major are as follows:

- to familiarize students with the various disciplines in the communications field.

- to provide students with a basic knowledge of communications theory.

- to enable students to evaluate various types of communication through the application of standardized criteria.

- to help students acquire skill in analyzing their own communication and the communication of other individuals and groups.

- to enhance students' competence in participating in various types of communications situations.

- to heighten students' awareness of their responsibilities as communicators in a free society.

Students who plan to transfer into a Communications major at a four year college will find this major well suited to their individual needs.

Program of study requirements and other catalog contents are subject to change.
Please visit *www.bucks.edu* for current requirements.

Degree Course Requirements

COMG105	Interpersonal Communication	3
COMG110	Effective Speaking	3
COMG111	Media and Society	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
COMT101	Introduction to Theatre	3
COMT110	Acting I	3
INTG285	Integration of Knowledge [G,3]	3
	Cinema Elective[F]	3
	College level Mathematics[A]	
	or Science[C]	3
	Creative Expression[B]	2
	Cultural Perspectives[D]	3
	Electives	9
	Foreign Language and/or Literature	6
	Personal Health[C]	2
	Social Perspectives[C]	3
	Math/Science or Cultural Perspectives	
	or Social Perspectives[E]	6
	(Select 6 credits from any	
	of the above 3 categories)	
		61

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMG105	Interpersonal Communication	3
COMG111	Media and Society	3
COMP110	English Composition I[A,1]	3
	College level Mathematics[A]	
	or Science[C]	
	or	
	Cultural Perspectives	
	or	
	Social Perspectives[E]	6
	(Select One)	
		15

Second Semester

COMP111	English Composition II[2]	3
COMT101	Introduction to Theatre	3
	Cultural Perspectives[D]	3
	Electives	4
	Personal Health[C]	2
		15

Third Semester

COMT110	Acting I	3
	College level Mathematics[A]	
	or Science[C]	3
	Creative Expression[B]	2
	Electives	5
	Foreign Language and/or Literature	3
		16

Fourth Semester

COMG110	Effective Speaking	3
INTG285	Integration of Knowledge[G,3]	3
	Cinema Elective[F]	3
	Foreign Language and/or Literature	3
	Social Perspectives[C]	3
		15

[A] Placement testing required.
[B] Consult the list of courses approved for this subcategory. Any course not offered in Communications may be chosen.
[C] Consult the list of courses approved for this subcategory. Any course may be chosen.
[D] Choose from HUMN111, HUMN112, HUMN113, HUMN114.
[E] Consult the lists of courses approved for these subcategories. Choose any courses not already selected or required.
[F] Choose from COMC141, COMC142, COMC143.
[G] Any INTG section may be chosen.
[1] Satisfies College Writing Level I.
[2] Satisfies College Writing Level II.
[3] Satisfies Writing Intensive requirement.
Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except COMP110, three credits in mathematics or science, three

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credits in cultural perspectives, three credits in social perspectives, two credits in personal health, three credits in integration of knowledge and nine credits of electives. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements

Communication: Performance
TRANSFER MAJOR
Curriculum Code No. 1121

Department of the Arts: Communications Office
Hicks Art Center – Phone: 215-968-8425

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

The Communications Performance major stresses awareness of the nature, purposes, problems, and effects of human communication. Seven of the nine required courses in this major focus on participatory classes involving mixed media and requiring some aspect of performance on the part of the student. The emphases vary among individual, group, and mass communications.

This major develops the student interested in the performing arts, but also in other careers in communications fields such as public relations, mass communication, advertising and marketing, intra- and interpersonal communication, to name just a few.

Degree Course Requirements*

COMG111	Media and Society	3
COMG130	Oral Interpretation[3]	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
COMT101	Introduction to the Theatre[4]	3
COMT110	Acting I[3]	3
COMT111	Acting II	3
COMT150	Theatre Production I	1
COMV125	Media Performance	
	or	
COMT209	Acting for the Camera	3
INTG285	Integration of Knowledge[G,5]	3
	Acting Elective[F]	3
	College level Mathematics[A]	
	or Science[C]	6
	Cultural Perspectives[B]	6
	Electives	6
	Personal Health[D]	2
	Social Perspectives[C]	6
	Speaking Elective[E]	3
		60

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMG111	Media and Society	3
COMP110	English Composition I[A]	3
COMT110	Acting I[3]	3
COMT150	Theatre Production I	1
	Personal Health[D]	2
	Social Perspectives[C]	3
		15

Second Semester

COMG130	Oral Interpretation[3]	3
COMP111	English Composition II[2]	3
COMT111	Acting II	3
	Cultural Perspectives[B]	3
	Elective	3
		15

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Third Semester

COMT101	Introduction to Theatre[4]	3
COMV125	Media Performance	
	or	
COMT209	Acting for the Camera	3
	College level Mathematics[A]	
	or Science[C]	3
	Elective	3
	Speaking Elective[E]	3
		15

Fourth Semester

INTG285	Intergration of Knowledge[G,5]	3
	Acting Elective[F]	3
	College level Mathematics[A]	
	or Science[C]	3
	Cultural Perspective	3
	Social Perspectives[C]	3
		15

[A] Placement testing required.
[B] Consult the list of courses approved for this subcategory. Any course may be chosen except COMT101.
[C] Consult the list of courses approved for this subcategory. Any course may be chosen.
[D] Choose from PHED106, PHED129, PHED130.
[E] Choose from COMG105, COMG110, COMG120, COMG150.
[F] Choose from COMT209, COMT210, COMT211.
[G] Any INTG section may be chosen.
[1] Satisfies College Writing Level I.
[2] Satisfies College Writing Level II.
[3] Satisfies Creative Expression.
[4] Satisfies Cultural Perspectives.
[5] Satisfies Writing Intensive requirement.
[*] See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied," on their transcripts by successfully completing all the courses listed in the major except six credits in mathematics or science, six credits in cultural perspectives, three credits in history, two credits in personal health, three credits in integration of knowledge and six credits of electives. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Communication: Video Production

CERTIFICATE PROGRAM
Curriculum Code No. 3153

Department of the Arts: Communication
Hicks Art Center • Phone: 215-968-8425

This program is designed to provide hands-on training in current industry practices. The courses are taught in a fully equipped television studio and prepare students for non-theatrical, entry level positions in fields such as television broadcasting, cable television systems, corporate video and other business organizations which use video for education, communicative and artistic purposes. Upon completion of this program students will be able to:

• operate video production equipment including camera, lighting, video switchers, audio mixers, linear and nonlinear editing equipment, electronic graphic and still storage devices and ancillary equipment.

• set up, maintain and operate primary video and audio equipment used in video field production.

• understand the theory and operation of video special effects, digital video, text generators, camera, portable video production systems, audio interfaces, off and on-line video editing and linear and nonlinear video editing.

• plan, produce and direct basic and advanced video programs.

Certificate Course Requirements

COMV135	Video Studio Production I	3
COMV137	Audio Production	3
COMV231	Video Field Production	3
COMV232	Cable TV Production	3
COMV130	Media Scriptwriting	3
	Electives (Choose from list)	12
		27

Video Production Electives (Select at least 12 credits):

COMV136	Video Studio Production II	3
COMV250	Cinema/Video Seminar	3
COMC209	Directing Actors for the Camera	3
MUSC124	Electronic Music Synthesis I	2
VAMM130	3-D Digital Modeling Concepts	3
VAMM100	Digital Imaging	3
VAMM209	Multimedia Concepts I	
	(VAMM100 pre-req)	3

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Note: Studio courses can be expensive.
Lab fees may be required.

Computer & Information Science

Dept. of Mathematics,
Computer & Information Science
Founders 113A • Phone 968-8305

Computer & Information Science
TRANSFER MAJOR
Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

This major prepares students for upper-division course work leading to a bachelor's degree in computer or information science. The major parallels the first two years of study required by similar majors offered at four-year colleges and universities. Students select the area of concentration best suited to their interests and aptitudes.

Students pursuing the information science emphasis develop an understanding of the business environment and its information processing needs. Students pursuing the computer science emphasis develop an understanding of the structure, design and use of computer software systems, and their application in a broad range of disciplines.

Computer and Information Science: Information Science Emphasis

Curriculum Code No. 1102

Degree Course Requirements*

ACCT105	Principles of Accounting I	4
ACCT106	Principles of Accounting II	4
CISC115	Computer Science I	3
CISC116	COBOL I	3
CISC122	Computer Science II	3
CISC217	COBOL II	3
COMG110	Effective Speaking[3]	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
ECON111	Principles of Economics: Macro[4]	3
ECON112	Principles of Economics: Micro	3
MGMT100	Introduction to Business	3
MGMT130	Business Law	3
	Cultural Perspectives[B]	3
INTG285	Integration of Knowledge[E,6]	3
	College level Mathematics Electives[C,5]	
	Mathematics or Computer	
	Science Electives[D]	6
	Personal Health[B]	2
		61

After graduating from Bucks, **BILL MCLAUGHLIN** ('76), studied improvisational comedy at Chicago's Second City then spread comedy around the globe, including stints on BBC radio, Turkish TV, Fox TV, Nickelodeon and ESPN. The Morrisville resident now teaches improv in New York and theater production part-time at Bucks.

"When I discovered acting at Bucks, I felt like a kid in a candy shop. Once I became inspired, I really lit up. This college is the doorway. If you're not quite sure what you want to do, start at Bucks and then take off."

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

CISC115	Computer Science I	3
COMP110	English Composition I[A,1]	3
ECON111	Principles of Economics: Macro[4]	3
MGMT100	Introduction to Business	3
	Personal Health[B]	2
		14

Second Semester

ACCT105	Principles of Accounting I	4
CISC116	COBOL I	3
COMP111	English Composition II[2]	3
CISC122	Computer Science II	3
	Mathematics[C,5]	3
		16

Third Semester

ACCT106	Principles of Accounting II	4
CISC217	COBOL II	3
ECON112	Principles of Economics: Micro[4]	3
	Mathematics[C,5]	3
	Mathematics or Computer Science Elective[D]	3
		16

Fourth Semester

COMG110	Effective Speaking[3]	3
MGMT130	Business Law	3
	Mathematics or Computer Science Elective[D]	3
INTG285	Integration of Knowledge[E,5]	3
	Cultural Perspectives[B]	3
		15

A Placement testing required.
B Consult the list of courses approved for this subcategory here. Any course may be chosen.
C Choose either MATH117 and 118 or MATH140 and 141.
D Choose MATH115, MATH260, or any CISC course except CISC100.
E Any INTG section may be chosen.
1 Satisfies College Writing Level I.
2 Satisfies College Writing Level II.
3 Satisfies Creative Expression.
4 Satisfies Social Perspectives.
5 Satisfies College Level Mathematics or Science.
6 Satisfies Writing Intensive requirement.
* See page 6 for important information on Revisions to Degree/Major Requirements.

Computer and Information Science: Computer Science Emphasis

Curriculum Code No. 1103

Degree Course Requirements*

CISC110	Intro to Information Systems	3
CISC115	Computer Science I	3
CISC122	Computer Science II	3
CISC215	Database Design & Application Development	3
COMG110	Effective Speaking[3]	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
MATH140	Calculus I[A,4]	4
MATH141	Calculus II	4
	Computer Science Electives[D]	6
	Electives	12
	Cultural Perspectives[B]	3
	Personal Health[B]	2
	Mathematics Elective[C]	3
	Social Perspectives[B]	3
INTG285	Integration of Knowledge[E,5]	3
		61

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

CISC110	Intro to Information Systems	3
CISC115	Computer Science I	3
COMP110	English Composition I[A,1]	3
MATH140	Calculus I[A,4]	4
	Personal Health[B]	2
		15

Second Semester

CISC122	Computer Science II	3
CISC215	Database Design & Application Development	3
COMP111	English Composition II[2]	3
MATH141	Calculus II	4
	Social Perspectives[E]	3
		16

Third Semester

	Computer Science Elective[D]	3
	Cultural Perspectives[B]	3
	Electives	3
INTG285	Integration of Knowledge[E,5]	3
	Mathematics Elective[C]	3
		15

Fourth Semester

	Computer Science Elective[D]	6
COMG110	Effective Speaking[3]	3
	Electives	6
		15

A Placement testing required.
B Consult the list of courses approved for this subcategory here. Any course may be chosen.
C Choose MATH242, MATH250, or MATH260.
D Choose any CISC course except CISC100.
E Any INTG section may be chosen.
1 Satisfies College Writing Level I.
2 Satisfies College Writing Level II.
3 Satisfies Creative Expression.
4 Satisfies College Level Mathematics or Science.
5 Satisfies Writing Intensive requirement.
* See page 6 for important information on Revisions to Degree/Major Requirements.

Information Technology Studies

OCCUPATIONAL MAJOR - AAS
Curriculum Code No. 2164

Dept. of Mathematics, Computer & Information Science
Founders 113A . Phone: 215-968-8305

This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Transfer and Job Resource Center early in their academic program to determine which courses will transfer to the college of their choice.

This major is for students whose educational and occupational goals are not met by the Mathematics, Computer and Information Science Department's other occupational and transfer majors. It allows students to build a sequence of computer-related courses to satisfy specific skills needed for employment and, upon successful completion, results in the award of the Associate of Applied Science degree.

This program is not for students planning to transfer. Students are admitted to this major only after they indicate in writing both the occupational objective and specific employment they expect to achieve through completion of the major. While the major is designed for students beginning their collegiate work, students with fewer than sixty credits of collegiate work may enter the major after receiving permission from both an

academic advisor from the Computer Science area and the Assistant Academic Dean, Mathematics, Computer and Information Science Department. Students will be admitted to this major only after they indicate both the specific occupational objectives they expect to achieve and a specific sequence of courses that will be taken. This written plan will be used to determine graduation eligibility. Any changes in this sequence must be approved, in writing, by the Assistant Academic Dean, Mathematics, Computer and Information Science Department.

Positions that might be available, depending on courses chosen, are those that often combine the skills of two or more computer-related areas, such as:

- programmer/web developer
- web master/developer
- network administrator/developer
- Based on the choice of courses, graduates of this program are able to:
- interpret, analyze, and solve problems using a computer
- adapt to changing technology
- work effectively as a team member to plan and implement solutions to computer related problems

Degree Course Requirements*

COMG110	Effective Speaking[1]	3
MGMT100	Introduction to Business[2]	3
	Computing Electives[E]	37
	College Level Writing[A,B]	6
	Cultural Perspectives[C]	3
	Personal Health[C]	2
	College Level Mathematics Electives[D,3]	3
INTG285	Integration of Knowledge[E,4]	3
		60

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. The additional time will entail some adjustments to the sequence recommended.

First Semester

MGMT100	Introduction to Business[2]	3
	College Level Writing[A,B]	3
	Computing Electives[E]	9
		15

Second Semester

	College Level Writing[A,B]	3
	Cultural Perspectives[C]	3
	Personal Health[C]	2
	Computing Electives[E]	6
		14

Third Semester

COMG110	Effective Speaking[1]	3
	College Level Mathematics Elective[D,3]	3
	Computing Electives[E]	9
		15

Fourth Semester

INTG285	Integration of Knowledge[E,4]	3
	Computing Electives[E]	13
		16

[A] Placement testing required.
[B] Select any two of the following (with proper prerequisites): OADM110, COMP110, COMP111, COMP114.
[C] Consult the list of courses approved for this category here. Any course may be chosen.
[D] Consult an advisor. At least one course must be chosen from the following: MATH 110, MATH115, MATH117, MATH120, MATH122, MATH125, or MATH140.
[E] Computing Electives are courses which contribute directly to the fulfillment of the students' occupational and employment goals; they are selected by the students in consultation with an academic advisor, and require the approval of the advisor. An Occupational Education Plan (OEP) must be completed in consultation with the academic advisor and with written approval of the Chairperson of Mathematics, Computer and Information Science.

[F] Any INTG section may be chosen.
[1] Satisfies Creative Expression.
[2] Satisfies Social Perspectives
[3] Satisfies College Level Mathematics or Science
[4] Satisfies Writing Intensive Requirement
Guidelines: No more than nineteen credits of the Computer Science courses may be gained by transfer, credit by examination, LLEAP, or other sources.

* See page 6 for important information on Revisions to Degree/Major Requirements.

Computer Network Technology
CERTIFICATE PROGRAM
Curriculum Code No. 3133

This certificate prepares students for a career position as a Network Technician, Network Administrator, Sales Support and related occupations. Upon completion of this program of study the graduate will be able to:

- plan, install, modify and troubleshoot computer networks.

Certificate Course Requirements

CISC105	Windows/DOS Concepts	4
CISC110	Introduction to Information Systems	3
CISC143	Essentials of Networking	4
CISC201	Microcomputer Applications	4
CISC202	Network Administration	4
CISC203	Advanced Network Administration	4
CISC234	Topics in Networking	3
CISC244	MS Windows Server	4
CISC245	Network Troubleshooting	4
		34

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Note: Computer classes may be expensive. Purchase of equipment may be required.

Computer Hardware Installation and Maintenance
CERTIFICATE PROGRAM
Curriculum Code No. 3162

Dept. of Mathematics, Computer & Information Science
Founders 113A • 215-968-8305

This certificate prepares the student to sit for two industry standard, vender independent certifications, the A+ certification and the Network+ certification. Students receiving their certificates possess the knowledge, skills, and customer relations experience needed to enter the computer or network technician area, as PC support technicians, help desk technicians, and PC installer.

Graduates of this program are able to:

- Sit for the A+ Certification and Network + Certification examination.
- Install Software and Hardware.
- Support users in a PC environment.
- Troubleshoot Hardware and Software Problems.

Certificate Course Requirements*

CISC105	Windows/DOS Concepts	4
CISC128	Comparative Operating Systems	4
CISC143	Essentials of Networking	4
CISC201	Managing and Maintaining the PC	4
COMG105	Interpersonal Communication	3
		19

* See page 6 for important information on Revisions to Degree/Major Requirements.
Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Note: Computer classes may be expensive. Purchase of equipment may be required.

MONIKA DANOS ('92) is a telecommunications analyst at NASA's Jet Propulsion Laboratory in Pasadena, California, where she works on the Mars Exploration Rover mission. She attended BCCC from 1990-92 as a transfer student in the engineering program and continued her education at Cornell University where she graduated with a degree in electrical engineering.

"I found the Bucks professors to be extremely approachable, encouraging and supportive of my educational and career goals. I knew I was going to transfer, but I didn't know I would aim for somewhere as prestigious as Cornell. My professors helped to build up my confidence to pursue a school of that caliber. They provided me with a great foundation. I ended up tutoring some of my classmates and it was a great experience for me and those I was helping."

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Network Administrator

CERTIFICATE PROGRAM
Curriculum Code No. 3130

**Dept. of Mathematics, Computer &
Information Science**
Founders 113A • 968-8305

This certificate program provides the opportunity for an individual to operate a network on a day-to-day basis and be prepared to sit for the Certified Network Administrator exam.

Graduates are able to:
- design and implement the users network environment.
- maintain network access privileges.
- configure network printers and print queues.
- set up and update workstation shell software.
- perform daily file server preventive maintenance.
- diagnose network related problems.

Certificate Requirements

CISC105	Windows/DOS Concepts	4
CISC110	Introduction to Information Systems	3
CISC202	Network Administration	4
CISC203	Advanced Network Administration	4
		15

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

**Note: Computer classes may be expensive.
Purchase of equipment may be required.**

Network Technology

OCCUPATIONAL MAJOR
Curriculum Code No. 2136

This associate degree major enables graduates to qualify for entry-level advanced positions in computer communications. Major requirements can be met in a two academic year period of full-time study. Graduates might be employed in positions with job titles such as network administrator, network technician, field service engineer, or related occupations.

Upon completion of course work, the graduate would be able to:

- perform basic functional file operations in networked computer systems.
- install and maintain computers to be used in networked applications.
- install and administer a network server and related workstations.
- interpret and describe network operations and protocols.
- use analysis hardware and software in the localization of network related problems.

Degree Course Requirements

COMG110	Effective Speaking[1]	3
MGMT100	Introduction to Business[2]	3
COMG105	Interpersonal Communications	3
CISC105	Windows/DOS Concepts	4
CISC110	Introduction to Information Systems	3
CISC143	Essentials of Networking	4
CISC201	Managing & Maintaining the PC	4
CISC202	Network Administration	4
CISC203	Advanced Network Administration	4
CISC234	Topics in Networking	3
CISC244	MS Windows Server	4
CISC245	Network Troubleshooting	4
	Computing Electives[E]	3
	Cultural Perspectives[C]	3
	College Level Writing[A,B]	6
	College Level Mathematics Electives[D,3]	3
INTG285	Integration of Knowledge[E,4]	3
	Elective	3
		64

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

CISC105	Windows/DOS Concepts	4
CISC110	Introduction to Information Systems	3
MGMT100	Introduction to Business	3
	College Level Writing[A,B]	3
	Mathematics[D,3]	3
		16

Second Semester

CISC143	Essentials of Networking	4
CISC201	Managing & Maintaining the PC	4
CISC202	Network Administration	4
	College Level Writing[A,B]	3
		15

Third Semester

CISC203	Advanced Network Administration	4
CISC244	MS Windows Server	4
COMG110	Effective Speaking	3
	Cultural Perspectives[C]	3
	Elective	3
		17

Fourth Semester

CISC234	Topics in Networking	3
CISC245	Network Troubleshooting	4
COMG105	Interpersonal Communications	3
	Computer Elective[E]	3
INTG285	Integration of Knowledge[E,4]	3
		16

A *Placement testing required.*
B *Select any two of the following (with proper prerequisites): OADM110, COMP110, COMP111, COMP114*
C *Consult the list of courses approved for this category here. Any course may be chosen.*
D *Consult an advisor. At least one course must be chosen from the following: MATH110, MATH115, MATH117, MATH120, MATH122, MATH125 or MATH140.*
E *Any computer science course except CISC100.*
F *Any INTG section may be chosen.*
1 *Satisfies Creative Expression*
2 *Satisfies Social Perspectives*
3 *Satisfies College Level Mathematics or Science.*
4 *Satisfies Writing Intensive requirement.*

**Note: Computer classes may be expensive.
Purchase of equipment may be required.**

LAURA WEISS graduated in 2002 with an Associate of Arts degree in Networking Technology and a certificate in Networking Administration. The Feasterville resident, who is hard of hearing, says Bucks' Disability Services office helped her use a new technology, C-Print, that enabled her to read the professor's comments on a computer screen during class, a process similar to live closed-captioning.

"C-Print is an invaluable asset for a deaf student who can't see the professor's mouth [to read lips]…it really helped," Weiss says, adding, "My education at Bucks has been a very wonderful experience."

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Criminal Justice

Department of Social & Behavioral Science
(Founders 210A) • 215-968-8060 or 8061

Transfer majors are offered in the following concentrations: Police Administration and Correctional Administration.

The transfer majors have the following objectives:

- to provide students with a solid foundation in Criminal Justice (Police Administration or Correctional Administration) as an academic field of study in preparation for transfer to a four-year institution.
- to educate students seeking to acquire an understanding of the processes in the administration of justice as a cultural part of their higher education.

Students in the Correctional Administration Major are expected to know and develop expertise in:

- the functioning of the criminal justice system's major components - police, courts, and corrections.
- the psychological tools and ethical standards required to function and interface effectively with the various levels of the justice matrix both on an interpersonal and agency level.
- techniques for interviewing and counseling inmates effectively.
- classification, procedures, and administrative hearings on discipline and release.
- prison objectives, types of institutions, internal administrative structure, and levels of security.
- sentencing and the various agreements governing the disposition of offenders.

Students in the Police Administration Major are expected to know and develop expertise in:

- the functioning of the criminal justice system's major components - police, courts, and corrections.
- the psychological tools and ethical standards required to function and interface effectively with the various levels of the justice matrix both on an interpersonal and agency level.
- the purposes, scope, and sources of criminal law.
- investigative and evidentiary procedures employed throughout the United States and in its federal courts.
- the constitutional rights afforded to citizens of the United States.

Correction Administration

TRANSFER MAJOR
Curriculum Code No. 1021

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Degree Course Requirements*

COMP110	English Composition I[A,2]	3
COMP111	English Composition II[3]	3
CRIJ100	Introduction to the Administration of Criminal Justice	3
CRIJ120	Criminal Evidence	3
CRIJ140	Criminal Procedure	3
CRIJ160	Juvenile Delinquency and Laws Pertaining to Children	3
CRIJ260	Probation and Parole	3
CRIJ275	Introduction to Correctional Administration	3
BIOL101	Biological Science I[1]	4
PSYC110	Introduction to Psychology[4]	3
SOCI110	Introduction to Sociology[4]	3
SOCI150	Criminology	3
	Criminal Justice Elective	3
	Creative Expression[D]	2
	Cultural Perspectives[B]	6
	Electives	7
INTG285	Integration of Knowledge[E,5]	3
	Personal Health[C]	2
		60

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMP110	English Composition I[A,2]	3
CRIJ100	Introduction to the Administration of Criminal Justice	3
PSYC110	Introduction to Psychology[4]	3
	Cultural Perspectives[B]	3
	Personal Health[C]	2
		14

Second Semester

COMP111	English Composition II[3]	3
CRIJ120	Criminal Evidence	3
CRIJ160	Juvenile Delinquency and Laws Pertaining to Children	3
SOCI110	Introduction to Sociology[4]	3
	Cultural Perspectives[B]	3
		15

Third Semester

BIOL101	Biological Science I[1]	4
CRIJ140	Criminal Procedure	3
	Criminal Justice Elective	3
SOCI150	Criminology	3
	Creative Expression[D]	2
		15

Fourth Semester

CRIJ260	Probation and Parole	3
CRIJ275	Introduction to Correctional Administration	3
	Electives	7
INTG285	Integration of Knowledge[E,5]	3
		16

A   Placement testing required.
B   Any of the following may be chosen: HIST111, HIST112, HUMN111, HUMN112, HUMN113, HUMN114, HIST151, HIST152, PHIL125.
C   Any of the following may be chosen: HLTH110, PHED106, PHED170, PSYC125.
D   Any of the following may be chosen: COMG110, COMG130, COMT110.
E   Any INTG section may be chosen.
1   Satisfies College Level Mathematics or Science.
2   Satisfies College Writing Level I.
3   Satisfies College Writing Level II.
4   Satisfies Social Perspectives.
5   Satisfies Writing Intensive requirement.
*   See page 6 for important information on Revisions to Degree/Major Requirements. Completion of a non-degree major is not available in this major. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Program of study requirements and other catalog contents are subject to change.
Please visit *www.bucks.edu* for current requirements.

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Police Administration
TRANSFER MAJOR
Curriculum Code No. 1020

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Degree Course Requirements*

BIOL101	Biological Science I[1]	4
COMP110	English Composition I[A,2]	3
COMP111	English Composition II[3]	3
CRIJ100	Introduction to the Administration of Criminal Justice	3
CRIJ120	Criminal Evidence	3
CRIJ140	Criminal Procedure	3
CRIJ160	Juvenile Delinquency and Laws Pertaining to Children	3
CRIJ250	Police Organization and Administration	3
CRIJ275	Introduction to Correctional Administration	3
POLI120	American State and Local Government	3
PSYC110	Introduction to Psychology[4]	3
SOCI110	Introduction to Sociology[4]	3
SOCI150	Criminology	3
	Creative Expression[D]	2
	Cultural Perspectives[B]	6
	Electives	7
INTG285	Integration of Knowledge[E,5]	3
	Personal Health[C]	2
		60

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMP110	English Composition I[A,2]	3
CRIJ100	Introduction to the Administration of Criminal Justice	3
PSYC110	Introduction to Psychology[4]	3
	Cultural Perspectives[B]	3
	Personal Health[C]	2
		14

Second Semester

COMP111	English Composition II[3]	3
CRIJ120	Criminal Evidence	3
CRIJ160	Juvenile Delinquency and Laws Pertaining to Children	3
SOCI110	Introduction to Sociology[4]	3
	Cultural Perspectives[B]	3
		15

Third Semester

CRIJ140	Criminal Procedure	3
BIOL101	Biological Science I[1]	4
POLI120	American State and Local Government	3
SOCI150	Criminology	3
	Creative Expression[D]	2
		15

Fourth Semester

CRIJ250	Police Organization and Administration	3
CRIJ275	Introduction to Correctional Administration	3
	Electives	7
INTG285	Integration of Knowledge[E,5]	3
		16

Education

Department of Social & Behavioral Science
Founders 210A – Phone: 968-8060

Early Childhood Education
OCCUPATIONAL MAJOR
Curriculum Code No. 2026

This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

A two-year course of study leading to the Associate of Arts Degree, this major meets Pennsylvania certification requirements for assistant teachers in private kindergartens, nursery schools, and child day-care centers.

Certified Assistant Teachers who wish to earn credits toward certification as a teacher in private kindergartens, nursery schools, and child day-care centers, may earn these credits at the College, provided they have not previously received credit for the course(s).

Graduates are prepared to work with young children and to create and maintain healthful and safe facilities; provide an educational component conducive to intellectual and emotional development; facilitate wholesome social interactions; give adequate custodial care; establish two-way communication with the home; cooperate with their co-workers; keep required records, and behave as a role model.

Graduates of this program should be able to do the following:

• plan and implement developmentally appropriate programs for their student in coordination with the head teacher.

• maintain a healthy and safe environment for their students.

• work cooperatively with families and co-workers.

Degree Course Requirements*

BIOL101	Biological Science I[1]	4
COMG110	Effective Speaking[4]	3
COMP110	English Composition I[A,2]	3
COMP111	English Composition II[3]	3
EDUC100	Foundations of Education	3
EDUC105	Early Childhood Education: Its History, Organization and Management	3
EDUC115	Observing and Recording the Behavior of Young Children	3
EDUC150	Science and Math Experiences for Young Children	3
EDUC170	Language Development	3
EDUC200	Art Experiences for Young Children	3
EDUC220	Practicum in Education	6
HLTH120	Nutrition[5]	3
LITR246	Children's Literature	3
MUSC230	Music for Early Childhood	2
PSYC110	Introduction to Psychology[6]	3
PSYC180	Human Growth and Development	3
PSYC190	Educational Psychology	3
SOCI160	Marriage and the Family	3
	Cultural Perspectives[B]	3
INTG285	Integration of Knowledge[C,7]	3
		63

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMG110	Effective Speaking[4]	3
COMP110	English Composition I[A,2]	3
EDUC100	Foundations of Education	3
PSYC110	Introduction to Psychology[6]	3
	Cultural Perspectives[B]	3
		15

Second Semester

BIOL101	Biological Science I[1]	4
COMP111	English Composition II[3]	3
EDUC105	Early Childhood Education: Its History, Organization and Management	3
EDUC115	Observing and Recording the Behavior of Young Children	3
PSYC180	Human Growth and Development	3
		16

Third Semester

EDUC150	Science and Math Experiences for Young Children	3
EDUC200	Art Experiences for Young Children	3
HLTH120	Nutrition[5]	3
MUSC230	Music for Early Childhood	2
PSYC190	Educational Psychology	3
SOCI160	Marriage and the Family	3
		17

Fourth Semester

EDUC170	Language Development	3
EDUC220	Practicum in Education	6
LITR246	Children's Literature	3
INTG285	Integration of Knowledge[C,7]	3
		15

[A] Placement testing required.
[B] Consult the list of courses approved for this subcategory. Any course may be chosen.
[C] Any INTG section may be chosen.
[1] Satisfies College level Mathematics or Science.
[2] Satisfies College Writing Level I.
[3] Satisfies College Writing Level II.
[4] Satisfies Creative Expression.
[5] Satisfies Personal Health.
[6] Satisfies Social Perspectives.
[7] Satisfies Writing Intensive requirement.
[*] See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Majors

Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except LITR246, MUSC230, COMG110, BIOL101, SOCI160, EDUC150, and INTG. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Education

TRANSFER MAJOR
Curriculum Code No. 1061

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Social & Behavioral Science
Founders 210A • Phone: 968-8060

A two-year concentration leading to the Associate of Arts degree, this major serves as a foundation for further study toward a baccalaureate degree in early childhood, elementary, and special education and is a partial fulfillment of certification requirements for public school teachers.

Students planning a career in education should, as a rule, follow a basic major during the first two years of collegiate work. However, each major should be planned in cooperation with an academic advisor and should be coordinated with the major at the four-year institution to which the student plans to transfer.

Degree Course Requirements*

BIOL101	Biological Science I[1]	4
BIOL102	Biological Science II	4
COMG110	Effective Speaking[4]	3
COMP110	English Composition I[A,2]	3
COMP111	English Composition II[3]	3
EDUC100	Foundations of Education	3
HLTH110	Responding to Emergencies[5]	3
MATH101	Mathematical Concepts I[A,1]	3
MATH102	Mathematical Concepts II[A,1]	3
PSYC110	Introduction to Psychology[6]	3
PSYC180	Human Growth and Development	3
PSYC190	Educational Psychology	3
	Cultural Perspectives[B]	6
	Electives	9
INTG285	Integration of Knowledge[C,7]	3
	Literature Elective	3
	Music Elective	3
		62

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMP110	English Composition I[A,2]	3
EDUC100	Foundations of Education	3
HLTH110	Responding to Emergencies[5]	3
PSYC110	Introduction to Psychology[6]	3
	Cultural Perspectives[B]	3
		15

Second Semester

COMG110	Effective Speaking[4]	3
COMP111	English Composition II[A,2]	3
PSYC180	Human Growth and Development	3
	Elective	3
	Music Elective	3
		15

Third Semester

BIOL101	Biological Science I[1]	4
MATH101	Mathematical Concepts I[A,1]	3
PSYC190	Educational Psychology	3
	Cultural Perspectives[B]	3
	Elective	3
		16

Fourth Semester

BIOL102	Biological Science II	4
MATH102	Mathematical Concepts II[A,1]	3
	Elective	3
INTG285	Integration of Knowledge[C,7]	3
	Literature Elective	3
		16

[A] Placement testing required.
[B] Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114.
[C] Any INTG section may be chosen.
[1] Satisfies College level Mathematics or Science.
[2] Satisfies College Writing Level I.
[3] Satisfies College Writing Level II.
[4] Satisfies Creative Expression.
[5] Satisfies Personal Health.
[6] Satisfies Social Perspectives.
[7] Satisfies Writing Intensive requirement.
[*] See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except three credits of music elective, six credits of cultural perspectives, three credits of literature electives, three credits in integration of knowledge and nine credits of electives. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Secondary Education – Biology

TRANSFER MAJOR
Curriculum Code No. 1169

Department of Science and Technology
Founders 221 • Phone 215-968-8351

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the transfer and Job resource Center early in their academic program to determine which courses will transfer to the college of their choice.

The Secondary Education – Biology major is designed for students who plan to teach Biology in a high school setting. The program provides the first two years of an undergraduate degree leading to a baccalaureate degree in Secondary Education with an emphasis in Biology.

Prospective students with academic deficiencies should be aware that they will need additional time to acquire the necessary academic background. Prerequisites and corequisites for required courses must be followed.

Degree Course Requirements*

COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
EDUC100	Foundations of Education	3
PSYC190	Educational Psychology	3
COMG110	Effective Speaking[5]	3
PSYC110	Introduction to Psychology	3
BIOL121	Biological Principles I	4
BIOL228	Microbiology	4
CHEM121	Chemistry I[A,3]	4
CHEM122	Chemistry II	4
CHEM221	Organic Chemistry I	5
CHEM222	Organic Chemistry II	5
PHYS106	Physics A	4
PHYS107	Physics B	4
	Health/ PE elective[B]	2
	Cultural Perspectives[B]	3
INTG285	Integration of Knowledge[B,4]	3
		60

[A] Placement testing required; Chem 121 requires taking and passing the Chem Placement Exam and Math120 or a score of 9 on the Math Assessment test
[B] Consult list Category 1
[1] Satisfies College Writing Level I
[2] Satisfies College Writing Level II
[3] Satisfies College Level Mathematics or Science
[4] Satisfies Writing Intensive requirement
[5] Satisfies Creative Expression requirement
[*] See page 6 for important information on Revisions to Degree/Major Requirements.

Recommended Semester Sequence

First Semester

COMP110	English Composition I[A,1]	3
CHEM121	Chemistry I[A,3]	4
PSYC110	Introduction to Psychology	3
BIOL121	Biological Principles I	4
	Health Elective[B]	2
		16

Second Semester

COMP111	English Composition II[2]	3
CHEM122	Chemistry II	4
COMG110	Effective Speaking[5]	3
BIOL228	Microbiology	4
		14

Third Semester

CHEM221	Organic Chemistry I	5
PHYS106	Physics A	4
EDUC100	Foundations of Education	3
	Cultural Perspectives[B]	3
		15

Fourth Semester

CHEM222	Organic Chemistry II	5
PHYS107	Physics B	4
PSYC190	Educational Psychology	3
INTG285	Integration of Knowledge[4]	3
		15

Secondary Education – Chemistry

TRANSFER MAJOR
Curriculum Code No. 1170

Department of Science and Technology
Founders 221 • Phone 215-968-8351

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the transfer and Job resource Center early in their academic program to determine which courses will transfer to the college of their choice.

The Secondary Education Chemistry major is designed for students who plan to teach Chemistry in a high school setting. The program provides the first two years of an undergraduate degree leading to a baccalaureate degree in Secondary Education with an emphasis in Chemistry.

Prospective students with academic deficiencies should be aware that they will need additional time to acquire the necessary academic background. Prerequisites and corequisites for required courses must be followed.

Degree Course Requirements*

COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
EDUC100	Foundations of Education	3
PSYC190	Educational Psychology	3
COMG110	Effective Speaking[5]	3
PSYC110	Intro to Psychology	3
MATH140	Calculus I[3]	4
MATH141	Calculus II	4
CHEM121	Chemistry I[A]	4
CHEM122	Chemistry II	4
CHEM221	Organic Chemistry I	5
CHEM222	Organic Chemistry II	5
PHYS121	Physics I	4
PHYS122	Physics II	4
INTG285	Integration of Knowledge[B,4]	3
	Health/ PE elective B	2
	Cultural Perspectives B	3
		60

A Placement testing required; Chem 121 requires taking and passing
   the Chem Placement Exam and Math120 or a score of 9 on the
   Math Assessment test
B Consult list on Page 9
1 Satisfies College Writing Level I
2 Satisfies College Writing Level II
3 Satisfies College Level Mathematics or Science
4 Satisfies Writing Intensive requirement
5 Satisfies Creative Expression requirement
* See page 6 for important information on Revisions to
   Degree/Major Requirements.

Recommended Semester Sequence

First Semester

COMP110	English Composition I[A,1]	3
CHEM121	Chemistry I[A,1]	4
PSYC110	Introduction to Psychology	3
MATH140	Calculus I	4
	Health Elective[B]	2
		16

Second Semester

COMP111	English Composition II[2]	3
CHEM122	Chemistry II	4
COMG110	Effective Speaking[5]	3
MATH141	Calculus II	4
		14

Third Semester

CHEM221	Organic Chemistry I	5
PHYS121	Physics I	4
EDUC100	Foundations of Education	3
	Cultural Perspectives[B]	3
		15

Fourth Semester

CHEM222	Organic Chemistry II	5
PHYS122	Physics II	4
PSYC190	Educational Psychology	3
INTG285	Integration of Knowledge[B,4]	3
		15

Paraprofessional Instructional Assistant

OCCUPATIONAL MAJOR
Curriculum Code No. 2034

This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Social & Behavioral Science
Founders 210A • Phone: 215-968-8060

Leading to the Associate of Arts degree and a certificate of competency, this major prepares students to work effectively as instructional assistants in public and private schools in Pennsylvania.

Graduates are prepared to assist teachers and to secure teaching materials and equipment, check workbooks and homework, prepare profiles of student progress and record teacher-assigned grades, monitor testing situations, supervise student activities in the cafeteria and on the playground, assist students in the use of teaching machines and computers, and perform instructional services when delegated.

Graduates of this program should be able to do the following:

• assist teachers in instructional activities.

• work with students individually or in small groups as designated by the teacher.

• assist teachers with record-keeping and curricular planning.

• work cooperatively with co-workers.

Degree Course Requirements*

COMG110	Effective Speaking[3]	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
EDUC100	Foundations of Education	3
EDUC115	Observing and Recording the Behavior of Young Children	3
EDUC160	Introduction to Exceptionalities	3
EDUC210	Computers, Media and the Teacher	3
EDUC220	Practicum in Education	6
HLTH110	Responding to Emergencies[4]	3
LITR246	Children's Literature	3
MATH102	Mathematical Concepts II[A,5]	3
PSYC110	Introduction to Psychology[6]	3
PSYC180	Human Growth and Development	3
PSYC190	Educational Psychology	3
	Art or Music Elective	3
	Cultural Perspectives	3
	Electives	6
INTG285	Integration of Knowledge[C,7]	3
		60

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMG110	Effective Speaking[3]	3
COMP110	English Composition I[A,1]	3
EDUC100	Foundations of Education	3
HLTH110	Responding to Emergencies[4]	3
PSYC110	Introduction to Psychology[6]	3
		15

Second Semester

COMP111	English Composition II[2]	3
EDUC115	Observing and Recording the Behavior of Young Children	3
MATH102	Mathematical Concepts II[A,5]	3
PSYC180	Human Growth and Development	3
	Art or Music Elective	3
		15

Third Semester

EDUC160	Introduction to Exceptionalities	3
EDUC210	Computers, Media and the Teacher	3
LITR246	Children's Literature	3
PSYC190	Educational Psychology	3
	Cultural Perspectives	3
		15

Fourth Semester

EDUC220	Practicum in Education	6
INTG285	Integration of Knowledge[C,7]	3
	Electives	6
		15

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any
   course may be chosen.
C Any INTG section may be chosen.
1 Satisfies College Writing Level I.
2 Satisfies College Writing Level II.
3 Satisfies Creative Expression.
4 Satisfies Personal Health.
5 Satisfies College level Mathematics or Science.
6 Satisfies Social Perspectives.
7 Satisfies Writing Intensive requirement.
* See page 6 for important information on Revisions to
   Degree/Major Requirements. Students who do not seek the
   Associate of Arts Degree may earn the legend, "Major
   Requirements Satisfied", on their transcripts by successfully com-
   pleting all the courses listed in the major except LITR246,
   PSYC105, three credits in art or music, three credits in integration
   of knowledge and six credits of electives. Credits exceeding the
   required minimum cannot be used to satisfy credits in other course
   requirements.

Program of study requirements
and other catalog contents
are subject to change.

Please visit *www.bucks.edu*
for current requirements.

Associate Degree & Certificate Program

PENDING APPROVAL

The Emergency Management and Public Safety associate degree and certificate prepares the student for the challenges faced in providing fire, police, emergency medical and emergency management services within various levels of government. Graduates might be employed in positions with job titles such as emergency management coordinator, assistant emergency management coordinator, public safety director, fire fighter, safety professional and air/rail/port security coordinator. Please check our website for this exciting program.

Engineering

TRANSFER MAJOR
Curriculum Code No. 1028

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Science & Technology
Founders 225 • Phone: 215-968-8350

The academic major for the first two years of engineering is similar for all branches of the discipline. It is designed for students ready to enroll in any engineering major--civil, ME, EE, metallurgical, aeronautical, or others. Consequently, this major provides a foundation for all phases of engineering as well as for physics and prepares students to continue their education at a four-year institution or to enter industry as paraprofessional employees.

Prospective students with inadequate academic preparation should be aware that they may need additional time to acquire the necessary academic background. Prerequisites and corequisites for the required courses must be strictly followed.

Degree Course Requirements*

CHEM121	Chemistry I[A]	4
CHEM122	Chemistry II	4
COMG110	Effective Speaking[3]	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
MATH140	Calculus I[A,4]	4
MATH141	Calculus II	4
PHYS112	Engineering Graphics	3
PHYS121	Physics I	4
PHYS122	Physics II	4
INTG285	Integration of Knowledge[5]	3
	Computer Programming[E]	3
	Cultural Perspectives[B]	3
	Engineering Electives[F]	9
	Personal Health[D]	3
	Social Perspectives[C]	3
		60

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester and who are not enrolled in developmental courses. All other students will need more time to complete major requirements. This additional time will entail some adjustments to the sequence recommended.

First Semester

CHEM121	Chemistry I[A]	4
COMP110	English Composition I[A,1]	3
MATH140	Calculus I[A,4]	4
	Personal Health[D]	3
		14

Second Semester

CHEM122	Chemistry II	4
COMP111	English Composition II[2]	3
MATH141	Calculus II	4
PHYS121	Physics I	4
		15

Third Semester

PHYS112	Engineering Graphics	3
PHYS122	Physics II	4
	Engineering Elective[F]	3
	Computer Programming	3
	Cultural Perspectives[B]	3
		16

Fourth Semester

COMG110	Effective Speaking[3]	3
INTG285	Integration of Knowledge[5]	3
	Engineering Electives[F]	6
	Social Perspectives[C]	3
		15

[A] Placement testing required.
[B] Choose from HIST111, HIST112, HIST151, HIST152, ARTF193, HUMN111, HUMN120.
[C] Choose from ECON111, GEOG110, PSYC110, SOCI110.
[D] Choose from HLTH103, HLTH120, HLTH130, PSYC125.
[E] Choose from CISC127, CISC115, CISC210.
[F] Electives to be chosen from the following: PHYS221, PHYS222, PHYS223, MATH242, MATH260.
[1] Satisfies College Writing Level I.
[2] Satisfies College Writing Level II.
[3] Satisfies Creative Expression.
[4] Satisfies College level Mathematics or Science.
[5] Satisfies Writing Intensive requirement.
[*] See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except COMP110, COMP111, three credits of cultural perspectives, three credits of social perspectives, two credits of personal health and three credits in integration of knowledge. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Environmental Science

OCCUPATIONAL MAJOR
Curriculum Code No. 2159

Department of Science and Technology
Founders 225 • 215-968-8351

A graduate of this program can expect to find entry-level employment as an environmental analyst, field service technician, geologist technician, wastewater operator, installation technician, survey technician, remediation technician, and instrument technician.

Students planning to transfer into a four year program should meet with an advisor in the Science Department at the beginning of their program.

Graduates are able to:

• assess environmental impact of proposed development projects

• inventory, evaluate, and assist in development of resource management strategies for sites and areas with unique scenic, recreational, historic, cultural, paleontological, and other resource values

- assist in habitat restoration
- conduct environmental education programs
- sample and analyze the biological and physical components of ecosystems
- utilize geographical information systems (GIS) software to generate project maps
- generate geographically-referenced digital information spatially in map format and in tabular, descriptive format using computers
- follow and apply local, state, and federal environmental regulations

Degree Requirements*

BIOL101	Biological Science I[3]	4
BIOL102	Biological Science II[3]	4
BIOL110	Field Biology[3]	3
BIOL280	Cooperative Education-Environmental Science	3
CHEM101	Chemistry A,[3]	4
CHEM102	Chemistry B	4
CHEM104	Environmental Chemistry	3
SCIE103	Earth Science[3]	3
SCIE105	Conservation Ecology	4
SCIE106	GIS for Land Use Planning and Environmental Tech.	3
SCIE107	Intro. To Environmental Monitoring and Sampling	4
COMP110	English Composition I[A,1]	3
COMP114	Technical Writing[2]	3
MATH115	Elementary Statistics[A,3]	3
COMG110	Effective Speaking[5]	3
	Cultural Perspectives[B]	3
INTG285	Integration of Knowledge[4]	3
	Personal Health[B]	2
	Social Perspectives[B]	3
		62

[A] Placement testing required
[B] Consult the list of courses approved for this subcategory here of the College Catalog. Any course may be chosen.
[1] Satisfies College Writing Level I.
[2] Satisfies College Writing Level II.
[3] Satisfies College level Mathematics or Science
[4] Satisfies Writing intensive requirement
[5] Satisfies Creative Expression
[*] See page 6 for important information on Revisions to Degree/Major Requirements.

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

BIOL101	Biological Science I[3]	4
CHEM101	Chemistry A[3]	4
COMP110	English Composition I[A,1]	3
SCIE105	Conservation Ecology	4
		15

Second Semester

BIOL102	Biological Science II[3]	4
CHEM102	Chemistry B	4
COMP114	Technical Writing[2]	3
MATH115	Elementary Statistics[A,3]	3
	Personal Health[B]	2
		16

Third Semester

BIOL110	Field Biology[3]	3
CHEM104	Environmental Chemistry	3
SCIE107	Intro. To Environmental	
COMG110	Effective Speaking[5]	3
	Monitoring and Sampling	4
	Social Perspectives[B]	3
		16

Fourth Semester

BIOL280	Cooperative Education-Environmental Science	3
SCIE103	Earth Science[3]	3
SCIE106	GIS for Land Use	
INTG285	Integration of Knowledge[4]	3
	Planning and Environmental Tech.	3
	Cultural Perspectives[B]	3
		15
		Total 62

Fire Investigation

CERTIFICATE PROGRAM
Curriculum Code No. 3144

Department of Science & Technology
Founders 221 • Phone: 215-968-8351

This certificate program provides the opportunity for an individual to pursue a career in the Fire Science, Fire Investigation, Risk Management, Building Inspection or for professional development for those employed.

Graduates of this program are able to:

- provide services to the community in fire investigations, building inspections, fire inspections and fire protection systems
- engage in risk analysis
- perform fire equipment inspection and testing
- develop strategies for effective first scene management
- assess building construction and its effect on fire development and suppression
- assess building for compliance with international codes and eliminate potential fire hazards

Certificate Course Requirements

FRSC102	Hazardous Materials	3
FRSC103	Building Construction for the Fire Service	3
FRSC104	International Fire Prevention and Building Codes	3
FRSC106	Fire Investigation	3
FRSC107	Pre-Emergency Planning and Computer Assisted Design	3
		15

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Fire Science

OCCUPATIONAL MAJOR
Curriculum Code No. 2158

Department of Science and Technology
Founders 221 • Phone 215- 968- 8351

The Fire Science Associate Degree Program prepares the student for a leadership position in the Fire Service. In addition to the courses that prepare the student to manage a complex emergency scene, the Fire Science courses in this curriculum provide the student with technical information on a wide range of topics. Courses such as Pre-emergency Planning and Computer Assisted Design, Fire Investigation, the International Building and Fire Code and Fire Prevention and Fire Safety Education prepare the student for careers that are directly and indirectly related to the Fire Service. These careers include working in fire investigation, code inspection, insurance investigation, fire equipment inspection, risk analysis and pre-emergency planning. In addition this program provides individuals already working in the Fire Service, or in a related field, the opportunity to prepare for promotion while at the same time earning an Associate Degree.

Degree Course Requirements*

COMP110	English Composition I[A,1]	3
COMP114	Technical Writing[2]	3
CHEM101	Chemistry A[3]	4
MATH110	Mathematics for Technology[A]	3
COMG110	Effective Speaking[C]	3
	Social Perspective[B]	3
	Cultural Perspective[B]	3
	Personal Health[B]	2
	Elective	3
INTG285	Integration of Knowledge[4]	3
FRSC101	Firefighting Strategy and Tactics	3
FRSC102	Hazardous Materials	3
FRSC103	Building Construction for the Fire Service	3
FRSC104	The International Fire Prevention and Building Code	3
FRSC105	Fire Protection Systems	3
FRSC106	Fire Investigation	3
FRSC107	Pre-emergency Planning and Computer Assisted Design	3
FRSC108	Organization and Management of Emergency Services	3
FRSC109	Fire Service Occupational Safety and Health	3
FRSC110	Fire Prevention and Fire Safety Education	3
		60

Recommended Semester Sequence

First semester

COMP110	English Composition I[A,1]	3
FRSC103	Building Construction for the Fire Service	3
FRSC104	The International Fire Prevention and Building Code	3
MATH110	Mathematics for Technology I	3
COMG110	Effective Speaking[C]	3
		15

Second Semester

FRSC108	Organization and Management of Emergency Services	3
FRSC109	Fire Service Occupational Safety & Health	3
FRSC110	Fire Prevention and Fire Safety Education	3
COMP114	Technical Writing[2]	3
CHEM101	Chemistry A[3]	4
		16

Third Semester

FRSC101	Firefighting Strategy and Tactics	3
FRSC102	Hazardous Materials	3
FRSC105	Fire Protection Systems	3
	Social Perspective[B]	3
	Cultural Perspectives[B]	3
		15

Fourth Semester

FRSC106	Fire Investigation	3
FRSC107	Pre-emergency Planning and Computer Assisted Design	3
INTG285	Integration of Knowledge[4]	3
	Personal Health[B]	2
	Elective	3
		14

A Placement testing required
B Consult approved list on page 9.
C Satisfies Creative Expression
1 Satisfies College Writing, Level I
2 Satisfies College Writing, Level II
3 Satisfies College Level Math or Science
4 Satisfies Writing Intensive Requirement
* See page 6 for important information on Revisions to Degree/Major Requirements.

Fire Science

CERTIFICATE PROGRAM
Curriculum Code No. 3143

Department of Science & Technology
Founders 221 • Phone: 215-968-8351

This certificate program provides the opportunity for an individual to pursue a career in Fire Science or for professional development for those employed.

Graduates of this program are able to:

- provide services to the community in fire investigations, building inspections, fire inspections and fire protection systems.
- engage in risk analysis.
- perform fire equipment inspection and testing.
- develop strategies for effective first scene management.
- assess building construction and its effect on fire development and suppression.
- assess building for compliance with ICC International Codes and eliminate potential fire hazards.

Certificate Course Requirements

FRSC101	Strategies and Tactics	3
FRSC103	Building Construction for the Fire Service	3
FRSC104	International Fire Prevention and Building Codes	3
FRSC105	Fire Protection Systems	3
FRSC106	Fire Investigation	3
		15

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Prepare for a leadership position in the Fire Service with the Fire Science associate degree program.

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Health and Physical Education

TRANSFER MAJOR
Curriculum Code No. 1031

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Health, Physical Education & Nursing
Gymnasium 102 • Phone: 215-504-8537

The Health and Physical Education program prepares undergraduate students for a career in teaching health and physical education. The major is for students planning to transfer to a four-year institution as a health and physical education major. It provides the fundamental courses for students to successfully transfer into upper division course work. Students should plan their major to parallel that of the transfer college.

Degree Course Requirements*

COMG110	Effective Speaking[4]	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
HLTH103	Life and Health[5]	3
HLTH110	Responding to Emergencies[5]	3
HLTH120	Nutrition[5]	3
HLTH130	Principles and Applications of Diet and Fitness[5]	3
PHED180	Foundations of Physical Education	3
PHED183	Movement and Physical Education for Early Childhood	3
PSYC110	Introduction to Psychology[3]	3
SOCI110	Introduction to Sociology[3]	3
	College Level Mathematics[A] or Science[C]	6
	Cultural Perspectives[D]	3
	Electives	3
INTG285	Integration of Knowledge[E,6]	3
	Physical Education Skills Courses[B]	12
		60

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMP110	English Composition I[A,1]	3
HLTH103	Life and Health[5]	3
PHED180	Foundations of Physical Education	3
	Physical Education Skills Courses[B]	4
	Mathematics A and/or Science[C]	3
		16

Second Semester

COMP111	English Composition II[2]	3
HLTH110	Responding to Emergencies[5]	3
PHED183	Movement and Physical Education for Early Childhood	3
	Electives	3
	Physical Education Skills Courses[B]	4
		16

Third Semester

COMG110	Effective Speaking[4]	3
HLTH130	Principles and Applications of Diet and Fitness[5]	3
PSYC110	Introduction to Psychology[3]	3
	Cultural Perspectives[D]	3
	Physical Education Skills Course[B]	2
		14

Fourth Semester

HLTH120	Nutrition[5]	3
SOCI110	Introduction to Sociology[3]	3
INTG285	Integration of Knowledge[E,6]	3
	Mathematics A and/or Science[C]	3
	Physical Education Skills Courses[A]	2
		14

[A] *Placement testing required.*
[B] *Health and Physical Education majors must take at least six of these physical education skills courses: PHED133, PHED145, PHED150, PHED155, PHED156, PHED170, PHED175, PHED176, PHED178, PHED179, PHED188, PHED189.*
[C] *Any of the following may be chosen: CHEM101, BIOL101, MATH101, MATH102, MATH120, MATH125, MATH140.*
[D] *Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114.*
[E] *Any INTG section may be chosen.*
[1] *Satisfies College Writing Level I.*
[2] *Satisfies College Writing Level II.*
[3] *Satisfies Social Perspectives.*
[4] *Satisfies Creative Expression.*
[5] *Satisfies Personal Health.*
[6] *Satisfies Writing Intensive requirement.*
[*] *See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied," on their transcripts by successfully completing all the courses listed in the major except three to five credits in mathematics or science. COMP111, three credits in cultural perspectives, and six credits of undesignated electives. Credits exceeding the required minimum cannot be used to satisfy credits in other course requirements.*

Sport Management

TRANSFER MAJOR
Curriculum Code No. 1154

Office of Athletics
Gymnasium 102 • Phone: 215-968-8450

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer and job Resource Center early in their academic program to determine which courses will transfer to the college of their choice.

The Sport Management major prepares the undergraduate student for a career in sport management, athletics, marketing, campus recreation, intramurals, student activities, as well as other related areas. It serves as a foundation for upper division course work. Students planning to transfer to a four-year institution as a sport management major should plan a major parallel to that of the transfer college.

Degree Course Requirements*

CISC115	Computer Science I[F]	3
COMG110	Effective Speaking	3
COMP110	English Composition I	3
COMP111	English Composition II	3
HLTH103	Life and Health	3
HLTH110	Responding to Emergencies	3
ECON111	Prin. of Economics: Macro	3
SOCI110	Intro to Sociology	3
SPMT200	Intro to Sport Management	3
SPMT201	Sport Marketing	3
SPMT202	Facility Mgt/Event Planning	3
SPMT203	History& Philosophy of Sport	3
	College Level Math or Science	6
	Cultural Perspectives	3
	Humanities Elective	3
INTG285	Integration of Knowledge	3
	Physical Education Electives	6
SPMT280	Cooperative Education/ Sport Internship	3
		60

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended. See catalog for key.

First Semester

COMP110	English Composition I[A,1]	3
HLTH103	Life and Health[5]	3
SPMT200	Intro to Sport Management	3
	Physical Education Elective[B]	2
	Math and/or Science[C]	3
		14

Second Semester

CISC115	Computer Science I[F]	3
COMP111	English Composition II[2]	3
HLTH110	Responding to Emergencies[5]	3
SPMT203	History & Philosophy of Sport	3
	Humanities Elective D	3
		15

Third Semester

SPMT202	Facility Mgt/Event Planning	3
ECON111	Prin. of Economics: Macro[3]	3
SOCI110	Intro to Sociology[3]	3
SPMT201	Sport Marketing	3
	Cultural Perspectives[D]	3
		15

Fourth Semester

COMG110	Effective Speaking[4]	3
INTG285	Integration of Knowledge[E,6]	3
SPMT280	Sport Management Internship	3
	Math[A] and/or Science[C]	3
	Physical Education Electives [B]	4
		16

Key for recommended semester sequence:
[A] *Placement testing required*
[B] *Health and Physical Education majors must take at least six of these physical education skills courses: PHED133, PHED145, PHED150, PHED155, PHED156, PHED170, PHED178, PHED190, PHED191.*
[C] *Any of the following may be chosen: CHEM101, BIOL101, MATH101, MATH102, MATH120, MATH125, MATH140.*
[D] *Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114.*
[E] *Any INTG section may be chosen.*
[F] *CISC100 or 110 may be substituted.*
[1] *Satisfies College Writing Level I.*
[2] *Satisfies College Writing Level II.*
[3] *Satisfies Social Perspectives.*
[4] *Satisfies Creative Expression.*
[5] *Satisfies Personal Health.*
[6] *Satisfies Writing Intensive requirement.*
   Note for Degree Course Requirements:
[*] *See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except three to five credits in mathematics or science, COMP111, three credits in cultural perspectives, and six credits of undesignated electives. Credits exceeding the required minimum cannot be used to satisfy credits in other course requirements.*

Historic Preservation

CERTIFICATE PROGRAM
Curriculum Code No. 3127

Department of Social and Behavioral Science
Penn 301 • Phone: 215-968-8270

The Historic Preservation Certificate program of study is primarily occupational, providing opportunities for individuals seeking a career in the field of historic preservation. The program is designed for job placement with students finding employment in the historic preservation field in the offices of: community planners, developers, architects, contractors, realtors, zoning commissions, certified local governments, house museums, private and public research agencies, educational institutions, landscape architects, and historic reproduction businesses. Some students may also take the Certificate in order to enhance their present employment situation.

Upon completion of this program, the student will be able to:

• understand the theoretical and historical bases of historical preservation.
• demonstrate knowledge of American architectural history.
• employ research techniques to document historic sites.
• apply historic preservation standards and regulations to specific sites.
• communicate historic preservation values to the general public
• prepare a portfolio that demonstrates ability at entry level in the historic preservation field.

Certificate Requirements

HIST197	History and Theory of Historic Preservation	3
HIST198	History of American Architecture	3
HIST199	Methodology and Documentation	3
HIST201	Building Conservation	3
HIST203	Internship for Historic Preservation	3
	required:	**15**

Electives: (9 credits required)

HIST195	Introduction to Historical Archaeology	3
HIST200	Material Culture in Historic Preservation	3
HIST202	Law, Taxes and Zoning for Historic Preservation	3
HIST204	Oral History in Preservation	3
HIST205	Restoration Workshop I	3
HIST206	Restoration Workshop II	3
HIST207	HABS Workshop	3
HIST208	History, Society & Architecture in the Delaware Valley	3
HIST209	Bucks County Architecture and Architects	1
HIST210	Preservation Field Studies	3
HIST213	Architecture and History of Newtown	2
HIST214	Preservation Lab	3
HIST216	Historic Garden Preservation	3
HIST217	Historic Gardens of Early 20th century	1
HIST218	Fundamentals of Drawing for HABS Workshop	1
HIST219	Management of Historic Sites	3
HIST220	Teaching Historic Places & Preservation in the Classroom	
INDP290	Independent Study: Historic Preservation	3
VAFW190	History of American Furniture	3
		24

Recommended Semester Sequence for Historic Preservation Certificate Program:
First Year: first semester, fall: HIST198 (3 credits) second semester, spring: HIST199 (3 credits), elective (3 credits); second semester, summer: elective (3 credits)
Second Year: first semester, fall: HIST197 (3 credits), elective (3 credits); second semester, spring: HIST201 (3 credits), HIST203 (3 credits)

Hospitality and Tourism Management

OCCUPATIONAL MAJOR
This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Transfer and Job Resource Center early in their academic programs to determine which courses will transfer to the college of their choice.

Department of Business Studies
Penn 401 • Phone: 215-968-8227

The Tourism and Hospitality Management major offers a variety of options for the student interested in gaining employment in the hospitality industry at an entry level or as a management trainee. The student may choose to follow either the Tourism and Hospitality Management Emphasis or the Food Service Management Emphasis. (See options below and consult with an advisor.) Program requirements can be completed in a two-year period of full-time study (including one summer employment internship).

This Associate Degree program prepares graduates to compete for various entry-level management careers in the hospitality management, commercial and noncommercial foodservice and tourism/lodging industries, depending upon which emphasis is selected.

Upon successful completion of major requirements, an Associate of Arts Degree will be granted by the College.

Graduates seek employment in positions with job titles such as hotel/restaurant management trainee, front desk supervisor, foodservice supervisor, food production assistant, dietary manager, shift supervisor, assistant manager in hotel/motel/restaurant/institutional operations.

Graduates should be able to:

- work and communicate effectively with others through oral, written or graphic means to demonstrate interpersonal skills and professional attitudes and work habits
- distinguish among moral, ethical and legal aspects of business law as applied to hospitality industry occupations
- utilize principles of effective personnel management in the supervision of employees
- plan and develop appropriate and nutritious menus that meet the requirements of hotels, restaurants and non-commercial operations
- develop cost control and asset management techniques in various operations
- organize and direct food production and service in a variety of settings. supervise employees in the front desk operation of a hotel or motel
- exhibit knowledge of the terminology of the tourism, foodservice, and lodging industry
- be certified in Applied Foodservice Sanitation

Hospitality and Tourism Management Emphasis

Curriculum Code No. 2022

Degree Course Requirements*

Course	Title	Credits
ACCT103	Introductory Accounting or	
ACCT105	Principles of Accounting I	3/4
CISC100	Introduction to Computers or	
CISC110	Introduction to Information Systems	3
COMG110	Effective Speaking[2]	3
COMP110	English Composition I[A,1]	3
HLTH120	Nutrition[3]	3
HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation (Certification Course)	3
HRIM110	Financial Management in Tourism & Hospitality	3
HRIM120	Basic Food Preparation and Management	3
HRIM121	Advanced Food Preparation and Management	3
HRIM200	Hotel & Lodging Operations Management	3
HRIM210	HRIM Internship	3
HRIM220	HRIM Seminar[6]	3
HRIM280	Cooperative Education - HRIB	3
MGMT130	Business Law	3
MGMT100	Introduction to Business[4]	3
MGMT120	Business Mathematics[A,5]	3
MKTG100	Principles of Marketing	3
OADM110	Business Letter and Report Writing[A,1]	3
	Business Elective[D]	3
	Cultural Perspectives[C]	3
		63/64

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

Course	Title	Credits
HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation (Certification Course)	3
MGMT100	Introduction to Business[4]	3
OADM110	Business Letter and Report Writing[A,1]	3
	Cultural Perspectives[C]	3
		15

Second Semester

Course	Title	Credits
COMP110	English Composition[A,1]	3
HRIM120	Basic Food Preparation and Management	3
HRIM200	Hotel & Lodging Operations Management	3
MGMT120	Business Mathematics[A,5]	3
MKTG100	Principles of Marketing	3
		15

Summer Session

Course	Title	Credits
HRIM210	HRIM Internship	3
		3

Third Semester

ACCT103	Introductory Accounting	
	or	
ACCT105	Principles of Accounting I	3/4
COMG110	Effective Speaking[2]	3
HRIM110	Financial Management in Tourism & Hospitality	3
HRIM121	Advanced Food Preparation and Management	3
MGMT130	Business Law	3
		15/16

Fourth Semester

CISC100	Introduction to Computers	
	or	
CISC110	Introduction to Information Systems	3
HLTH120	Nutrition[3]	3
HRIM220	HRIM Seminar[6]	3
HRIM280	Cooperative Education-HRI B	3
	Business Elective[D]	3
		15

[A] Placement testing required.
[B] All academically qualified students must enroll in HRIM280 in their 3rd or 4th semester.
[C] Consult the list of courses approved for this subcategory . Any course may be chosen.
[D] Any course with a prefix of ACCT, HRIM, MGMT, MKTG, or OFAD may be chosen. See advisor before making selection.
[1] Satisfies College Writing requirement.
[2] Satisfies Creative Expression.
[3] Satisfies Personal Health.
[4] Satisfies Social Perspectives.
[5] Satisfies College Level Mathematics or Science.
[6] Satisfies Integration of Knowledge
[*] See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied," on their transcript by successfully completing all the courses listed in the major except three credits in business electives. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Hospitality and Tourism: Foodservice Management Emphasis

OCCUPATIONAL MAJOR
This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Transfer and Job Resource Center early in their academic program to determine which courses will transfer to the college of their choice.

Department of Business Studies
Penn 401 • Phone: 215-968-8227

The Tourism and Hospitality Management major offers a variety of options for the student interested in gaining employment in the hospitality industry at an entry level or as a management trainee. The student may choose to follow either the Tourism and Hospitality Management Emphasis or the Food Service Management Emphasis. (See options below and consult with an advisor.) Program requirements can be completed in a two-year period of full-time study (including one summer employment internship).

This Associate Degree program prepares graduates to compete for various entry-level management careers in the hospitality management, commercial and noncommercial foodservice and tourism/lodging industries, depending upon which emphasis is selected.

Upon successful completion of major requirements, an Associate of Arts Degree will be granted by the College.

Graduates seek employment in positions with job titles such as hotel/restaurant management trainee, front desk supervisor, foodservice supervisor, food production assistant, dietary manager, shift supervisor, assistant manager in hotel/motel/restaurant/institutional operations.

Graduates should be able to:

- work and communicate effectively with others through oral, written or graphic means to demonstrate interpersonal skills and professional attitudes and work habits.
- distinguish among moral, ethical and legal aspects of business law as applied to hospitality industry occupations.
- utilize principles of effective personnel management in the supervision of employees.
- plan and develop appropriate and nutritious menus that meet the requirements of hotels, restaurants and non-commercial operations.
- develop cost control and asset management techniques in various operations.
- organize and direct food production and service in a variety of settings. supervise employees in the front desk operation of a hotel or motel.
- exhibit knowledge of the terminology of the tourism, foodservice, and lodging industry.
- be certified in Applied Foodservice Sanitation.
- Supervise employees in foodservice management operations.
- Based on specific interests, concentrate on a particular aspect of business for particular attention.

Food Service Management

CURRICULUM CODE NO. 2101

Degree Course Requirements[*]

COMG110	Effective Speaking[2]	3
COMP110	English Composition I[A,1]	3
HLTH120	Nutrition[3]	3
HRIM100	Introduction to Tourism & Hospitality	3
HRIM105	Safety and Sanitation (Certification Course)	3
HRIM110	Financial Management in Tourism & Hospitality	3
HRIM120	Basic Food Preparation and Management	3
HRIM121	Advanced Food Preparation and Management	3
HRIM200	Hotel & Lodging Operations Management	3
HRIM210	HRIM Internship	3
HRIM220	HRIM Seminar[6]	3
HRIM280	Cooperative Education - HRIB	3
MGMT130	Business Law	3
MGMT100	Introduction to Business[4]	3
MGMT120	Business Mathematics[A,5]	3
MGMT140	Supervision	3
MKTG100	Principles of Marketing	3
OADM110	Business Letter and Report Writing[A,1]	3
	Business Electives[D]	6
	Cultural Perspectives[C]	3
		63

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation	3
MGMT100	Introduction to Business[4]	3
OADM110	Business Letter and Report Writing[A,1]	3
	Cultural Perspectives[C]	3
		15

Second Semester

COMP110	English Composition I[A,1]	3
HRIM200	Hotel & Lodging Operations Management	3
HRIM120	Basic Food Preparation and Management	3
MGMT120	Business Mathematics[A,5]	3
MKTG100	Principles of Management	3
		15

Summer Session

HRIM210	HRIM Internship	3
		3

Third Semester

COMG110	Effective Speaking[2]	3
HRIM110	Financial Management in Tourism & Hospitality	3
HRIM121	Advanced Food Preparation and Management	3
LAWS130	Business Law (Formerly MGMT130)	3
MGMT140	Supervision	3
		15

Fourth Semester

HLTH120	Nutrition[3]	3
HRIM220	HRIM Seminar[6]	3
HRIM280	Cooperative Education-HRIB	3
	Business Electives[D]	6
		15

A   *Placement testing required.*
B   *All academically qualified students must enroll in HRIM280 in their 3rd or 4th semester.*
C   *Consult the list of courses approved for this subcategory here. Any course may be chosen.*
D   *Select any two of the following: HRIM130, HRIM131, HRIM132, HRIM202, HRIM203. See advisor before making selection.*
1   *Satisfies College Writing requirement.*
2   *Satisfies Creative Expression.*
3   *Satisfies Personal Health.*
4   *Satisfies Social Perspectives.*
5   *Satisfies College Level Mathematics or Science.*
6   *Satisfies Integration of Knowledge*
*   *See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied," on their transcripts by successfully completing all the courses listed in the major except three credits in Cultural Perspectives. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.*

Hotel/Restaurant/ Institutional Supervision

CERTIFICATE PROGRAM
Curriculum Code No. 3073

Department of Business Studies
Penn 401 • Phone: 968-8227
This certificate program prepares students for such careers as supervisors and management trainees in hotels, restaurants, schools and nursing homes. Upon completion of the program, graduates will be able to:

• utilize principles of effective and organizational personnel management in the supervision of employees.

• develop cost control and asset management techniques in various operations.

• be certified in Applied Foodservice Sanitation.

• work and communicate effectively with others through oral, written and graphic means to demonstrate interpersonal skills and professional attitudes and work habits.

• be knowledgeable about the various segments and divisions within the hospitality, foodservice and lodging industries

• exhibit knowledge of the terminology of these industries

Certificate Requirements

ACCT103	Introductory Accounting	3
HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation (Certification Course)	3
HRIM110	Financial Management in Tourism and Hospitality	3
HRIM200	Hotel and Lodging Operations Management	3
HRIM120	Basic Food Preparation and Management	3
HRIM121	Advanced Food Preparation and Management	3
HRIM220	HRI Seminar	3
LAWS130	Business Law (Formerly MGMT130)	3
MGMT200	Organizational Behavior	3
OADM110	Business Letter and Report Writing	3
		33

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Travel and Event Planning

OCCUPATIONAL MAJOR
Curriculum Code No. 2171

This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institutions and differ from school to school. Students should contact the Transfer and Job Resource Center early in the academic program to determine which courses will transfer to the college of their choice.

Department of Business Studies
Penn 401 • Phone: 215-968-8227

This Associate of Arts degree program prepares graduates to compete for various careers in the travel services and meeting planning industries. Program requirements can be completed in a two-year period of full time study (including one summer employment internship). Graduates seek employment in such positions as meeting planners, conference planners, catering planners, exposition organizers, travel managers, travel agents, corporate planners, association planners, medical meeting planners, trade show coordinators, government meeting planners, incentive travel planners, independent meeting planners, seminar coordinators and sports event planners.

Upon completion of the program, graduates should be able to:

• demonstrate the skills necessary to work as a travel agent.

• complete the Travel Agent Proficiency examination.

• plan corporate and business meetings and conferences.

• provide a variety of service functions in preparing for an event and managing ancillary services including food and beverage requirements.

• develop sales and marketing management skills.

• develop business presentation skills for group and convention presentations.

• use the Internet to market and improve convention, corporate and business meetings.

- use computer reservations systems to develop travel itineraries for individuals, corporate clients and meeting attendees.
- facilitate the communication process for successful transfer of information.

Degree Course Requirements*

CISC100	Introduction to Computers or	
CISC110	Introduction to Information Systems	3
COMG110	Effective Speaking[1]	3
COMP110	English Composition I[A,2]	3
HRIM101	Introduction to the Travel Services Industry	3
HRIM110	Financial Management in Tourism & Hospitality	3
HRIM111	Conference and Business Meeting Planning	3
HRIM115	Computer Reservations and Travel Information	3
HRIM200	Hotel & Lodging Operations Management	3
HRIM210	HRIM Internship	3
HRIM220	HRIM Seminar	3
MGMT100	Introduction to Business[3]	3
MGMT120	Business Mathematics[A,4]	3
MGMT130	Business Law (Formerly LAWS130)	3
MKTG100	Principles of Marketing	3
MKTG110	Selling	3
MKTG220	Marketing on the Internet	3
OADM110	Business Communication[A,2]	3
	Cultural Perspectives[B]	3
INTG285	Integration of Knowledge[C]	3
	Personal Health[D]	3
	Total Credits	**60**

A *Placement testing required*
B *Consult the list of courses approved for this subcategory. Any course may be chosen*
C *Any Integration of Knowledge course may be chosen*
D *Choose from COMG105, HLTH103, HLTH110, HLTH120, HLTH130, PSYC100, PSYC125*
1 *Satisfies Creative Expression Requirement*
2 *Satisfies College Writing Requirement*
3 *Satisfies Social Perspectives Requirement*
4 *Satisfies College Level Mathematics or Science Requirement*
* *See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts degree may earn the legend "Majo Requirements Satisfied" on their transcripts by successfully completing all of the courses listed in the major except Cultural Perspectives Integration of Knowledge and Personal Health*

Recommended Semester Sequence
The recommended course sequence is designed for full time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

HRIM101	Introduction to the Travel Services Industry	3
CISC100	Introduction to Computers or	
CISC110	Introduction to Information Systems	3
OADM110	Business Communication[A,2]	3
MGMT100	Introduction to Business[3]	3
	Cultural Perspectives[B]	3
		15

Second Semester

COMP110	English Composition I[A,2]	3
HRIM110	Financial Management in Tourism & Hospitality	3
HRIM115	Computer Reservation and Travel Information	3
HRIM200	Hotel & Lodging Operation Management	3
MGMT120	Business Mathematics[A,4]	3
		15

Summer Session

HRIM210	HRIM Internship	3
		3

Third Semester

COMG110	Effective Speaking[1]	3
MGMT130	Business Law (Formerly LAWS130)	3
HRIM111	Conference and Business Meeting Planning	3
MKTG100	Principles of Marketing	3
INTG285	Integration of Knowledge[C]	3

Fourth Semester

HRIM220	HRIM Seminar	3
MKTG110	Selling	3
MKTG220	Marketing on the Internet	3
	Personal Health[D]	3
		12

A *Placement testing required*
B *Consult the list of courses approved for this subcategory on page 9*
C *Any Integration of Knowledge course may be chosen*
D *Choose from COMG105, HLTH103, HLTH120, HLTH130, PSYC100, PSYC125*
1 *Satisfies Creative Expression Requirement*
2 *Satisfies College Writing Requirement*
3 *Satisfies Social Perspectives Requirement*
4 *Satisfies College Level Mathematics or Science Requirement*

Travel and Event Planning

CERTIFICATE PROGRAM
Curriculum Code No. 3172

Department of Business Studies
Penn 401 • Phone 215-968-8227

This certificate program prepares students for such careers as travel agents, travel, conference and meeting planners for hotels, conference centers and catering companies, and meeting organizers and independent meeting planners. Students who complete this program may apply these credits toward the completion of the Travel and Event Planning Associate of Arts degree program.

Upon completion of this certificate program, graduates will be able to:

- demonstrate the skills necessary to work as a travel agent.
- complete the Travel Agent Proficiency examination.
- plan corporate and business meetings and conferences.
- provide a variety of service functions in preparing for an event and managing ancillary services including food and beverage requirements.
- acquire personal sales skills for improving the quality of meeting and conference activities.
- utilize computer reservations systems to develop travel itineraries for individuals, corporate clients and meeting attendees.
- facilitate the communication process for successful transfer of information.

Certificate Requirements

CISC100	Introduction to Computers or	
CISC110	Introduction to Information Systems	3
HRIM101	Introduction to the Travel Services Industry	3
HRIM111	Conference and Meeting Planning	3
HRIM115	Computer Reservations and Travel Information	3
HRIM210	HRIM Internship	3
MKTG110	Selling	3
OADM110	Business Communication[A]	3
	Total Credits	**21**

A *Placement testing required*
Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisors to develop a planned sequence of courses to meet their individual needs.

Individual Transfer Studies

TRANSFER MAJOR
Curriculum Code No. 1146

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Science & Technology
Founders 225 • Phone: 215-968-8350

This major is intended for students whose educational goals are not met by the College's other transfer majors. It allows a student to build a sequence of courses to satisfy specific requirements of a particular four-year college. Upon successful completion it results in the award of the Associate of Arts degree.

Students are admitted to this major only after they have identified the major and the four-year college into which they wish to transfer. They must also document that no other major will allow them to complete the associate of arts degree and transfer all of the required credits. Students are required to supply a catalog from the college or university to which they wish to transfer. They must meet with the Assistant Academic Dean of the Department of Science & Technology to develop a Transfer Education Plan. This plan must be approved by the Dean of Academic Affairs.

Degree Course Requirements*

COMG110	Effective Speaking[3]	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
INTG285	Integration of Knowledge[2]	3
	Cultural Perspectives[B]	3
	Social Perspectives[C]	3
	College Level Mathematics[A,B]	
	or Science[B]	3
	Personal Health[B]	2
	Transferable Electives[D,E]	<u>39</u>
		62

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester and who are not enrolled in developmental courses. All other students will need more time to complete major requirements. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMP110	English Composition I[A,1]	3
	Cultural Perspectives[B]	3
	College Level Mathematics[A,B]	
	or Science[B]	3
	Transferable Electives[D,E]	<u>6</u>
		15

Second Semester

COMP111	English Composition II[2]	3
	Social Perspectives[C]	3
	Personal Health[D]	2
	Transferable Electives[D,E]	<u>8</u>
		16

Third Semester

COMG110	Effective Speaking[3]	3
	Transferable Electives[D,E]	<u>13</u>
		16

Fourth Semester

INTG285	Integration of Knowledge[2]	3
	Transferable Electives[D,E]	<u>12</u>
		15

A *Placement testing required.*
B *Consult the list of courses approved for this subcategory here.*
C *Any course under the subcategory, Cultural Perspectives, may be chosen except for VAFA194,HIST111, HIST112, LITR206, LITR231, LITR232, LITR261, MUSC105*
D *Transferable electives are courses which contribute directly to the fulfillment of students' academic goals; they are selected by students in consultation with and must be approved by the Assistant Academic Dean of the Department of Science & Technology.*
E *A Transfer Education Plan (TEP) must be completed in consultation with the Assistant Academic Dean of the Department of Science & Technology and must have the written approval of the department chairperson.*
1 *Satisfies College Writing requirement.*
2 *Satisfies College Writing Intensive requirement.*
3 *Satisfies Creative Expression requirement.*
* *See page 6 for important information on Revisions to Degree/Major Requirements. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.*

Journalism

TRANSFER MAJOR
Curriculum Code No. 1045

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Language & Literature
Penn105 • Phone: 215-968-8150

The Journalism major prepares students for news reporting, writing, copy editing, and page layout in both traditional print media and electronic publishing. The courses parallel the offerings in the first two years of most four-year institutions. The weekly campus newspaper, The Centurion, provides practical workshop experience. Students gain computer skills by writing stories in computer labs and by using the Internet and electronic databases to gather information.

Graduates of this major should be able to:

- transfer to four-year colleges in a journalism/ communication major;
- gain employment in entry-level news reporting or editing; and
- use QuarkXPress layout software in publishing or newspaper position.

Degree Course Requirements*

COMG110	Effective Speaking	3
COMG111	Media and Society	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
HIST151	U.S. History I[3]	3
HIST152	U.S. History II[3]	3
JOUR175	News Reporting and Writing I	3
JOUR277	Public Affairs Reporting	3
LITR232	American Literature from 1865	
	or	
LITR277	Introduction to Short Fiction	3
POLI120	American State and Local Government	3
	College Level Mathematics[A,E]	
	or Science[E]	3
	Creative Expression[B]	2
	Electives	11
INTG285	Integration of Knowledge[G,4]	3
	Journalism Electives[F]	6
	Personal Health[D]	2
	Social Perspectives[C]	<u>3</u>
		60

GUY PETROZIELLO ('76) has worked for the Bucks County Courier Times for nearly three decades, starting as a reporter and editorial writer, and is currently the editorial page editor.

"Bucks gave me the journalism bug. Seeing my first byline was exciting; I was hooked. I worked on the college newspaper while at Bucks and transferred to Temple University where I obtained an M.A. in journalism."

A certificate in Broadcast and Print Journalism prepares you to enter the field in just one year.

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMG111	Media and Society	3
COMP110	English Composition I[A,1]	3
JOUR175	News Reporting and Writing I	3
COMG110	Effective Speaking	3
	Personal Health[D]	2
		14

Second Semester

COMP111	English Composition II[2]	3
LITR232	American Literature from 1865	
	or	
	Introduction to Short Fiction	3
POLI120	American State and Local Government	3
	Elective	3
JOUR277	Public Affairs Reporting[1]	3
		15

Third Semester

HIST151	U.S. History I[3]	
	or	
HIST152	U.S. History II[3]	3
	Creative Expression[B]	3
	Electives	3
	Journalism Electives[F]	3
	Social Perspectives[C]	3
		15

Fourth Semester

HIST151	U.S. History I	
	or	
HIST152	U.S. History II	3
	College Level Mathemaitcs[A,E]	
	or Science[E]	3
	Electives	4
INTG285	Integration of Knowledge	3
	Journalism Electives[F]	3
		16

[A] *Placement testing required.*
[B] *Choose from COMC145, COMP115, COMP116, ARTS151.*
[C] *Choose from GEOG110, POLI111, PSYC110, SOCI110, WMST110.*
[D] *Consult the list of courses approved for this subcategory on page 9. Any course may be chosen.*
[E] *Consult the list of courses approved for this subcategory. Any course may be chosen.*
[F] *Choose from JOUR155, JOUR275, JOUR276.*
[G] *Any INTG section may be chosen.*
[H] *Corequisite or prerequisite: COMP107 or COMP110.*
[I] *Prerequisite: JOUR175.*
[1] *Satisfies College Writing Level I.*
[2] *Satisfies College Writing Level II.*
[3] *Satisfies Cultural Perspectives.*
[4] *Satisfies Writing Intensive requirement.*
[*] *See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except three credits in mathematics or science, six credits in U.S. History, three credits in literature, two credits in personal health, three credits in integration of knowledge and fifteen credits of undesignated electives. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.*

Broadcast and Print Journalism
CERTIFICATE PROGRAM
Curriculum Code No. 3157

Department of Language and Literature
Penn 105 • Phone: 215-968-8150

This one-year certificate program is designed for students seeking intensive training in the field of broadcast and print journalism. The program will provide various basic journalism skills to students; plus, it will allow, through elective choices, a more concentrated focus in either broadcast or print journalism. Skills and concepts developed by students include, but are not limited to, the following:

• Use of appropriate print and broadcast ethics
• Knowledge of both print and broadcast terminology
• College-level writing skills, including research techniques, media script-writing, and news reporting
• Media and video performance techniques
• News editing and page layout
• Effective work and communication skills in oral, written, and technological situations
• Entry-level skills in both the print and broadcast journalism field for gainful employment

Certificate Requirements

COMP110	English Composition I[A]	3
COMP111	English Composition II	3
COMV125	Media and Performance	3
JOUR175	News Reporting and Writing	3
JOUR275	Newspaper Editing and Page Layout	3
COMV130	Media Scriptwriting	3
	Electives (Choose from List)[C]	9
		27

[A] *Placement testing required*
[B] *Prerequisite or Co-requisite Comp 107 or Comp 110*
[C] *Electives must be chosen from this list:*

Broadcast and Print Electives (select at least 9 credits)

COMV280	Co-op, Internship in Cinema/Video or Print Journalism	
COMG110	Effective Speaking	
COMG111	Media and Society	
COMG150	Voice and Articulation	
COMT209	Acting for the Camera	
COMV209	Directing Actors for the Camera	
JOUR155	Advertising Copywriting	
JOUR276	Feature Writing for Newspapers and Magazines	
JOUR277	Public Affairs Reporting	

It is recommended that students concentrate their elective choices by focusing either on the print or broadcast journalism courses.

Legal Office Assistant

CERTIFICATE PROGRAM
Curriculum Code No.: 3163

Department of Business Studies
Penn 401 • Phone 215-968-8227

The Legal Office Assistant program is designed to provide specialized training for those who plan a career in a legal office profession that requires extensive knowledge of office skills and computer applications.

Graduates apply their legal expertise and work in the following positions: Administrative legal assistant, legal secretary, legal office manager, legal receptionist, and litigation clerk. These positions can be found in law firms, government agencies, corporate legal departments and other businesses.

Graduates of this program are able to:

- Edit and process legal documents such as contracts and court papers
- Use legal reference books, standard form manuals, and case files
- Use computers to create and edit legal forms and documents
- File papers with the court, government agencies, and other interested parties
- Keep track of actions taken, deadlines for future filings, and scheduled court appearances
- Remind attorneys about upcoming events or appointments and any needed preparations
- Keep a record of services rendered, time, or money spent on cases by the attorney or other staff members
- Make appointments and travel arrangements for attorneys and staff

Certificate Requirements

OADM115	Legal Terminology	3
OADM225	Microsoft Word—(Beginning)*[A]	3
OADM210	Legal Secretarial Procedures	3
OADM226	Microsoft Word—(Advanced)*	3
OADM230	Microsoft Word—(Integrated)*	3
MGMT130	Business Law	3
LAWS260	Computers in the Law Office	3
		21

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

*MOUS certification available

[A] *Open to Credit by Examination*

Liberal Arts

Liberal Arts: American Studies

TRANSFER MAJOR
Curriculum Code No. 1107

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Social & Behavioral Science
Penn 301 • Phone: 215-968-8270, 8070

This major offers students a view of the American experience from different, though interrelated, perspectives in the social sciences, arts, and humanities. Through the study of history, sociology, geography, economics, and political science, students explore how these independent disciplines define American culture in its social, intellectual, and physical environments.

American Studies offers a well-rounded educational background and encourages a greater awareness of the historical and contemporary cultural patterns that characterize national life. The major serves those contemplating careers in areas such as government and public administration, historic preservation and archaeological investigation, library science, museum and archival work, media and communications, research and teaching, journalism and publishing, urban and regional planning, public relations, and foreign service.

Degree Course Requirements*

COMP110	English Composition I[B,1]	3
COMP111	English Composition II[2]	3
ECON111	Principles of Economics: Macro[3]	3
GEOG105	Geography of the U.S./Canada	3
HIST100	American Studies Seminar[A]	3
HIST151	U.S. History I[4]	3
HIST152	U.S. History II[4]	3
LITR231	American Literature to 1865[4]	3
LITR232	American Literature from 1865[4]	3
POLI111	American National Government[3]	3
POLI112	American Political Issues or	
POLI120	American State and Local Government	3
SOCI110	Introduction to Sociology or	
SOCI140	Peoples of America	3
VAFA194	American Art History	3
	College Level Mathematics[B] or Science[E]	3
	Creative Expression[C]	2
	Electives	11
INTG285	Integration of Knowledge[E,5]	3
	Personal Health[D]	2
		60

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMP110	English Composition I[B,1]	3
HIST151	U.S. History I[4]	3
POLI111	American National Government[3]	3
SOCI110	Introduction to Sociology or	
SOCI140	Peoples of America	3
	Elective	3
		15

J.D. MULLANE, a veteran journalist and columnist at the Bucks County Courier Times, caught the writing bug when he attended Bucks for two years, then earned his bachelor's at Temple University.

"I discovered journalism at Bucks County Community College, and a career that involves no heavy lifting."

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Second Semester

COMP111	English Composition II[2]	3
GEOG105	Geography of the U.S./Canada	3
HIST152	U.S. History II[4]	3
VAFA194	American Art History	3
	Elective	3
		15

Third Semester

ECON111	Principles of Economics: Macro[3]	3
LITR231	American Literature to 1865[4]	3
POLI112	American Political Issues	
	or	
POLI120	American State and Local Government	3
	College Level Mathematics[B]	
	or Science[E]	3
	Elective	2
		14

Fourth Semester

HIST100	American Studies Seminar 1	3
LITR232	American Literature from 1865[4]	3
	College Level Mathematics[B]	
	or Science[E]	3
	Creative Expression[C]	2
INTG285	Integration of Knowledge[F,5]	3
	Personal Health[D]	2
		16

[A] Prerequisites are two courses in U.S. History.
[B] Placement testing required.
[C] Consult the list of courses approved for this subcategory. Any course may be chosen.
[D] Consult the list of courses approved for this subcategory. Any course may be chosen except PHED129, HLTH110, COMG105, and PSYC100.
[E] Consult the list of courses approved for this subcategory. Any course may be chosen except MATH110 and MGMT120.
[F] Any INTG section may be chosen.
[1] Satisfies College Writing Level I.
[2] Satisfies College Writing Level II.
[3] Satisfies Social Perspectives.
[4] Satisfies Cultural Perspectives. The following additional American content courses are recommended: GEOG115, HIST160, HUMN125, MUSC105.
[5] Satisfies Writing Intensive requirement.
[*] See page 6 for important information on Revisions to Degree/Major Requirements.

Liberal Arts: General Emphasis

TRANSFER MAJOR
Curriculum Code No. 1002

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Language & Literature
Penn 105 • Phone: 215-968-8150

This major is designed for the student who seeks a general education while broadly exploring the liberal arts course areas in the social and behavioral sciences, humanities, and/or science, and mathematics prior to commitment to a specific major. The program will provide a strong training in written and oral expression and an introduction to mathematics and science.

It is for students who:

- intend to transfer to four-year colleges in the liberal arts;
- need pre-major work in law, medicine, journalism, and business;
- want to minimize assessment of transfer deficiencies in general education by four year colleges;
- need or want more time for deciding upon a major.

Students in the liberal arts customarily prepare for transfer to bachelor degree majors which may lead to careers in government, education, business, industry, public relations, or journalism.

NOTE: Many transfer institutions require some knowledge of a foreign language, either for admission or to complete a degree. This requirement varies from one semester to two years of study at the college level (or equivalent). Students planning to transfer should be aware of any foreign language requirements that may affect their acceptance into certain colleges or programs.

NOTE: American Sign Language may not fulfill the foreign language requirement at some colleges.

Degree Course Requirements*

COMG110	Effective Speaking[3]	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
PHIL125	Basic Problems in Philosophy	3
	Arts[G]	3
	College Level Mathematics[A,B]	
	or Science[C]	3
	Cultural Perspectives[D]	3
	Electives	10
	Foreign Language	
	or	
	Humanities	
	(HUMN111, HUMN112, HUMN113, HUMN114, HUMN120)	3
	History (any HIST course)	3
INTG285	Integration of Knowledge[J,4]	3
	Literature[E]	6
	Mathematics[A] (College level)	3
	Personal Health[H]	2
	Science[C]	3
	Social/Behavioral Science[I]	3
	Social Perspectives[F]	3
		60

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMG110	Effective Speaking[3]	3
COMP110	English Composition I[A,1]	3
	College Level Mathematics[B]	
	or Science[C]	3
	Elective	3
	Foreign Language	
	or	
	Humanities (HUMN111, HUMN112, HUMN113, HUMN114, HUMN120)	3
		15

Second Semester

COMP111	English Composition II[2]	3
	Electives	4
	Mathematics[A] (College level)	3
	Personal Health[H]	2
	Science[C]	3
		15

Third Semester

	Arts[G]	3
	Cultural Perspectives[D]	3
PHIL125	Basic Problems in Philosophy	3
	Literature[E]	3
	Social Perspectives[F]	3
		15

Fourth Semester

	Elective	3
	History (any HIST course)	3
INTG285	Integration of Knowledge[J,4]	3
	Literature[E]	3
	Social and Behavioral Sciences[I]	3
		15

A Placement testing required.
B Consult the list of courses approved for this subcategory on page 9.
   Any course may be chosen except MATH090, MATH095,
   MATH103, MATH110 or MGMT120.
C Any science course may be chosen except CHEM090 or
   EDUC150.
D Any of the following may be chosen: HIST111, HIST112,
   HIST151, HIST152.
E Any LITR course may be chosen except LITR262, LITR193,
   LITR264.
F Consult the list of courses approved for this subcategory. Any
   course may be chosen except MGMT100.
G Any of the following may be chosen: VAFA191, VAFA192,
   VAFA193, VAFA194, COMC141, COMC142, COMT101,
   MUSC101, MUSC105.
H Consult the list of courses approved for this subcategory. Any
   course may be chosen.
I Any ECON, GEOG, POLI, PSYC or SOCI course may be chosen.
J Any INTG section may be chosen.
1 Satisfies College Writing Level I.
2 Satisfies College Writing Level II.
3 Satisfies Creative Expression.
4 Satisfies Writing Intensive requirement.
* See page 6 for important information on Revisions to
   Degree/Major Requirements. Completion of non-degree major is
   not available in this program. Credits exceeding the required mini-
   mum cannot be used to satisfy required credits in other course
   requirements.

Liberal Arts: Humanities Emphasis

TRANSFER MAJOR
Curriculum Code No. 1058

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Language & Literature
Penn 105 • Phone: 968-8150

A major for the student seeking general education in Western values with emphasis on training in clear and accurate written and oral expression.

It is for students who:

• expect to major in English, history, philosophy, religion, foreign languages, or speech at a four-year college; or

• wish to undertake pre-law, pre-medicine or pre-journalism course work; or

• want to minimize assessment of transfer deficiencies in general education by four year colleges.

It is also for students who seek career employment in journalism, public relations, government, business, industry, or in the humanities area of education.

Degree Course Requirements*

COMG110	Effective Speaking[3]	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
	Arts[I]	3
	College level Mathematics[A,B]	
	or	
	Science[c]	3
	Cultural Perspectives[E]	3
	Electives	7
	Foreign Language	6
	History (any HIST course)	6
INTG285	Integration of Knowledge[K,4]	3
	Literature[D]	6
	Mathematics[A,B] (College level)	
	or	
	Science[C]	3
	Personal Health[J]	2
	Philosophy or Humanities[F]	3
	Social/Behavioral Science[H]	3
	Social Perspectives[G]	3
		60

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMG110	Effective Speaking[3]	3
COMP110	English Composition I[A,1]	3
	College level Mathematics[A,B]	
	or Science[C]	3
	Elective	3
	Foreign Language	3
		15

Second Semester

COMP111	English Composition II[2]	3
	Electives	4
	Foreign Language	3
	Mathematics[A,B] (College level)	
	or	
	Science[C]	3
	Personal Health[J]	2
		15

Third Semester

	Arts[I]	3
	Cultural Perspectives[E]	3
	History (any HIST course)	3
	Literature[D]	3
	Social Perspectives[G]	3
		15

Fourth Semester

	History (any HIST course)	3
INTG285	Integration of Knowledge[K,4]	3
	Literature[D]	3
	Philosophy or Humanities[F]	3
	Social and Behavioral Sciences[H]	3
		15

A Placement testing required.
B Consult the list of courses approved for this subcategory on page 9.
   Any course may be chosen except MATH090, MATH095,
   MATH103, MATH110 or MGMT120.
C Any science course may be chosen except CHEM090 or
   EDUC150.
D Any LITR course may be chosen except LITR262, LITR193,
   LITR264.
E Any of the following may be chosen: HUMN111, HUMN112,
   HUMN113, HUMN114, HUMN120.
F Any PHIL course may be chosen or HUMN111, HUMN112,
   HUMN113, HUMN114,HUMN120.
G Consult the list of courses approved for this subcategory. Any
   course may be chosen except MGMT100.
H Any ECON, GEOG, POLI, PSYC, or SOCI course may be cho-
   sen.
I Any of the following may be chosen: VAFA191, VAFA192,
   VAFA194, VAFA193, COMC141, COMC142, MUSC101,
   MUSC105, COMT101.
J Consult the list of courses approved for this subcategory.
   Any course may be chosen.
K Any INTG section may be chosen.
1 Satisfies College Writing Level I.
2 Satisfies College Writing Level II.
3 Satisfies Creative Expression.
4 Satisfies Writing Intensive requirement.
* See page 6 for important information on Revisions to
   Degree/Major Requirements. Credits exceeding the required mini-
   mum cannot be used to satisfy required credits in other course
   requirements. Completion of a non-degree major is not available in
   this program.

KIMBERLY L. FISHER ('04), won the 2004 Distinguished Student and President's Cup awards for her combination of academic excellence and involvement in campus life. She's now studying literature at Temple University and hopes to someday earn a PhD and return to Bucks as an instructor. Fisher's following in her grandmother's footsteps: Dr. Hazel Fisher earned her associate degree from Bucks 22 years earlier and has been a faculty member since 1989.

"I love Bucks so much. It helped me find out who I was. In high school I don't think I won anything. I got good grades but didn't know what I wanted to do. Here I just totally rose to the occasion and found my calling."

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Liberal Arts: Psychology Life-Skills Emphasis

TRANSFER MAJOR
Curriculum Code No. 1067

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Social & Behavioral Science
Founders 210 • Phone: 215-968-8060, 8061

The Psychology Life-Skills Major is designed for students who plan to concentrate their studies on the humanistic-applied areas of psychology. The major focus of this major should enable students to:

- better understand and make application of psychological principles to everyday life situations.
- understand the needs and special concerns of persons and the impact of certain stressors upon human behavior.
- prepare for transfer to institutions offering majors relative to human relations curriculum and majors.

Though completion of this major does not guarantee acceptance in transfer schools offering baccalaureate majors in psychology, students in this major typically have goals related to providing and/or administering social assistance.

Degree Course Requirements*

BIOL101	Biological Science I[1]	4
BIOL102	Biological Science II	4
COMP110	English Composition I[A,2]	3
COMP111	English Composition II[3]	3
MATH101	Mathematical Concepts I[A,1]	3
PSYC100	Psychology of Personal Awareness[4]	3
PSYC110	Introduction to Psychology[5]	3
	Creative Expression[C]	2
	Cultural Perspectives[C]	6
	Electives	15
INTG285	Integration of Knowledge[E,6]	3
	Psychology Electives[B]	9
	Social Science[D]	3
		61

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMP110	English Composition I[A,2]	3
PSYC110	Introduction to Psychology[5]	3
	Cultural Perspectives[C]	3
	Elective	3
	Social Science[D]	3
		15

Second Semester

COMP111	English Composition II[3]	3
MATH101	Mathematical Concepts I[A,1]	3
PSYC100	Psychology of Personal Awareness[4]	3
	Cultural Perspectives[C]	3
	Psychology Elective	3
		15

Third Semester

BIOL101	Biological Science I[1]	4
	Creative Expression[C]	2
	Electives	6
	Psychology Elective[B]	3
		15

Fourth Semester

BIOL102	Biological Science II	4
	Electives	6
INTG285	Integration of Knowledge[E,6]	3
	Psychology Elective[B]	3
		16

A   Placement testing required.
B   Any of the following may be chosen: PSYC105, PSYC120, PSYC125, PSYC130, PSYC180, PSYC200, PSYC280.
C   Consult the list of courses approved for inclusion within this subcategory. Any course may be chosen.
D   Select any ECON, GEOG, POLI, or SOCI course.
E   Any INTG section may be chosen.
1   Satisfies College Level Mathematics or Science.
2   Satisfies College Writing Level I.
3   Satisfies College Writing Level II.
4   Satisfies Personal Health.
5   Satisfies Social Perspectives.
6   Satisfies Writing Intensive requirement.
*   See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcript by successfully completing all the courses listed in the major except: six credits in cultural perspectives, three credits in social perspectives, three credits in integration of knowledge and fifteen credits of undesignated electives. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Liberal Arts: Psychology Pre-Professional Emphasis

TRANSFER MAJOR
Curriculum Code No. 1060

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Social & Behavioral Science
Founders 210 • Phone: 215-968-8060, 8061

The Psychology Pre-Professional major is designed for students who have a serious interest in professional psychology. This major concentrates on the sciences, statistics, and experimental design. The major focus of this major should enable students to:

- understand the scientific bases for exploring the meanings of human behavior
- develop the skills necessary that are basic to a career in professional psychology
- prepare for transfer to programs of professional psychology in other academic institutions.

Though completion of this major does not guarantee acceptance in transfer schools offering baccalaureate majors in psychology, students in this program typically have career goals of therapy, research, administration, or teaching.

Degree Course Requirements*

BIOL101	Biological Science I[1]	4
BIOL102	Biological Science II	4
COMP110	English Composition I[A,2]	3
COMP111	English Composition II[3]	3
MATH115	Elementary Statistics	3
PSYC110	Introduction to Psychology[4]	3
PSYC180	Human Growth and Development or	
PSYC185	The Psychology of Adulthood & Aging	3
PSYC215	Introductory Psychological Statistics	4
PSYC270	Experimental Psychology[5]	4
PSYC200	Social Psychology or	
PSYC280	Psychology of Abnormal Behavior	3
	Creative Expression[C]	2
	Cultural Perspectives[C]	6
	Electives	12
INTG285	Integration of Knowledge[E,5]	3
	Personal Health[B]	2
	Social Science[D]	3
		62

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

BIOL101	Biological Science I[1]	4
COMP110	English Composition I[A,2]	3
PSYC110	Introduction to Psychology[4]	3
	Cultural Perspectives[C]	3
	Personal Health[B]	2
		15

Second Semester

BIOL102	Biological Science II	4
COMP111	English Composition II[3]	3
MATH115	Elementary Statistics	3
PSYC180	Human Growth and Development or	
PSYC185	The Psychology of Adulthood and Aging	3
	Cultural Perspectives[C]	3
		16

Third Semester

PSYC215	Introductory Psychological Statistics	4
PSYC200	Social Psychology or	
PSYC280	Psychology of Abnormal Behavior	3
	Electives	6
	Social Science[D]	3
		16

Fourth Semester

PSYC270	Experimental Psychology	4
	Creative Expressions[C]	2
	Electives	6
INTG285	Integration of Knowledge[E,5]	3
		15

[A] Placement testing required.
[B] Consult the list of courses approved for this subcategory. Any course may be chosen except PSYC100 AND PSYC125.
[C] Consult the list of courses approved for this subcategory. Any may be chosen.
[D] Select any GEOG, POLI, SOCI, or ECON course.
[E] Any INTG section may be chosen.
[1] Satisfies College level Mathematics or Science.
[2] Satisfies College Writing Level I.
[3] Satisfies College Writing Level II.
[4] Satisfies Social Perspectives.
[5] Satisfies Writing Intensive requirement.
[*] See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcript by successfully completing all the courses listed in the major except six credits in cultural perspectives, three credits in social perspectives, three credits in integration of knowledge and twelve credits of electives and two credits in personal health. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Liberal Arts: Social Science Emphasis

TRANSFER MAJOR

Curriculum Code No. 1059

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Social & Behavioral Science
Penn 301 • Phone: 215-968-8270, 8070

In common with the other Liberal Arts majors, the Liberal Arts major with a Social Science emphasis is designed to be the first phase of an undergraduate education which aims to achieve three goals:

- critical appreciation of the ways in which we gain knowledge and understanding of ourselves and the world around us.
- an informed acquaintance with the main forms of analysis needed for investigating the workings and development of modern society.
- a knowledge of mathematical and scientific methods and some of the important artistic achievements of the past.

A common theme throughout the two years is the study of societies through their institutions, traditions, customs, problems, and historical development.

This major is recommended for students planning to pursue one or more of the social sciences at transfer institutions.

Degree Course Requirements*

COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
	College Level Mathematics[A] or Science[D]	6
	Creative Expression[F]	2
	Cultural Perspectives[B]	3
	Electives	12
	History Electives	9
INTG285	Integration of Knowledge[I,3]	3
	Literature Elective	3
	Personal Health[E]	2
	Social Perspectives[C]	3
	Social Science Electives[G]	9
	Speech	3
		61

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMP110	English Composition I[A,1]	3
	Cultural Perspectives[B]	3
	History	3
	Personal Health[E]	2
	Social Perspectives[C]	3
		14

Second Semester

COMP111	English Composition II[2]	3
	History	3
	Social Science Electives[G]	6
	Speech	3
		15

Third Semester

	College Level Mathematics[A] or Science[D]	3
	Electives	6
	History	3
	Social Science Elective[G]	3
		15

Fourth Semester

	College Level Mathematics[A] or Science[D]	3
	Creative Expression[F]	2
	Electives	6
INTG285	Integration of Knowledge	3
	Literature Elective	3
		17

[A] *Placement testing required.*
[B] *Any of the following may be chosen: HUMN111, HUMN112, HUMN113, HUMN114, HUMN120.*
[C] *Any of the following may be chosen: ECON111, GEOG110, POLI111, SOCI110.*
[D] *Choose among BIOL101, CHEM101, SCIE101 or any MATH course except MATH110.*
[E] *Consult the list of courses approved for this subcategory. Any course may be chosen.*
[F] *Any of the following may be chosen: ARTF100, ARTS181, COMP115, COMG110, COMG130, COMT110, PHED126.*
[G] *Choose three from ECON, GEOG, POLI, or SOCI, with no more than two from any one discipline.*
[1] *Satisfies College Writing Level I.*
[2] *Satisfies College level Writing II.*
[3] *Satisfies Writing Intensive requirement.*
[*] *See page 6 for important information on Revisions to Degree/Major Requirements. Completion of a non-degree major is not available in this program. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.*

Liberal Arts: Women's Studies Emphasis

TRANSFER MAJOR
Curriculum code No. 1160

Department of Language and Literature
Penn 105 • Phone: 215-968-8150

This major is designed for the student who seeks a general education by broadly exploring the liberal arts course areas while also focusing on the study of women in society, the contributions of women to all cultures, and the issues raised by contemporary changes in women's lives. Women's studies programs are vital to women and men in the fields of counseling, education, social work, health and medicine, business, family life, and law; in addition, upper level programs in Women's Studies are successfully offered in more than 600 colleges and universities across the nation.

This program of study includes a variety of disciplines as well as offering introductory courses in Women's Studies itself. An elective cooperative education internship provides a way for students to perform service-learning while receiving on-site experience and mentoring in a chosen field. Other course designations reflect those courses that include a Core sub-category on international, gender, and/or minorities. Changing attitudes in society and recent legislation have provided more choices and increasing opportunities for women in non-traditional fields. This program, therefore, provides an introduction to Women's Studies for students who wish to transfer in that particular field or for students who wish to use this major as a transfer to other career areas.

Degree Course Requirements*

COMC141	The Art of Independent Cinema or	
COMC142	The Art of Theatrical Cinema	3
COMG110	Effective Speaking[3]	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
HLTH200	Intro. to Women's Health Issues	3
SOCI130	Contemporary Social Problems	3
WMST110	Introduction to Women's Studies[B]	3
	College-Level Mathematics[A]	3
	Cultural Perspectives[C]	3
	Electives[D]	12
	Foreign Language	6
INTG285	Integration of Knowledge[E,4]	3
	Literature[F]	6
	Psychology[G]	3
	Science[H]	3
		60

Recommended Semester Sequence*

First Semester

COMG110	Effective Speaking[3]	3
COMP1190	English Composition I[A,1]	3
WMST110	Introduction to Women's Studies[B]	3
	Elective[D]	3
	Foreign Language	3
		15

Second Semester

COMP111	English Composition II[2]	3
HLTH200	Intro. to Women's Health Issues	3
	College-Level Mathematics[A]	3
	Foreign Language	3
	Elective[D]	3
		15

Third Semester

COMC141	Introduction to Theatrical Cinema or	
COMC142	Introduction to Independent Cinema	3
SOCI130	Contemporary Social Problems	3
	Elective[D]	3
	Literature[F]	3
	Psychology[G]	3
		15

Fourth Semester

	Cultural Perspectives[C]	3
	Elective[D]	3
INTG285	Integration of Knowledge[E,4]	3
	Literature[F]	3
	Science[H]	3
		15

[A] *Placement testing required*
[B] *Satisfies Social Perspectives*
[C] *Choose from the following courses: VAFA193, VAFA194, FCUL110, MUSC105, PHIL125*
[D] *WMST280 is recommended for 3 elective credits*
[E] *Any INTG section may be chosen*
[F] *Choose from LITR234, LITR235, LITR246, LITR261, LITR275, LITR278*
[G] *Choose from PSYC100, PSYC125, PSYC190, or PSYC200*
[H] *Any BIOL, CHEM, PHYS, SCIE course may be chosen.*
[1] *Satisfies College Writing Level I*
[2] *Satisfies College Writing Level II*
[3] *Satisfies Creative Expression*
[4] *Satisfies Writing Intensive requirement*
[*] *See page 6 for important information on Revisions to Degree/Major Requirements.*

Women's Studies: Certificate
CERTIFICATE PROGRAM
Curriculum Code No. 3161

Department of Language and Literature
Penn 105 • Phone: 215-968-8150

This certificate program provides the opportunity for students to study women's issues in contemporary society, in the area of health, and in the workplace. The student who successfully completes this certificate shall have college-level writing skills as well as an exposure to both the literature and science fields. This certificate allows students to advance in many fields with a keener understanding of the historical and societal problems facing women today and with specific insights into the rapidly growing and ever-changing working world of women.

Certificate Course Requirements
COMP110	English Composition I[A,1]	3
HLTH200	Intro. to Women's Health Issues	3
SOCI130	Contemporary Social Problems	3
WMST110	Introduction to Women's Studies	3
WMST280	Cooperative Education - Women's Studies	3
	Literature[B]	3
	Science[C]	3
		21

[A] *Placement testing required*
[B] *Choose from the following courses: LITR234, LITR235, LITR246, LITR261, LITR275, LITR278*
[C] *Any BIOL, CHEM, PHYS, SCIE course may be chosen.*
[1] *Satisfies College Writing Level 1*

Mathematics

TRANSFER MAJOR
Curriculum Code No. 1006

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Dept. of Mathematics, Computer & Information Science
Founders 113A • Phone: 215-968-8305

This major prepares students for upper division course work leading to a bachelor's degree in mathematics or a mathematics-related area. Upon completion of the appropriate bachelor's degree, graduates are qualified for entry-level positions in actuarial science, statistics, applied mathematics, operations research, economic forecasting, teaching, and graduate study.

Degree Course Requirements*
CISC115	Computer Science I	3
CHEM121	Chemistry I[A] or	
PHYS121	Physics I	4
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
COMG110	Effective Speaking[3]	3
MATH140	Calculus I[A,4]	4
MATH141	Calculus II	4
MATH242	Calculus III	4
MATH260	Linear Algebra	3
	Cultural Perspectives[B]	3
	Electives	15
INTG285	Integration of Knowledge[D,5]	3
	Mathematics Elective[C]	3
	Personal Health[B]	2
	Social Perspectives[B]	3
		60

First Semester
CISC115	Computer Science I	3
COMG110	Effective Speaking[3]	3
COMP110	English Composition I[A,1]	3
MATH140	Calculus I	4
	Personal Health[B]	2
		15

Second Semester
COMP111	English Composition II[2]	3
MATH141	Calculus II	4
CHEM121	Chemistry I[A] or	
PHYS121	Physics I	4
		14

Third Semester
MATH242	Calculus III	4
MATH260	Linear Algebra	3
	Cultural Perspectives[B]	3
	Electives	6
		16

Fourth Semester
INTG285	Integration of Knowledge[D,5]	3
	Mathematics Elective[C]	3
	Electives	9
		15

[A] *Placement testing required.*
[B] *Consult the list of courses approved for this subcategory here. Any course may be chosen.*
[C] *Any of the following may be chosen: MATH101, MATH115, MATH125, MATH250.*
[D] *Any INTG section may be chosen.*
[1] *Satisfies College Writing Level I.*
[2] *Satisfies College Writing Level II.*
[3] *Satisfies Creative Expression.*
[4] *Satisfies College Level Mathematics or Science.*
[5] *Satisfies Writing Intensive requirement.*
[*] *See page 6 for important information on Revisions to Degree/Major Requirements.*

Secondary Education – Mathematics
Department of Mathematics, Computer & Information Science
Founders 113A • Phone 215-968-8305

TRANSFER MAJOR
Curriculum Code #1177

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer and Job Resource Center early in their academic program to determine which courses will be transfer to the college of their choice.

The Secondary Education – Mathematics major is designed for students who plan to teach Mathematics in a high school setting. The program provides the first two years of an undergraduate degree leading to a baccalaureate degree in Secondary Education with an emphasis on Mathematics.

Prospective students with academic deficiencies should be aware that they will need additional time to acquire the necessary academic background. Prerequisites and co-requisites for required courses must be followed.

NATALIE GLAZER, ('06), is a Mathematics major who plans to transfer to the College of New Jersey to earn her bachelor's degree and become a math teacher. She commutes 40 minutes from her home in Frenchtown, N.J., because of Bucks' academic reputation and welcoming atmosphere.

"The tutoring center is really great. Whenever I went there I really felt welcomed, and the tutors were really helpful. In fact, I enjoyed it so much that eventually I became a tutor there."

Degree Course Requirements*

CISC115	Computer Science I	3
PHYS121	Physics I	4
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
COMG110	Effective Speaking[3]	3
MATH140	Calculus I[A,4]	4
MATH141	Calculus II	4
MATH242	Calculus III	4
MATH160	Linear Algebra	3
PSYC110	Introduction to Psychology[5]	3
EDUC100	Foundations of Education	3
PSYC190	Educational Psychology	3
INTG285	Integration of Knowledge[D,6]	3
	Cultural Perspectives[B]	3
	Personal Health[B]	2
	Mathematics Elective[C]	3
	Electives	9
		60

[A] Placement testing required
[B] Any course from approved list
[C] Any of the following may be chosen, MATH101, MATH115, MATH 120, MATH 122, MATH125,MATH250
[D] Any theme may be chosen
[1] Satisfies College Level Writing I
[2] Satisfies College Level Writing II
[3] Satisfies Creative Expression
[4] Satisfies College Level Mathematics or Science
[5] Satisfies Social Perspectives
[6] Satisfies Writing Intensive Requirement
* See page 6 for important information on Revisions to Degree/Major Requirements.

Recommended Semester Sequence

First Semester

EDUC100	Foundations of Education	3
PSYC110	Introduction to Psychology	3
COMP110	English Composition I[A,1]	3
MATH140	Calculus I[A,4]	4
	Personal Health[B]	2
		15

Second Semester

COMP111	English Composition II[2]	3
MATH141	Calculus II	4
PHYS121	Physics I	4
PSYC190	Educational Psychology	3
		14

Third Semester

MATH242	Calculus III	4
MATH260	Linear Algebra	3
CISC115	Computer Science I	3
	Cultural Perspectives[B]	3
	Electives	3
		16

Fourth Semester

INTG285	Integration of Knowledge[D,5]	3
	Mathematics Elective[C]	3
COMG110	Effective Speaking	3
	Electives	6
		15

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

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Medical Assistant

OCCUPATIONAL MAJOR
Curriculum Code No. 2131

This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Business Studies
Penn 401 • Phone: 215-504-8227

The program is accredited by the American Association of Medical Assistants, Commission on Accreditation for Allied Health Education Programs CAAHEP.

Medical Assistants work in medical practices, clinics, and hospitals. Medical Assistants have cross-training for both administrative and clinical responsibilities. Their administrative duties include keeping patient records, managing financial matters, handling insurance arrangements, processing correspondence, and managing an office. In the clinical setting, the medical assistant prepares and assists in patient examination, records laboratory data, and takes vital signs.

Prospective students with inadequate preparation should be aware that they may need additional time to acquire the necessary academic background. Prerequisites and co-requisites for the required courses must be followed.

Graduates of this program are able to:

- function as an assistant to the physician in medical and/or other clinical settings.
- demonstrate an understanding of the anatomical structure and physiological functioning of the human body and of medical terms descriptive of the body systems.
- identify the business/administrative and clinical duties of the medical assistant.
- describe the ethical and legal responsibilities of the medical assistant in the health care delivery system.
- apply selected principles of biophysical and psychosocial sciences in providing assistance to the physician.
- maintain business and patient health records.
- prepare for entry-level employment in physicians' offices or in those capacities in which medical secretarial and/or basic clinical and laboratory training are required.

Degree Course Requirements*

ACCT103	Introductory Accounting	3
BIOL115	Basic Human Anatomy	3
COMG110	Effective Speaking[3]	3
COMP110	Composition I[A,1]	3
HLTH110	Responding to Emergencies[2]	3
MEDA205	Medical Law and Ethics	3
MEDA220	Medical Assistant Externship	3
MGMT120	Business Math[5]	3
OADM105	Administrative Office 2000	3
OADM110	Business Communication[A,1]	3
MEDA120	Medical Terminology	3
MEDA200	Clinical Procedures I	3
MEDA201	Clinical Procedures I	3
MEDA203	Laboratory Procedures	3
MEDA215	Medical Administrative Procedures	3
MEDA216	Medical Insurance, Billing & Reimbursement	3
MEDA275	Medical Transcription I	3
MEDA297	Medical Coding	3
PSYC110	Introduction to Psychology[4]	3
	Cultural Perspectives[B]	3
INTG285	Integration of Knowledge[C, 6]	3
		63

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

BIOL115	Basic Human Anatomy	3
OADM140	Keyboarding/Typewriting I *	3
OADM105	Administrative Office 2000	3
MEDA120	Medical Terminology	3
MGMT120	Business Math	3
MEDA205	Medical Law and Ethics	3
		18

Second Semester

MEDA215	Medical Administrative Procedures	3
COMP110	Composition I[1,A]	3
MEDA275	Medical Transcription I	3
MEDA200	Clinical Procedures I	3
ACCT103	Introductory Accounting	3
		15

Third Semester

MEDA203	Laboratory Procedures	3
OADM110	Business Communication[1,A]	3
MEDA216	Medical Insurance, Billing & Reimbursement	3
MEDA201	Clinical Procedures I	3
HLTH110	Responding to Emergencies[2]	3
COMG110	Effective Speaking[3]	3
		18

Fourth Semester

MEDA220	Medical Assistant Externship	3
MEDA297	Medical Coding	3
INTG285	Integration of Knowledge[C]	3
PSYC110	Introduction to Psychology[4]	3
	Cultural Perspectives[B]	3
		15

[A] *Placement testing required.*
[B] *Consult the list of courses approved for this subcategory.*
[C] *Any INTG section may be chosen.*
[1] *Satisfies College Writing requirement.*
[2] *Satisfies Personal Health.*
[3] *Satisfies Creative Expression.*
[4] *Satisfies Social Perspectives.*
[5] *Satisfies College level Mathematics or Science.*
[6] *Satisfies Intensive Writing requirement.*
* *See page 6 for important information on Revisions to Degree/Major Requirements.*
* *Electives may be chosen from the following courses: OADM140, OADM225, OADM226, OADM279*
All students are required to pass OADM140 either by taking the course at Bucks County Community College or by passing the appropriate challenge test given by the Office Administration Area at the College. A competency of 35 w.p.m. with a 5-error maximum on a timed writing is required. OADM140 may be used as an elective course

Medical Assistant: Administrative

CERTIFICATE PROGRAM
Curriculum Code No. 3148

Division of Business Studies
Penn 401 • Phone: 215-968-8227

Medical Assistant Certificate programs offer complete training for students to receive a certificate with specialization in clinical medical assisting or administrative medical assisting.

Administrative medical assistants complete office paperwork, schedule patients, and handle insurance billing in physicians' offices, clinics, or insurance companies. They may work as admitting clerks, billing agents, or medical transcriptionists in hospital outpatient areas.

Graduates of this program are able to:

• function as an assistant to the physician in medical and/or other clinical setting

• demonstrate an understanding of the anatomical structure and physiological functioning of the human body and of medical terms descriptive of the body systems

• identify the administrative duties of the medical assistant

• describe the ethical and legal responsibilities of the medical assistant in the health care delivery system

• maintain business and patient health records

• prepare for entry-level employment in physicians' offices or in those capacities in which medical/secretarial training is required

• follow ICD-9-CM rules and regulations and code accurately

• relate the appropriate code to documented patient encounter

• apply modifiers to Evaluation and Management codes

Certificate Requirements

OADM140	Keyboarding/Typewriting I**	3
MEDA120	Medical Terminology	3
MEDA205	Medical Law and Ethics	3
MEDA215	Medical Administrative Procedures	3
MEDA216	Medical Insurance, Billing, & Reimbursement	3
MEDA220	Medical Assisting Externship	3
MEDA275	Medical Transcription I	3
MEDA297	Medical Coding	3
		24

** All students are required to pass OADM140 Keyboarding/Typewriting either by taking the course at Bucks County Community College or by passing the appropriate challenge test given by the Office Administration Area at the College. A competency of 35 words a minute with a 5-error maximum on a 5-minute timed writing is required.
Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Medical Assistant: Clinical

CERTIFICATE PROGRAM
Curriculum Code No. 3149

Division of Business Studies
Penn 401 • Phone: 968-8227

The Medical Assistant Certificate programs offer complete training for students to receive a Certificate with specialization in clinical medical assisting or administrative medical assisting. Clinical medical assistants assist doctors and patients in physicians' back offices, clinics, and outpatient departments of hospitals. They also are employed as assistants in laboratories or other health service areas.

Certificate Requirements

BIOL115	Basic Human Anatomy	3
MEDA120	Medical Terminology	3
MEDA200	Clinical Procedures I	3
MEDA201	Clinical Procedures II	3
MEDA203	Laboratory Procedures	3
MEDA205	Medical Law and Ethics	3
MEDA220	Medical Assisting Externship	3
		21

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Medical Coding/Billing

CERTIFICATE PROGRAM
Curriculum Code No. 3174

This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institutions and differ from school to school. Students should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Division of Business Studies
Penn 401 • Phone: 215-968-8227

Graduates of the Medical Coding/Billing Certificate program will be prepared for positions as ambulatory care coders (ICD-9-CM, CPT/HCPCs), as well as billers, patient accounts representatives, and other support positions in medical offices, hospitals, and other health care facilities. Upon program completion, graduates are qualified to take the Certified Coding Specialist - Physician's Office - National Certification Examination conducted by the American Health Information Management Association (AHIMA), and the Certified Professional Coder (CPC) National Certification Examination conducted by the American Academy of Professional Coders.

Graduates of this program are able to:

- process, analyze, and report health information.
- classify, code, and index diagnoses and procedures.
- coordinate information for cost control, quality management, statistics, marketing, and planning.
- monitor governmental and non-governmental standards
- facilitate research.
- design system controls to monitor patient information security.

Certificate Requirements

OADM140	Keyboarding/Typewriting I**	3
MEDA120	Medical Terminology	3
MEDA190	Intro to Health Information Management	3
MEDA205	Medical Law and Ethics	3
MEDA215	Medical Administrative Procedures	3
MEDA216	Medical Insurance, Billing & Reimbursement	3
MEDA240	Medical Coding/Billing Externship	3
MEDA297	Medical Coding	3
MEDA298	Advanced Procedural Coding	3
MEDA299	Advanced Diagnostic Coding	3
		30

**Open for credit by exam.
Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Medical Transcription

CERTIFICATE PROGRAM
Curriculum Code No. 3114

Division of Business Studies
Penn 401 • Phone: 215-968-8227

Provides graduates with knowledge and skills needed for a career in a paramedical profession that requires extensive transcription with word processing. Graduates apply their medical specialty in the following settings: medical care facilities, insurance companies, medical office service, or in entrepreneurial settings at home.

Graduates of this program are able to:

- function as an entry-level transcriptionist in a medical environment.
- demonstrate a high level of competency in applying correct grammar, usage, and style when transcribing documents from dictated audio tapes that use medical terminology.
- provide word/information processing support by using software applications that require competency in basic to advanced functions.
- define the medical terms and abbreviations.
- define the prefixes, combining forms and suffixes presented and use them to build medical terms.
- demonstrate the proper use of reference material.
- select the correct formats for dictated reports.

Certificate Requirements

BIOL115	Basic Human Anatomy	3
MEDA120	Medical Terminology	3
OADM140	Keyboarding/Typewriting[A]	3
OADM225	MS Word-Beginning	3
OADM260	Keyboarding/Typewiting II	3
MEDA275	Medical Transcription I	3
MEDA279	Medical Transcription II	3
MEDA289	Medical Transcription: Surgical	3
		24

[A] *Open to Credit By Examination*
* See page 6 for important information on Revisions to Degree/Major Requirements.
Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Music

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer and Job Placement Center early in their academic program to determine which courses will transfer to the college of their choice.

Department of the Arts
Hicks 125 • Phone: 215-968-8425

Music Area
Hicks 125 • 215-968-8088

The Music major, which is designed to prepare students for transfer in Music to four-year institutions, is a curriculum that culminates in an Associate of Arts degree. Numerous courses in the program fulfill Core Curriculum requirements for general students, and students enrolled in other majors are encouraged to participate in any course or performing ensemble for which they qualify.

Students completing this major will be able to:

- perform appropriate musical repertoire competently in both solo and ensemble environments
- identify and analyze in both written and aural formats the musical forms, styles, genres, and compositional techniques inherent in representative Common Practice repertoire
- analyze and construct diatonic and chromatic harmonies using techniques of Roman Numeral harmonic analysis, figured bass, and related symbolic nomenclatures
- employ music technology productively in both practical and creative contexts
- sight-sing melodies accurately and take musical dictation by applying compatible solfege methodologies

Students entering as Music majors 1) must successfully pass the Music Fundamentals Test to qualify for entrance into the standard Music Theory course sequence, 2) must schedule an interview with a representative of the Music Area, and 3) must perform an audition on their principal instrument (or voice) for placement into the Applied Lesson course sequence. Contact the Music Area (215-968-8088) for complete information and scheduling of these preliminary requirements.

Registration for private applied lessons [courses with the "MUSL" prefix] is restricted to students enrolled in the Music major degree program and additionally requires Music Area approval. However, courses with MUSA and MUSC prefixes are open to all students who have satisfied any published prerequisite.

Students must own or purchase an instrument (a one-time expense of $500-$5000) and buy music as required for study (up to $100 per semester).

Bucks County Community College is an accredited institutional member of the National Association of Schools of Music (NASM).

Degree Course Requirements*

COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
MUSC101	Introduction to Music[3]	
	or	
MUSC105	American Music[3]	3
MUSC106	History of Jazz	
	or	
MUSC201	Musical Styles and Literature I	3
MUSC111	Music Theory I	2
MUSC112	Music Theory II	2
MUSC115	Ear Training I	2
MUSC116	Ear Training II	2
MUSC124	Electronic Music Synthesis I[4]	2
MUSC202	Musical Styles and Literature II	3
MUSC211	Music Theory III	2
MUSC212	Music Theory IV	2
MUSC215	Ear Training III	2
MUSC216	Ear Training IV	2
MUSL111	Principal Applied Lessons I	1
MUSL112	Principal Applied Lessons II	1
MUSL211	Principal Applied Lessons III	1
MUSL212	Principal Applied Lessons IV	1
SOCI110	Introduction to Sociology[6]	3
	College level Mathematics[A] or Science[C]	3
	Ensembles[G]	4
INTG285	Integration of Knowledge[E,5]	3
	Music Electives[E]	8
	Personal Health[C]	2
		60

Recommended Semester Sequence:

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMP110	English Composition I[A,1]	3
MUSC111	Music Theory I	2
MUSC115	Ear Training I	2
MUSC124	Electronic Music Synthesis I[4]	2
MUSL111	Principal Applied Lessons, Level I	1
	Music Electives[E]	2
	Personal Health[C]	2
	Ensemble[G]	1
		15

Second Semester

COMP111	English Composition II[G]	3
MUSC101	Introduction to Music[3] or	
MUSC105	American Music[3]	3
MUSC112	Music Theory II	2
MUSC116	Ear Training II	2
MUSL112	Principal Applied Lessons, Level II	1
	Music Elective[E]	3
	Ensemble[G]	1
		15

Third Semester

MUSC106	History of Jazz OR	
MUSC201	Musical Styles and Literature I	3
MUSC211	Music Theory III	2
MUSC215	Ear Training III	2
MUSL211	Principal Applied Lessons, Level III	1
	College level Mathematics[A] or Science[C] Elective	3
	Music Electives[E]	3
	Ensemble[G]	1
		15

Fourth Semester

MUSC202	Musical Styles and Literature II	3
MUSC212	Music Theory IV	2
MUSC216	Ear Training IV	2
SOCI110	Introduction to Sociology[6]	3
MUSL212	Principal Applied Lessons, Level IV	1
INTG285	Integration of Knowledge[F,5]	3
	Ensemble[G]	1
		15

[A] Placement testing required.
[B] Audit and placement testing required.
[C] Consult the list of courses approved for this subcategory. Any course may be chosen.
[D] Consult the list of courses approved for this subcategory. Any two courses may be chosen.
[E] Any MUSA or MUSC course except MUSC100.
[F] Any INTG section may be chosen.
[G] Any of the following courses may be chosen: MUSA101, MUSA105, MUSA111, MUSA115, MUSA121. All Ensemble courses may be repeated.
[1] Satisfies College level Writing Level I.
[2] Satisfies College level Writing Level II.
[3] Satisfies Cultural Perspectives.
[4] Satisfies Creative Expression.
[5] Satisfies Writing Intensive requirement.
[6] Satisfies Social Perspectives. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.
[*] See page 6 for important information on Revisions to Degree/Major Requirements.

Nanofabrication Technology

OCCUPATIONAL MAJOR
Curriculum Code No. 2167

Department of Science & Technology
Founders 221 • 215-968-8351

Nanofabrication manufacturing technology relates to the creation of microscopic structures. This technology is the basis of such diverse areas as computer chip manufacturing, flat panel displays and large scale solar power arrays used in space exploration, biological implants, medicine and pharmaceuticals. Rapid growth in these industries has created a strong demand for technicians with training in the intricacies of nanofabrication techniques and clean room procedures.

Recommended Semester Sequence*

First Semester

CHEM101	Chemistry A[A,B]	4
COMP110	English Composition I[A,1]	3
MATH110	Math for Technology I[A,B,4]	3
MGMT100	Introduction to Business[5]	3
	Personal Health[C]	3
		16

Second Semester

COMP114	Technical Writing[2]	3
MATH111	Math for Technology II[B]	3
PHYS106	Physics A[B]	4
CISC100	Introduction to Computers	3
	Cultural Perspectives[C]	3
		16

Third Semester

BIOL101	Biological Science I	4
COMG110	Effective Speaking[3]	3
PHYS107	Physics B[B]	4
PHYS201	Solid State Electronic Devices	3
PHYS202	Nanofabrication Statistics & Tech.	2
INTG285	Integration of Knowledge[C,6]	3
		19
	Total Credits on BCCC Campus	**51**

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

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Fourth Semester

Nanofab Capstone Semester Courses
(To be taken at Penn State)

NANO211	Material Safety & Equipment Overview	3
NANO212	Basic Nanofabrication Processes	3
NANO213	Thin Films in Nanofabrication	3
NANO214	Lithography for Nanofabrication	3
NANO215	Material Modification in Nanofabrication	3
NANO216	Characterization, Packaging & Testing of Nanofabricated Structures	3
	Total Credits at Penn State Campus	**18**
	Total Credits	**69**

[A] Math Placement testing required
[B] Higher-level courses in Math, Chem and Phys may be substituted
[C] Choose from Category I, page 9
[1] Satisfies College Writing level I
[2] Satisfies College Writing level II
[3] Satisfies Creative Expression
[4] Satisfies College Level Mathematics or Science
[5] Satisfies Social Perspectives
[6] Satisfies Writing Intensive requirement
[*] See page 6 for important information on Revisions to Degree/Major Requirements.

Nanofabrication Certificate

CERTIFICATE PROGRAM
Curriculum Code No. 3168

Department of Science & Technology
Founders 221 • 215-968-8351

Certificate Requirements

BIOL101	Biological Science I	4
CHEM101	Chemistry A[A,B]	4
COMP110	English Composition I[A,1]	3
CISC100	Introduction to Computers	3
MATH110	Math for Technology I[A,B,2]	3
MATH111	Math for Technology IIB	3
PHYS106	Physics A[B]	4
PHYS107	Physics B[B]	4
PHYS201	Solid State Electronic Devices	3
PHYS202	Nanofabrication Statistics and Tech. Seminar	2
	Total Credits on BCCC Campus	**33**

Nanofabrication Capstone Semester Courses
to be taken at Penn State

NANO211	Material Safety and Equipment Overview	3
NANO212	Basic Nanofabrication Processes	3
NANO213	Thin Films in Nanofabrication	3
NANO214	Lithography for Nanofabrication	3
NANO215	Material Modification in Nanofabrication	3
NANO216	Characterization, Packaging and Testing of Nanofabricated Structures	3
	BCCC Credits taken at Penn State Campus	**18**
	Total Credits	**51**

Recommended Semester Sequence

First Semester

CHEM101	Chemistry A[A,B]	4
COMP110	English Composition I[A,1]	3
MATH110	Math for Technology I[A,B,2]	3
CISC100	Introduction to Computers	3
		13

Second Semester

MATH111	Math for Technology II[B]	3
BIOL101	Biological Science I[A]	4
PHYS106	Physics A[B]	4
		11

Third Semester

PHYS107	Physics B[B]	4
PHYS201	Solid State Electronic Devices	3
PHYS202	Nanofabrication Statistics & Tech. Seminar	2
		9

Fourth Semester
Capstone Semester (To be taken at Penn State)

NANO211	Material Safety & Equipment Overview	3
NANO212	Basic Nanofabrication Processes	3
NANO213	Thin Films in Nanofabrication	3
NANO214	Lithography for Nanofabrication	3
NANO215	Material Modification in Nanofabrication	3
NANO216	Characterization, Packaging & Testing of Nanofabricated Structures	3
		18

A   *Math placement testing required*
B   *Higher-level courses in Math, Chem and Phys may be substituted*
1   *Satisfies College Writing Level I*
2   *Satisfies College level Mathematics or Science*

Nursing

OCCUPATIONAL MAJOR
Curriculum Code No. 2035

Students interested in Nursing at Bucks need to meet with a nursing faculty member for advising.

Department of Health,
Physical Education and Nursing
Penn Hall 434 • Phone 215-968-8327

The Program in Nursing offered at Bucks County Community College can be completed in two years, if the student chooses to be a full-time student, or it can be completed on a part-time basis, and leads to an Associate of Arts Degree. Graduates of the Program are eligible to take The National Council Licensure Examination for Registered Nurses (NCLEX-RN). Further, the Nursing Program prepares graduates to function as beginning graduate nurses, and to assume entry level positions as registered Nurses in acute care, long term care, homes, clinics physicians' offices, or other agencies established to meet health care needs. Program learning experiences prepare graduates for associate degree nursing practice, as defined and delineated by the nursing profession. Nursing functions require advanced technical skills, in addition to substantial scientific knowledge.

Program Outcomes
The graduate of the BCCC Nursing Program will use critical thinking to apply theoretical knowledge from the cognitive, affective and psychomotor domains to:

• communicate in a manner that is professional, that acknowledges and preserves the individual's dignity and worth and that recognizes and respects cultural differences between patients and care providers, and among patients

• apply the nursing process to diagnose and treat individual and family responses to alterations in their functional health patterns.

• collaborate with the health care team to manage groups of patients with predictable outcomes while appropriately delegating duties to other health care providers.

• demonstrate awareness of today's health care delivery system and its impact on future health, act according to and within the legal and the ethical standards set forth by the Pennsylvania Nurse Practice Act, the College, the Nursing Program, the legal system at large, affiliating agencies, and their accreditation bodies and the nursing profession.

The Nursing Program consists of courses in liberal arts and selected sciences, as well as nursing courses. Each required nursing course must be taken in a designated sequence as knowledge builds from less complex to more complex. Each nursing course is made up of a theoretical and clinical component. Students must successfully meet the objectives of both of these components and demonstrate increasing proficiency on all drug calculation exams that start at a minimum of 80% in order to achieve a passing grade (of at least a C) in each nursing course. Nursing students must comply with the rules and policies as presented in the Nursing Student Handbook, in addition to those listed in the catalog. Students, who meet criteria for readmission into the program, must comply with the Nursing Student Handbook that is in place for the class to which they have been readmitted. The BCCC Nursing Program is fully approved by the Pennsylvania State Board of Nursing and is fully accredited by the National League for Nursing Accrediting Commission, 61 Broadway, 33rd floor, NY, NY 10006 (1-800-669-1656, ext 153).

ADMISSION REQUIREMENTS for admission to the program of study

1. All applicants must fulfill the College's admission requirements, and the specific requirements for admission to the Nursing Program of Study.

2. Meeting High School Requirements
   a. All students must have completed work equal to a standard high school program with a minimum of 16 units (a unit is the equivalent of a year's worth of study). These requirements are:
   • 4 Units of English
   • 3 Units of Social Studies
   • 2 Units of Science: 1 year of Chemistry with a grade of C or better or 70% and 1 year of Biology with a grade of C or better or 70%.
   • 2 Units of Mathematics with a grade of C or better or 70% (one unit must be algebra)

   All students must have a final official high school transcript on file in Admissions and must be enrolled in the College.

3. All enrolled nursing students must go to the fourth floor in Penn Hall, Nursing Office after receiving the permit to register from the Admissions Office and sign up on the Nursing Faculty door for an appointment during advising period fall/spring.

4. GED students must meet the same requirements.
   • Students who do not meet the high school requirements must take the following courses:

1. To satisfy the English requirement, a student must take the Writing Assessment Test and score a six (6) or complete COMP107 Introduction to Rhetorical Skills with a grade of "C" or better. (NOTE: Prerequisite courses, as determined by the College Assessment Tests, need to be taken prior to enrollment in this course.)

2. To satisfy the Social Studies Requirements a student must complete Introduction to Psychology OR Introduction to Sociology OR a course listed under Cultural Perspectives (as listed in the 2006-08 College Catalog).

3. To satisfy the Science Requirement, a student must complete BIOL181, Human Anatomy & Physiology I, for a deficiency in Biology; CHEM101, Chemistry A for a chemistry deficiency. It is recommended that the student enroll in Biological Science 101 or 102 if

RICHARD DYER, R.N ('92) is the clinical informatics coordinator at the Fox Chase Cancer Center. In his job he is a project manager for software used by nurses and doctors in clinical applications. He has 12 years of nursing experience and joined the operating room staff of Fox Chase in 2004. Dyer received his degree in nursing from BCCC in 1992, and graduated from Temple in 2003 with a B.S. in Information Science and Technology.

"The campus is beautiful…the college is affordable and the quality of the teaching staff was fantastic…I took a lot of credits and without hesitation, I can say I enjoyed every single instructor that I had at Bucks. It definitely prepared me well for Temple University and for life."

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* **for current requirements.**

seven years have lapsed since their last high school science course.

4. To satisfy the Mathematics requirements a student must take the assessment test in order to determine the appropriate placement. The student needs to complete MATH095 OR receive a score on the Math Assessment Test of 5.

   • Students who completed high school work in a foreign country must either:

1. Have a course-to-course evaluation performed by one of the College- approved transcript evaluating agencies (information available in the Office of Admissions).

2. Earn a "C" or better in all of the above College courses to meet high school requirements.

ADMISSION REQUIREMENTS for conditional acceptance into the clinical component of Nursing

1. Currently enrolled in the College, and have taken the three assessment tests

2. Met high school requirements

3. Curriculum Code of 2035 (Nursing)

4. Have a grade of C or better in ALL courses required in the Nursing Program of Study, taken before applying for admission into the Clinical component of Nursing. All required courses, with a grade of less than C, taken prior to entry into the clinical component of the Nursing Program MUST be repeated before acceptance into the clinical component.

5. Have a minimum cumulative grade point average (GPA) of 2.5 at BCCC. If additional seats are available a sliding scale will be used to accept students with a GPA of minimally 2.0.

6. SAT of 900 or above in combined critical reading and math, OR ACT composite of 20 or above OR, NLN pre-RN nursing exam in 50th percentile or 55th percentile preferred.

7. Students who are Bucks County residents and have completed the highest number of credits in the Nursing Program of Study at BCCC with a final grade of C or better will be considered first, after meeting all of the above criteria.

After notification of conditional acceptance to the clinical component of the nursing program the student is required to submit the following documents to the director for full acceptance into the clinical component of the Nursing Program:

1. Current CPR certification (healthcare provider)
2. Current Health examination
3. Current Immunizations record
4. Current State Police criminal check and/or FBI check that shows the applicant is felony free, for ten (10) years. This requirement is related to the Nurse Practice Act (Act No. 185-109) of Pennsylvania which states "… The Board of Nursing shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the Act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled substance, Drug Device and Cosmetic Act", or convicted of a felony related to a controlled substance in a court of law of the United States or any other state, territory or country, unless: at least ten years have elapsed from the date of conviction…" In addition, applicants must be free of Prohibitive Offenses (which includes certain drug

and substance abuse violations) as found in the Pennsylvania Older Adult Protective Services Act 169 of 1996 and as amended by Act 13 of 1997, within their lifetime.

5. Current Child Abuse Clearance that demonstrates child abuse free in lifetime.

6. Current negative drug and alcohol screen.

Prior to starting the 2nd year, students must re-submit the following to the Director of Nursing:

1. Current CPR certification (healthcare provider)

2. Current State Police criminal check and/or FBI check demonstrating the above.

3. Current tuberculin skin test results

4. Current Negative drug and alcohol screening

5. Other requirements that may be dictated by current clinical affiliations.

PROGRESSION THROUGH AND COMPLETION OF THE NURSING PROGRAM REQUIREMENTS:

1. A grade of C or better in all required nursing courses, which also includes a grade of satisfactory laboratory and clinical performance and attendance. Be able to demonstrate increasing proficiency on all drug calculations exams included in the nursing courses that start at a minimum grade of 80%.

2. A grade of C or better in all required non-nursing courses.

3. A minimum cumulative GPA of 2.0.

4. Students failing to meet the above criteria will be dismissed from the Program.

5. Nursing students must comply with the rules and policies as presented in the Nursing Student Handbook, in addition to those listed in the catalog.

6. A student who is unsuccessful in any required nursing course may repeat that course only one time, and must reapply for admission on a space available basis. Students, who meet criteria for readmission into the program, must comply with the Nursing Student Handbook that is in place for the class to which they have been readmitted.

ADVANCED PLACEMENT for Licensed Practical Nurses or applicants who have attended other accredited RN programs

Eligibility:
1. LPN's who have been employed for at least one year are eligible for advanced placement

2. Transfer students who have attended an NLNAC accredited nursing program are also eligible for advanced placement.

Admission to the College and to the Nursing Program of Study:
See Admission Requirements to the College and to the Nursing Program of Study above

Additional Admission Criteria:
1. LPN's must provide proof of PA state licensure and at least one year of employment as an LPN

2. Because LPN's have completed the licensure exam, the SAT, ACT or NLN will not be required

3. Transfer students are required to meet all criteria for acceptance as above.

Placement in the Nursing Program

1. LPN's may challenge out of NURS 101 and NURS 102 and enter into NURS 201, after completing all of the NURS 101 and NURS 102 co-requisite courses, and Drug Calculations and Health Assessment.

2. Transfer students will achieve placement based on a review of individual nursing course syllabi.

3. Criteria for Challenge of Nursing I/Nursing 101

   Completion of:

   • CHEM 101 – Chemistry A
   • BIOL 181 – Human Anatomy and Physiology I
   • COMP 110 – English Composition I

4. Criteria for Challenge of Nursing II/Nursing 102

• Satisfactory completion of above required courses, AND satisfactory completion of Nursing 101 Challenge exam

   Completion of:

   • BIOL 182 – Human Anatomy and Physiology II
   • BIOL 228 – Microbiology
   • HLTH 120 – Nutrition
   • NURS 120 – Drug Calculations
   • NURS 220 – Nursing Health Assessment

5. Courses to be taken with or before Nursing III/ Nursing 201

   • PSYCH 110 – Introduction to Psychology
   • SOCI 110 – Introduction to Sociology
   • COMP 111 – English Composition II

6. Courses to be taken with or before Nursing IV/ Nursing 202

   • COMG 110 – Effective Speaking
   • One cultural perspective course

Degree Course Requirements*

BIOL181	Human Anatomy and Physiology I[B]	4
BIOL182	Human Anatomy and Physiology II[A]	4
BIOL228	Microbiology[A]	4
CHEM101	Chemistry A[B,1]	4
COMG110	Effective Speaking[4,E]	3
COMP110	English Composition I[C,B,2]	3
COMP111	English Composition II[3, D]	3
HLTH120	Nutrition[A,5]	3
NURS101	Nursing I[G]	6
NURS102	Nursing II[G]	6
NURS201	Nursing III[G]	9
NURS202	Nursing IV[G,7,8]	9
PSYC110	Introduction to Psychology[6, D]	3
SOCI110	Introduction to Sociology[6, D]	3
	Cultural Perspectives[H, E]	3
		67

Recommended Semester Sequence

The recommended course sequence is designed for only full-time students who average 17 credit hours per semester. Students may need more time to complete Program requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended. Most students complete many of the support courses first due to limited seat availability.

First Semester

BIOL181	Human Anatomy and Physiology I[B]	4
CHEM101	Chemistry A[B,1]	4
COMP110	English Composition I[C,B,2]	3
NURS101	Nursing I[G]	6
		17

Second Semester

BIOL182	Human Anatomy and Physiology II[A]	4
BIOL228	Microbiology[A]	4
HLTH120	Nutrition[A,5]	3
NURS102	Nursing II[G]	6
		17

Third Semester

COMP111	English Composition II[3,D]	3
NURS201	Nursing III[G]	9
PSYC110	Introduction to Psychology[6,D]	3
SOCI110	Introduction to Sociology[6,D]	3
		18

Fourth Semester

COMG110	Effective Speaking[4,E]	3
NURS202	Nursing IV[7,8,G]	9
	Cultural Perspectives[H,E]	3
		15

[A] *Must be taken before or with NURS102.*
[B] *Must be taken before or with NURS101.*
[C] *Placement testing required.*
[D] *Must be taken before or with NURS201.*
[E] *Must be taken before or with NURS202.*
[G] *Must be CPR certified prior to enrollment.*
[H] *Consult the list of courses approved for this subcategory . Any course may be chosen.*
[1] *Satisfies College Level Mathematics or Science.*
[2] *Satisfies College Writing Level I.*
[3] *Satisfies College Writing Level II.*
[4] *Satisfies Creative Expression.*
[5] *Satisfies Personal Health.*
[6] *Satisfies Social Perspectives.*
[7] *Satisfies Writing Intensive requirement.*
[8] *Satisfies Integration of Knowledge requirement.*
[*] *See page 6 for important information on Revisions to Degree/Major Requirements.*
The Pennsylvania State Board of Nursing has approved the Program as stated. An I, D, or F, grade in NURS, prerequisite or corequisite courses will prevent progression.

Occupational Studies

OCCUPATIONAL MAJOR
Curriculum Code No. 2068

This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institutions and differ from school to school. Students should contact the Transfer and Job Resource Center early in their academic programs to determine which courses will transfer to the college of their choice.

Department of Business Studies
Penn 401 • Phone: 215-968-8227

This major is for students whose educational and occupational goals are not met by the College's other occupational and transfer majors. It allows students to build a sequence of courses to satisfy specific skills needed for employment and, upon successful completion, results in the award of the Associate of Arts degree.

This major may be of particular interest to potential and current area vocational technical high school students as well as graduates of area vocational-technical high schools.

This program is not for students who plan to transfer to baccalaureate institutions. Students are admitted to this major only after they indicate both the occupational objective and specific employment they expect to achieve through completion of the major. While the major is designed for students beginning their collegiate work, students with fewer than sixty credits of collegiate work may enter the major after receiving permission from both an academic advisor and the Chairperson of the Department of Business Studies.

This program is designed to prepare students for a variety of functional and staff operational,supervisory and management positions.The specific field of employment will be determined by the student 's own interest and background,and will relate to the occupational electives.

Graduates of this program should be able to:

• analyze and appraise basic operations and relate them to the particular business enterprise that they have identified in their occupational objectives.

- apply and use the common mathematical functions of business such as the time value of money and interest, discount and loan calculations.
- recognize basic computer concepts and use the Internet, email and standard computer applications including word processing, spreadsheets and graphics.
- create business letters, memos and analytical reports.
- prepare and deliver informative and persuasive speeches in a business setting.

Degree Course Requirements*

CISC100	Introduction to Computers	3
COMG110	Effective Speaking[2]	3
COMP110	English Composition I[A,1]	3
COMP114	Technical Writing or	
OADM110	Business Communication[A,1]	3
MGMT100	Introduction to Business[3]	3
MGMT120	Business Mathematics[A,4]	3
	Cultural Perspectives[B]	3
	Elective	3
INTG285	Integration of Knowledge[E,5]	3
	Occupational Electives[C,D]	33
	Personal Health[B]	2
		62

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

CISC100	Introduction to Computers	3
OADM110	Business Communication[A,1] or	
COMP114	Technical Writing	3
MGMT100	Introduction to Business[3]	3
	Elective	3
	Occupational Elective[C,D]	3
		15

Second Semester

COMP110	English Composition I[A,1]	3
MGMT120	Business Mathematics[A,4]	3
	Cultural Perspectives[B]	3
	Occupational Electives[C,D]	6
	Personal Health[B]	2
		17

Third Semester

COMG110	Effective Speaking[2]	3
	Occupational Electives[C,D]	12
		15

Fourth Semester

INTG285	Integration of Knowledge[E,5]	3
	Occupational Electives[C,D]	12
		15

[A] Placement testing required.
[B] Consult the list of courses approved for this subcategory. Any course may be chosen.
[C] Occupational electives are courses which contribute directly to the fulfillment of students' occupational and employment goals; they are selected by students in consultation with an academic advisor, and require the approval of the advisor.
[D] An Occupational Education Plan (EDP) must be completed in consultation with the academic advisor and with written approval of the Chairperson of Business Studies. (Credits may be earned through work and/or life experience [CLLE] such as: trade proprietary education, military training, registered apprenticeship training, and licenser training.)
[E] Any INTG section may be chosen.
[1] Satisfies College Writing requirement.
[2] Satisfies Creative Expression.
[3] Satisfies Social Perspectives.
[4] Satisfies College level Mathematics or Science.
[5] Satisfies Writing Intensive requirement.
[*] See page 6 for important information on Revisions to Degree/Major Requirements. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

BRIAN P. LYNCH ('03), who returned to college after 19 years of working in construction, earned an AA at Bucks and is now Drexel University's manager of maintenance services.

"Bucks guided me every step of the way in attaining my goals. I received credit for my previous career accomplishments, experience and on-the-job training, which contributed to reaching my academic and career objective through the Occupational Studies degree program."

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Office Administration & Systems Technology

OCCUPATIONAL MAJOR
Curriculum Code No. 2150

This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institution and differ from school to school. Students should contact the Transfer and Job Resource Center early in their academic programs to determine which courses will transfer to the college of their choice.

Department of Business Studies
Penn 401 • Phone: 215-504-8227

The Office Administration and Systems Technology program of study is designed to prepare students for a wide variety of administrative support staff positions such as: executive secretary, office manager, receptionist, and administrative assistant. The program was developed and is regularly revised by the professional staff of the College with the advice of a community advisory group to ensure that the content, expectations, examples and standards reflect the learning skills required by employers.

A planned sequence of courses is illustrated in the recommended semester sequence listing. This sequence is designed to provide incremental skill development from semester to semester that will enable students to progress toward the achievement of the stated objectives of the program and to find employment as administrators or supervisors in an automated office. The courses in this program provide students with an understanding of the impact of technology on office routines and procedures. In addition, the skills necessary to work with people and automated equipment will be developed.

Graduates of this major should be able to:

- produce on a computer business letters, memorandums, and other documents in correct English, at a high level of speed and accuracy, and in updated formats. proofread and edit typed/keyed copy with a high degree of accuracy and correctness.
- apply principles of supervision and management in order to obtain maximum productivity from computerized systems in both traditional and automated offices, with appropriate emphasis on people, procedures, and equipment.
- re-engineer the work flow in an office environment.
- use computers in an office environment and apply software applications.
- analyze problem situations, implement courses of action and develop human relations skills in the office environment.
- use standard office procedures in the areas of public relations, records information management, telephone communications, incoming and outgoing mail, and financial matters.
- identify the knowledge and skills needed for effective office supervision and human relations in order to encourage the development of attitudes and work habits that comprise acceptable professional behavior.
- work independently with others or in self-directed work teams to demonstrate effective interpersonal and problem-solving skills, attitudes, and work habits that contribute to organizational goals.

Degree Course Requirements*

ACCT103	Introductory Accounting	
	or	
ACCT105	Principles of Accounting I	3/4
COMP110	English Composition I[B,1]	3
MGMT100	Introduction to Business[2]	3
MGMT120	Business Mathematics[B,3]	3
MGMT140	Supervision	
	or	
MGMT210	Office Management	3
OADM105	Administrative Office 2000[A]	3
OADM110	Business Communication[B,1]	3
OADM140	Keyboarding/Typewriting[A]	3
OADM150	Office Technology Concepts	3
OADM205	Advanced Administrative Office 2000	3
OADM225	MS Word for Windows - Beginning[A]	3
OADM226	MS Word for Windows - Advanced	3
OADM230	MS Word for Windows - Integrated	3
	Creative Expression[D]	2
	Cultural Perspectives[D]	3
	Elective	3
INTG285	Integration of Knowledge[E,4]	3
	Office Administration Electives[C]	9
	Personal Health[D]	2
		61/62

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

MGMT100	Introduction to Business[2]	3
OADM105	Administrative Office 2000[A]	3
OADM110	Business Communication[B,1]	3
OADM140	Keyboarding/Typewriting[A]	3
MGMT120	Business Mathematics[B,3]	3
		15

Second Semester

COMP110	English Composition I[B,1]	3
OADM225	MS Word for Windows - Beginning[A]	3
OADM150	Office Technology Concepts	3
OADM205	Advanced Administrative Office 2000	3
	Office Administration Elective[C]	3
		15

Third Semester

ACCT103	Introductory Accounting	
	or	
ACCT105	Principles of Accounting I	3/4
OADM226	MS Word for Windows - Advanced	3
	Creative Expression[D]	2
	Office Administration Elective[C]	6
	Personal Health[D]	2
		16/17

Fourth Semester

MGMT140	Supervision	
	or	
MGMT210	Office Management	3
OADM230	MS Word for Windows - Integrated	3
	Cultural Perspectives[D]	3
	Elective	3
INTG285	Integration of Knowledge[E,4]	3
		15

A Open to Credit by Examination.
B Placement testing required.
C OA electives may be any OADM or MEDA course.
D Consult the list of courses approved for this subcategory. Any course may be chosen.
E Any INTG section may be chosen.
1 Satisfies College Writing requirement.
2 Satisfies Social Perspectives.
3 Satisfies College level Mathematics or Science.
4 Satisfies Writing Intensive requirement.
* See page 6 for important information on Revisions to Degree/Major Requirements.

Office Skills Accelerated

CERTIFICATE PROGRAM
Curriculum Code No. 3173

Department of Business Studies
Penn 401 • Phone: 215-968-8227

There is a growing need for office professionals trained in the use of Microsoft Office Applications. This Bucks Community College Office Administration Accelerated Certificate program is a short-term program designed to prepare students to enter a modern office. The certificate offers career-specific software training for the individual wishing to complete the program in one semester.

Coursework will include operation of state-of-the art equipment and application software to gain marketable skills required to work accurately and productively in an office environment.

Program Features
This certificate program provides a unique short-term vehicle to develop the entry-level office software skills needed to become employable in a general office setting.

Since all courses are offered in the TOTAL (Technology Office Training Access Learning) Lab on campus, students are able to enter the program up to the mid-semester, and may work on assignments anytime the TOTAL Lab is open. Students with the appropriate software may choose to work from home or another location. Students completing the course objectives early will be prepared to seek employment immediately.

Graduates of this program are able to:

- master operation of state-of-the-art equipment and software and appropriately utilize these to accomplish work-related tasks accurately and productively in an office environment.

- procure an appropriate position in an office setting as a secretary, administrative assistant, receptionist, clerk, or information processing worker with a commitment to lifelong learning to achieve professional growth.

Certificate Course Requirements

OADM101	Electronic Keyboarding	1
	plus	
OADM104	Formatting with Word	2
	or	
OADM140	Keyboarding/Typewriting I[A]	3
OADM141	Basic Applications of Microsoft Word	1
OADM142	Basic Applications of Microsoft Excel	1
OADM143	Basic Applications of Microsoft Access	
OADM145	Basic Applications of Microsoft PowerPoint	1
OADM147	Learning Microsoft Windows	1
OADM155	Searching the Web	1
	TOTAL Credits	**9**

A Open for credit exam.

Program of study requirements and other catalog contents are subject to change.
Please visit *www.bucks.edu* for current requirements.

Paralegal/Law

OCCUPATIONAL MAJOR
Curriculum Code No. 2128

This major is primarily designed for job preparedness. Students who are considering transferring to a baccalaureate institution should be aware that decisions on transferability of courses are made by the baccalaureate institution and differ from school to school. Students should contact the Transfer and Job Resource Center early in their academic programs to determine which courses will transfer to the college of their choice.

Department of Business Studies
Penn 401 • Phone 215-968-8227

This major will qualify students to serve as paralegals for employment by attorneys, law offices, governmental agencies, or other entities in capacities or functions that involve the performance, under the ultimate direction and supervision of attorneys, of specifically delegated substantive legal work. The courses in the major are designed to impart knowledge and expertise of legal concepts, the legal system, and substantive and procedural law that will qualify students to perform work of a legal nature, under supervision, which is customarily, but not exclusively, performed by a lawyer. In order to provide graduates with the expertise and flexibility required in the growing field, the major offers a basic knowledge in the paralegal field. Upon successful completion of the program in Paralegal Studies, the student should be able to:

• understand the basic concepts of substantive and procedural law including the operation of the legal system and the theory of law.

• work competently as a paralegal in the public and private sector or in a position relating to the practice of law.

• understand the ethical obligations and legal limitations of the paralegal in the public and private sectors.

Degree Course Requirements*

CISC100	Introduction to Computers	3
COMG110	Effective Speaking[2]	3
COMP110	English Composition[A,1]	3
HIST152	U.S. History II[3]	3
LAWS100	Introduction to Paralegal Studies or	
LAWS110	Introduction to Nurse Paralegal Studies	3
MGMT130	Business Law	3
LAWS140	Civil Practice/Litigation Procedures	3
LAWS220	Legal Research and Writing	3
MGMT100	Introduction to Business[4]	3
	College Math[A] or Science[D,5]	3
OADM110	Business Letter and Report Writing[A,1]	3
POLI111	American National Government	3
POLI120	American State and Local Government	3
PSYC125	Stress Management[6]	3
INTG285	Integration of Knowledge[B,7]	3
	Paralegal Electives[C]	18
		63

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

LAWS100	Introduction to Paralegal Studies or	
LAWS110	Introduction to Nurse Paralegal Studies	3
MGMT100	Introduction to Business[4]	3
	College Math or Science[D,5]	3
OADM110	Business Letter and Report Writing[A,1]	3
POLI111	American National Government	3
		15

Second Semester

CISC100	Introduction to Computers	3
COMP110	English Composition I[A,1]	3
LAWS140	Civil Practice/Litigation Procedures	3
MGMT130	Business Law	3
	Paralegal Elective	3
		15

Third Semester

COMG110	Effective Speaking[2]	3
LAWS220	Legal Research and Writing	3
POLI120	American State and Local Government	3
	Paralegal Electives	6
		15

Fourth Semester

HIST152	U.S. History II[3]	3
PSYC125	Stress Management[6]	3
INTG285	Integration of Knowledge[B,7]	3
	Paralegal Electives	9
		18

Requires a writing score of 6 or successful completion of Business Letter and Report Writing (OADM110) or English Composition I (COMP110).

A Placement testing required.
B Any INTG section may be chosen.
C Any LAWS course except 100,110 or 130 may be chosen.
D Consult the list of courses approved for subcategories
1 Satisfies College Writing requirement.
2 Satisfies Creative Expression.
3 Satisfies Cultural Perspective.
4 Satisfies Social Perspective.
5 Satisfies College level Mathematics or Science.
6 Satisfies Personal Health.
7 Satisfies Writing Intensive requirement.
* See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts degree may earn the legend "Major Requirements Satisfied" on their transcripts by successfully completing all of the courses listed in the major except Stress Management, College Math or Science and Integration of Knowledge.

Paralegal
CERTIFICATE PROGRAM
Curriculum Code No. 3129

Students entering this program must have completed 30 college credits. 18 of which must meet general education requirements. All of the courses required for the certificate can be used to obtain a degree at a later time.

This all inclusive certificate paralegal program requires graduates to complete the same law courses required in the associate degree program. It is designed for the following individuals:

• legal secretaries seeking higher positions of employment.

• state and federal employees seeking advancement in government careers.

• people with life experience wanting to change careers.

This certificate program will qualify graduates to serve as paralegal and legal assistants for law offices, government agencies, or businesses involving legal work under the ultimate direction and supervision of attorneys.

The courses in this program are designed to impart knowledge and expertise of legal concepts, the legal system, and substantive and procedural law to qualify graduates to perform work of a legal nature that is customarily, but not exclusively, performed by a lawyer.

In order to provide graduates with the expertise and flexibility required in this growing field, the major offers a basic knowledge in the paralegal field. Upon successful completion of the certificate program in Paralegal Studies, the student should be able to:

- understand the basic concepts of substantive and procedural law including the operation of the legal system and the theory of law.
- work competently as a paralegal in the public and private sector or in a position relating to the practice of law.
- understand the ethical obligations and legal limitations of the paralegal in the public and private sectors.

Certificate Requirements

LAWS100	Introduction to Paralegal Studies or	
LAWS110	Introduction to Nurse Paralegal Studies	3
MGMT130	Business Law	3
LAWS140	Civil Practice/Litigation Procedures	3
LAWS220	Legal Research and Writing	3
LAWS240	Negligence and Personal Injury	3
	Paralegal Electives A	15
		30

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

A   *Any LAWS course except 100 or 110 may be chosen.*

Phlebotomy

CERTIFICATE PROGRAM
Curriculum Code No.: 3166

Department of Business Studies
Penn 401 • Phone 215-968-8227

The Phlebotomy Certificate program prepares the student to draw blood and prepare it for testing by laboratory personnel. The program is designed to provide students with information about the health care delivery system, collection of materials and equipment, venipuncture and capillary puncture techniques, and medical, legal and ethical implications of blood collection.

This program prepares students to work as phlebotomists in a variety of health care settings such as acute care facilities, physicians' offices, hospital laboratories, long-term care facilities, clinics, and independent laboratories. Graduates of this program are able to:

- explain the health care delivery system and recognize medical terminology.
- discuss infection control and safety.
- outline the anatomy and physiology of body systems.
- categorize the major areas/departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathologic condition/illness.
- relate the importance of specimen collection in the overall patient care system.

- identify collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents.
- perform the proper techniques to perform venipuncture and capillary puncture.
- identify procedures for requisitioning, specimen transport, and specimen processing.
- apply quality assurance in phlebotomy.
- employ the basic concepts of communication, personal and patient interaction, stress management, professional behavior, and legal implications of the work environment.

Certificate Requirements

BIOL115	Basic Human Anatomy and Physiology	3
MEDA120	Medical Terminology	3
MEDA204	Phlebotomy Procedures & Techniques	3
MEDA205	Medical Law and Ethics	3
MEDA230	Phlebotomy Externship	4
	Total Credits	**16**

Pre-Allied Health

TRANSFER MAJOR
Curriculum Code No. 1105

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Science & Technology
Founders 221 • Phone: 215-968-8350

This major prepares students for transfer into baccalaureate degree majors in allied health fields. These may include: nursing, occupational therapy, physical therapy, respiratory therapy, medical technology, or dental hygiene. Students are advised to review the entrance requirements of the baccalaureate institutions. In order to assure that students make proper decisions, advising by the Division of Health, Science & Technology is required.

Prospective students with inadequate academic preparations should be aware that they may need additional time to acquire the necessary academic background. Prerequisites and corequisites for the required courses must be followed.

Degree Course Requirements*

BIOL121	Biological Principles I	4
BIOL122	Biological Principles II	4
CHEM121	Chemistry I[A]	4
CHEM122	Chemistry II	4
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
MATH120	College Algebra[A,B,3]	4
PSYC110	Introduction to Psychology[4]	3
SOCI110	Introduction to Sociology[4]	3
COMG 110	Effective Speaking[6]	3
INTG285	Integration of Knowledge[D,5]	3
	Cultural Perspectives[D]	3
	Personal Health[D]	2
	Pre-Allied Health Electives[E]	18
		61

Program of study requirements and other catalog contents are subject to change. Please visit *www.bucks.edu* for current requirements.

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMP110	English Composition I[A,1]	3
MATH120	College Algebra[A,B,3]	4
	Pre-Allied Health Elective[E]	4
	Cultural Perspectives[D]	3
		14

Second Semester

CHEM121	Chemistry II[A]	4
COMP111	English Composition II[2]	3
PSYC110	Introduction to Psychology[D]	3
	Personal Health[D]	2
	Pre-Allied Health Elective[E]	3
		15

Third Semester

BIOL121	Biological Principles I	4
CHEM122	Chemistry II	4
	Pre-Allied Health Electives[E]	8
		16

Fourth Semester

BIOL122	Biological Principles II	4
SOCI110	Introduction to Sociology[4]	3
COMG 110	Effective Speaking[6]	3
INTG 285	Integration of Knowledge[D,5]	3
	Pre-Allied Health Electives[E]	3
		16

[A] Placement testing required.
[B] MATH122, MATH125, or MATH140 may be substituted.
[C] MATH141 may be substituted.
[D] Consult the list of courses approved for this subcategory. Any course may be chosen.
[E] Depending on career choice and transfer institution, BIOL228, COMG105, COMG110, CHEM221, CHEM222, CHEM242, BIOL181, BIOL182, MATH115, PHYS106, PHYS107, PSYC180, SOCI120, or courses in mathematics, cultural perspectives, or social perspectives.
[1] Satisfies College Writing Level I.
[2] Satisfies College Writing Level II.
[3] Satisfies College level Mathematics or Science.
[4] Satisfies Social Perspectives.
[5] Satisfies Writing Intensive requirement.
[6] Satisfies Creative Expression
[*] See page 6 for important information on Revisions to Degree/Major Requirements. Completion of non-degree major is not available in this program. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Science

TRANSFER MAJOR
Curriculum Code No. 1117

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Science & Technology
Founders 221 • Phone: 215-968-8350

The Science major is designed for students who wish to major in a branch of science in a four-year institution, but are undecided about the specific discipline during their stay at Bucks. The major will enable students to broaden their experience in mathematics and different areas of science. Transferring students will lack specializations but will be able to transfer into any science majors with a suitable selection of electives. Students in the major should keep in close touch with their advisors in the department.

Prospective students with inadequate academic preparations should be aware that they may need additional time to acquire the necessary academic background. Prerequisites and corequisites for the required courses must be followed.

Degree Course Requirements*

COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
	Biology Elective[B]	4
	Chemistry Elective[C]	4
COMG110	Effective Speaking[4]	3
INTG285	Integration of Knowledge[5]	3
	Cultural Perspectives[F]	3
	Elective	3
	Literature or Foreign Language	3
	Mathematics Electives[E,3]	12
	Mathematics[E] or Science[B,C,D]	
	Electives	4
	Personal Health[G]	2
	Physics Elective[D]	4
	Science Electives[B,C,D]	8
	Social Perspectives[F]	3
		62*

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMP110	English Composition I[A,1]	3
	Chemistry Elective[B]	4
	Literature or Foreign Language	3
	Mathematics Elective[E,3]	4
	Personal Health[G]	2
		16

Second Semester

COMP111	English Composition II[2]	3
	Cultural Perspectives[F]	3
	Mathematics Elective[E,3]	4
	Science Elective[B,C,D]	4
	Social Perspectives[G]	3
		17

Third Semester

	Biology Elective[B]	4
	Mathematics Elective[E,3]	4
	Mathematics[E] or Science	
	Elective[B,C,D]	4
	Physics Elective[D]	4
		16

Fourth Semester

COMG110	Effective Speaking[4]	3
	Elective	3
INTG285	Integration of Knowledge[5]	3
	Science Elective[B,C,D]	4
		13

[A] Placement testing required.
[B] Except BIOL115.
[C] Except CHEM100. CHEM121 recommended.
[D] Except SCIE101.
[E] Any MATH courses may be chosen.
[F] Choose from HIST 151, HIST 152, HUMN 111, HUMN 112, HUMN 113, HUMN 114, PHIL 125
[G] Consult approved list on page 9. Any course may be taken.
[1] Satisfies College Writing Level I.
[2] Satisfies College Writing Level II.
[3] Satisfies College level Mathematics or Science.
[4] Satisfies Creative Expression
[5] Satisfies Writing Intensive requirement.
[*] See page 6 for important information on Revisions to Degree/Major Requirements. Completion of a non-degree major is not available in this program. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Social Services

TRANSFER MAJOR
Curriculum Code No. 1130

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of Social & Behavioral Sciences
Founders 210 • Phone: 215-968-8060, 8061

The Social Services major offers a broad base for the understanding of people and their strengths and needs. The focus of the major is on the social services delivery system in the context of contemporary social problems. Students will be exposed to the major theories of Psychology, Sociology, and Social Work as well as the Ethical Guidelines for those who work in these professions. The students will develop skills in the areas of interpersonal communication, interviewing, assessment, and basic interventions.

The general objectives of the Social Services major are to:

• train students interested in careers in social welfare.

• prepare students who may wish to continue their studies towards a Bachelor's Degree in social services work.

Graduates have obtained jobs in mental health, mental retardation, geriatrics, drug and alcohol, children and youth, corrections, and other social-service and government agencies.

Degree Course Requirements*

BIOL115	Basic Human Anatomy[4]	4
COMG110	Effective Speaking[3]	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
HLTH110	Responding to Emergencies[6]	
	or	
HLTH103	Life and Health	3
PSYC100	Psychology of Personal Awareness	3
PSYC105	Introduction to Group Dynamics	3
PSYC110	Introduction to Psychology	3
PSYC181	Developmental Psychology: Life Span	3
PSYC200	Social Psychology	3
SOCI110	Introduction to Sociology[5]	3
SOCI130	Contemporary Social Problems	3
SSWK110	Introduction to Social Services	3
SSWK120	Social Services, Interviewing,	
	Assessment & Referral	3
	Assessment and Referral	3
	College Level Mathematics[A]	3
	Cultural Perspectives[B]	3
INTG285	Integration of Knowledge[C]	3
	Applied Electives[D]	9
	General Elective	3
		63

Recommended Semester Sequence
The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMP110	English Composition I[A,1]	3
PSYC100	Psychology of Personal Awareness	3
PSYC110	Introduction to Psychology	3
SSWK110	Introduction to Social Services	3
	Applied Elective	3
		15

Second Semester

BIOL115	Basic Human Anatomy[4]	3
COMP111	English Composition II[2]	3
SOCI110	Introduction to Sociology[5]	3
SSWK120	Social Services, Interviewing,	
	Assessment & Referral	3
	Applied Elective[D]	3
		15

Third Semester

COMG110	Effective Speaking[3]	3
HLTH110	Responding to Emergencies	3
PSYC105	Introduction to Group Dynamics[4]	3
PSYC200	Social Psychology	3
	Cultural Perspectives[B]	3
	College Level Mathematics[A,E]	3
		18

Fourth Semester

PSYC181	Developmental Psychology: Life Span	3
SOCI130	Contemporary Social Problems	3
	Applied Elective[D]	3
INTG285	Integration of Knowledge[C]	3
	General Elective	3
		15

[A] Placement testing required.
[B] Consult the list of courses approved for this subcategory.
[C] Any INTG section may be chosen.
[D] Any of the following may be chosen: CRIJ160, CRIJ230, ECON111, ECON112, PHIL105, PHIL111, PSYC160, PSYC185, PSYC280, SOCI120, SOCI140, SOCI150, HUMN120, SSWK115, SSWK165, SSWK171, SSWK211, SSWK215, SSWK235, SSWK255, SOCI160, WMST110, POLI111.
[E] MATH115 recommended.
[1] Satisfies College Writing Level I.
[2] Satisfies College Writing Level II.
[3] Satisfies Creative Expression.
[4] Satisfies Math or Science.
[5] Satisfies Social Perspectives.
[6] Satisfies Personal Health.
[*] See page 6 for important information on Revisions to Degree/Major Requirements. Students should select their electives in consultation with their advisor taking their specific goals into consideration. Refer to the Social Services Manual to determine which courses contribute to the competencies pertaining to the various occupational categories. Credits exceeding the require minimum cannot be used to satisfy required credits in other course requirements.

Visual Arts

Fine Arts

TRANSFER MAJOR
Curriculum code No. 1001

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of the Arts
Hicks Art Center • Phone: 215-968-8425

The Fine Arts Transfer Major is designed to serve the fine arts major and the general college student. The major equips the art student with the skills, attitudes, and knowledge necessary for further training in a four-year professional or liberal arts institution and develops mastery of arts, crafts, and design in the student whose formal education ends after two years at the College.

Full time day students entering as fine art majors require an assessment interview. A portfolio review is not required for admission, but is recommended for placement purposes. An art advisor will help select the appropriate sequence of courses. These art courses offer a chance for general college students to experience a variety of fine arts media and an opportunity to explore their own artistic potential. In addition to studio art courses, art history courses are available for the general college student.

DR. RICHARD RATHGEBER ('68), an emergency room physician at Doylestown hospital, says for him it all began at Bucks.

"The two years I spent at Bucks were some of my most productive. In my work with patients in the emergency department, I feel I am repaying the county and its citizens for the opportunity and motivation given me to pursue higher education."

For the non-art major many electives in art require no pre-requisite or portfolio evaluation. Bucks County Community College is an accredited institutional member of the National Association of Schools of Art and Design.

Note: Studio courses can be expensive. Lab Fees may be required.

Degree Course Requirements*

VAFA100	Drawing Fundamentals[3]	3
VAFA101	2-D Design Fundamentals	3
VAFA102	3-D Design Fundamentals	3
VAFA103	Drawing Composition	3
VAFA104	2-D Design Color	3
VAFA105	3-D Design Materials/Modeling	3
VAFA200	Drawing Anatomy	3
VAFA201	Portfolio Seminar	3
VAFA202	Figure Drawing	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
SOCI110	Intro. to Sociology[6]	3
INTG285	Integration of Knowledge[D,5]	3
	Art History[C,4]	6
	College Level Math or Science[A,B]	3
	Personal Health[B]	2
	Digital Elective[E]	3
	Studio Electives[F]	9
		62

Recommended Semester Sequence
The recommended course sequence is designed for full- time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

VAFA100	Drawing Fundamentals[3]	3
VAFA101	2-D Design Fundamentals	3
VAFA102	3-D Design Fundamentals	3
COMP110	English Composition I[A,1]	3
	Art History[C,4]	3
		15

Second Semester

VAFA103	Drawing Composition	3
VAFA104	2-D Design Color	3
VAFA105	3-D Design Materials/Modeling	3
COMP111	English Composition II[2]	3
	Digital Elective[E]	
	or	
	Art History[C,4]	3
		15

Third Semester

VAFA200	Drawing Anatomy	3
	Math/Science[A,B]	3
VAFA201	Portfolio Seminar	3
	Art History[C,4]	
	or	
	Digital Elective[E]	3
	Personal Health[B]	2
	Studio Elective[F]	3
		17

Fourth Semester

VAFA202	Figure Drawing	3
SOCI110	Intro. to Sociology[6]	3
INTG285	Integration of Knowledge[D,5]	3
	Studio Electives[F]	6
		15

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen.
C Any of the following may be chosen: VAFA191, VAFA192, VAFA193.
D Any INTG section may be chosen.
E Any of the following may be chosen: VAMM100, VAFA110.
F Any studio course with the prefix of VAFA, VAGD, VAFW, and/or VAMM may be selected.
1 Satisfies College Level Writing Level I.
2 Satisfies College Level Writing Level II.
3 Satisfies Creative Expression.
4 Satisfies Cultural Perspectives.
5 Satisfies Writing Intensive requirement.
6 Satisfies Social Perspectives.
* See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied," on their transcripts by successfully completing all the courses listed in the major except credits in social perspectives, mathematics or science, English and three credits in integration of knowledge. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Fine Woodworking
OCCUPATIONAL MAJOR
Curriculum Code No. 2092

Department of the Arts
Hicks Art Center • Phone: 215-968-8425

The Fine Woodworking Program provides students with courses that meet their interests and long-term professional goals. Studio hands-on, design, and historical courses give the student a view of the field from different perspectives. Traditional woodworking techniques through recent innovations in the field are covered. Students design their projects and carry them through to completion. Craftsmanship is a very important concern for the projects from the initial designs to the finished projects. Before entering the Fine Woodworking Program all students are required to meet with a Fine Woodworking Program Advisor to review a portfolio of their work (if available), discuss goals, and receive advising on course selection. Completion of this program of study will provide opportunities for securing an entry-level position in the field and for continuing educational experience in the field. Graduates could begin employment in positions with titles such as cabinetmaker, furniture maker, furniture designer, and machine operator.

Bucks County Community College is an accredited institutional member of the National Association of Schools of Art and Design.

Upon completion of this program of study the student will be able to:

- take an initial concept to working and presentation drawings.
- have an understanding of how to develop a logical procedure of steps to take a drawing from a two-dimensional idea into a three-dimensional finished product.
- use and safely operate the many hand tools and the machinery in the woodshop.
- identify different periods of furniture history.
- determine appropriate techniques for executing a design.
- prepare a portfolio that demonstrates the ability to work in an entry-level position in woodworking.

- design a piece of furniture that is creative but meets structural and functional requirements.
- design objects that work within the properties of the medium.

Note: Studio courses can be expensive. Lab fees may be required.

Degree Course Requirements*

VAFW101	Fine Woodworking I	6
VAFW102	Design in Woodworking I	3
VAFW103	Fine Woodworking II	6
VAFW104	Design in Woodworking II	3
VAFW190	History of American Furniture	3
VAFA201	Portfolio Seminar	3
MGMT100	Introduction to Business[3]	3
SCIE103	Earth Science[4]	3
INTG285	Integration of Knowledge[E,2]	3
	Select Five VAFW Courses[F]	15
	Art History[D,1]	3
	Creative Expression[B]	3
	Personal Health[B]	2
	College level Writing[A,C]	6
		62

Recommended Semester Sequence
First Semester

VAFW101	Fine Woodworking I	6
VAFW102	Design in Woodworking I	3
VAFW190	History of American Furniture	3
	College Level Writing I[A, C]	3
		15

Second Semester

VAFW103	Fine Woodworking II	6
VAFW104	Design in Woodworking II	3
MGMT100	Introduction to Business	3
	College Level Writing II[A,C]	3
		15

Third Semester

SCIE103	Earth Science[4]	3
VAFA191	Art History Before l450 A.D.[D, 1] or	
VAFA192	Art History After l450 A.D.[D,1] or	
VAFA193	History of Modern Art[D,1 3]	3
	Select Three[F]	9
	Personal Health: Select One[B]	2
		17

Fourth Semester

VAFA201	Portfolio Seminar	3
VAFA	Select Two[F]	6
INTG285	Integration of Knowledge[E]	3
	Creative Expression[B]	3
		15

[A] *Placement testing required.*
[B] *Consult the list of course approved for this subcategory. Any course may be chosen.*
[C] *Any two of the following may be chosen (with the proper prerequisites): OADM110, COMP110, COMP111, COMP114.*
[D] *Any of the following may be chosen: VAFA191, VAFA192, VAFA193*
[E] *Any INTG section may be chosen.*
[F] *Any selected from this list (with proper prerequisites): VAFW100, VAFW133, VAFW134, VAFW135, VAFW136, VAFW137, VAFW138, VAFW139, VAFW145, VAFW180, VAFW181, VAFW280.*
[1] *Satisfies Cultural Perspectives.*
[2] *Satisfies College Writing Intensive requirement.*
[3] *Satisfies Social Perspectives.*
[4] *Satisfies College Level Mathematics or Science.*
[*] *See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcripts by successfully completing all the courses listed in the major except credits in social perspectives, two credits of personal health, three credits in cultural perspectives, and six credits of writing. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.*
Prerequisites: For VAFW135, VAFTW136, VAFW137, VAFTW139: either VAFW100 or VAFW101. For VAFW145: either VAFW100, VAFW101 or VAFA102. For VAFW181: VAFW180. VAFW138 is recommended for VAFW137. For VAFW280: VAFW103.

Graphic Design
OCCUPATIONAL MAJOR
Curriculum Code No. 2111

Department of the Arts
Hicks Art Center • Phone: 215-968-8425

The Graphic Design Program provides students with essential skills needed as a professional graphic designer. Before entering the Graphic Design Program all students are required to meet with a Graphic Design instructor to receive advising, to review required entry skill levels, and to review the student's portfolio of current work (if available). Completion of this program of study will provide opportunities for securing an entry level position as graphic artist, graphic designer, assistant art director, layout production artist, computer graphic artist, or desktop publishing artist and for continuing educational experiences in graphic design.

Bucks County Community College is an accredited institutional member of the National Association of Schools of Art and Design.

Upon completion of this program of study, students will be able to:

- appreciate the impact and power that visual communication has on culture and society.
- use traditional and nontraditional media to begin to explore and express their own unique creative voice.
- demonstrate the ability to develop concepts and provide creative visual solutions to graphic design and illustration problems.
- demonstrate the ability to plan, design, and prepare layouts for print.
- demonstrate fundamental typographic skills associated with the use of type and letterform in design and layout.
- demonstrate fundamental computer skills associated with graphic design presentation and production.
- prepare a portfolio that demonstrates the ability to work in an entry-level position in graphic design.
- document on-the-job work experience in graphic design or a design-related field.
- pursue continued educational interests in graphic design.

Note: Studio courses can be expensive. Lab Fees may be required.

Degree Course Requirements*

VAFA100	Drawing Fundamentals[3]	3
VAFA101	2-D Design Fundamentals	3
VAFA104	2-D Design Color	3
VAFA201	Portfolio Seminar	3
VAGD100	Introduction to Desktop Publishing	3
VAGD101	Layout & Typography	3
VAGD102	Illustration: Drawing & Digital Design	3
VAGD200	Visual Literacy	3
VAGD201	Graphic Design	3
VAGD202	Digital Prepress & Production Output	3
VAMM100	Digital Imaging	3
VAMM209	Multimedia Concepts I	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
INTG285	Integration of Knowledge[D,5]	3
	Social Perspective[6]	3
	Art History[C,4]	3
	College Level Math or Science[A,B]	3
	Personal Health[B]	2
	Electives with possible Co-op[E]	6
		62

Woodworking student George Dubinsky placed second in the Wharton Esherick Museum's annual competition.

Program of study requirements and other catalog contents are subject to change.

Please visit *www.bucks.edu* for current requirements.

Recommended Semester Sequence

The recommended course sequence is designed for full time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester
VAFA100	Drawing Fundamentals[3]	3
VAFA101	2-D Design Fundamentals	3
VAGD100	Introduction to Desktop Publishing	3
VAMM100	Digital Imaging[3]	3
COMP110	English Composition I[A,1]	3
		15

Second Semester
VAFA104	2-D Design Color	3
VAGD101	Layout & Typography	3
VAGD102	Illustration: Drawing & Digital	3
COMP111	English Composition II[2]	3
	Art History[C,4]	3
		15

Third Semester
VAGD200	Visual Literacy	3
VAGD202	Digital Prepress and Output	3
VAMM209	Multimedia Concepts I	3
	Digital/Drawing Elective[E]	3
	Social Perspective[6]	3
	Personal Health[B]	2
		17

Fourth Semester
VAGD201	Graphic Design	3
VAFA201	Portfolio Seminar	3
INTG285	Integration of Knowledge[D,5]	3
	Math/Science[A,B]	3
	Drawing/Digital Elective or Co-op[E]	3
		15

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen.
C Any of the following may be chosen: VAFA191, VAFA192, VAFA193.
D Any INTG section may be chosen.
E Suggested Digital Electives: VAFA 103, VAGD203, VAGD204, VAMM110, VAMM130, VAMM210.
1 Satisfies College Level Writing Level I.
2 Satisfies College Level Writing Level II.
3 Satisfies Creative Expression.
4 Satisfies Cultural Perspectives.
5 Satisfies Writing Intensive requirement.
6 MGMT100 is recommended.
* See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied," on their transcripts by successfully completing all the courses listed in the major except credits in social perspectives, mathematics or science, English and three credits in integration of knowledge. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Graphic Design
TRANSFER MAJOR
Curriculum Code No. 1110

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of the Arts
Hicks Art Center • Phone: 215-968-8425

This major begins with the traditional Fine Arts Foundation Year experience and then offers specific course work needed to develop a portfolio of advertising and illustration work for successful transfer as a Graphic Design Major. Graphic Designers work for advertising agencies, publishing companies, television stations, packaging companies, magazines, and other firms in the business of communicating information visually.

Students seeking to transfer to professional art schools and complete a baccalaureate degree with a major in Graphic Design should select this major.

Full time day students entering as fine art majors require an assessment interview. A portfolio review is not required for admission, but is recommended for placement purposes. An art advisor will help select the appropriate sequence of courses.

Bucks County Community College is an accredited institutional member of the National Association of Schools of Art and Design.

Note: Studio courses can be expensive. Lab Fees may be required.

Degree Course Requirements*
VAFA100	Drawing Fundamentals[3]	3
VAFA101	2-D Design Fundamentals	3
VAFA102	3-D Design Fundamentals	3
VAFA103	Drawing Composition	3
VAFA104	2-D Design Color	3
VAFA201	Portfolio Seminar	3
VAGD100	Introduction to Desktop Publishing	3
VAGD101	Layout and Typography	3
VAGD102	Illustration: Drawing and Digital	3
VAGD200	Visual Literacy	3
VAGD201	Graphic Design	3
VAMM100	Digital Imaging	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
INTG285	Integration of Knowledge[D,5]	3
	Social Perspective[6]	3
	Art History[C,4]	6
	College Level Math or Science[A,B]	3
	Personal Health[B]	2
	Digital or Studio Electives[E]	3
		62

Recommended Semester Sequence

The recommended course sequence is designed for full time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

VAFA100	Drawing Fundamentals[3]	3
VAFA101	2-D Design Fundamentals	3
VAGD100	Introduction to Desktop Publishing	3
VAMM100	Digital Imaging	3
COMP110	English Composition I[A,1]	3
		15

Second Semester

VAFA103	Drawing Composition	3
VAFA104	2-D Design Color	3
VAGD101	Layout and Typography	3
COMP111	English Composition II[2]	3
	Art History[C,4]	3
		15

Third Semester

VAFA102	3-D Design Fundamentals	3
VAGD102	Illustration: Drawing and Digital	3
VAGD200	Visual Literacy	3
	Social Perspective[6]	3
	Art History[C,4]	3
	Personal Health B[2]	2
		17

Fourth Semester

VAGD201	Graphic Design	3
VAFA201	Portfolio Seminar	3
INTG285	Integration of Knowledge[D,5]	3
	Math/Science[A,B]	3
	Studio or Digital Elective[E]	3
		15

[A] Placement testing required.
[B] Consult the list of courses approved for this subcategory. Any course may be chosen.
[C] Any of the following may be chosen: VAFA191, VAFA192, VAFA193.
[D] Any INTG section may be chosen.
[E] Suggested Digital Electives: VAGD202, VAGD203, VAGD204, VAMM110, VAMM130, VAMM209, VAMM210.
[1] Satisfies College Level Writing Level I.
[2] Satisfies College Level Writing Level II.
[3] Satisfies Creative Expression.
[4] Satisfies Cultural Perspectives.
[5] Satisfies Writing Intensive requirement.
[6] SOCI110 is recommended, but any course in this subcategory may be chosen.
[*] See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied," on their transcripts by successfully completing all the courses listed in the major except credits in social perspectives, mathematics or science, English and three credits in integration of knowledge. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Desktop Publishing

CERTIFICATE PROGRAM
Curriculum Code No. 3137

Department of the Arts
Hicks Art Center • Phone: 215-968-8425

This one-year certificate program is designed for students seeking intensive training in the exciting field of desktop publishing. Concepts and skills developed in this program provide practical design and production expertise useful in conventional publication and design. Students develop insights into and proficiency in the rapidly growing field of electronic desktop publishing. Graduates could begin employment in entry-level positions with titles such as production artist, graphic artist, or designer. Courses will be offered during evenings and weekends to accommodate the schedules of nontraditional students.

Bucks County Community College is an accredited institutional member of the National Association of Schools of Art and Design.

Using a variety of current desktop publishing software programs, students will be able to:

- utilize interactive communications tools for designing and producing printed material.
- employ traditional editor's marks for the marking and specification of manuscripts.
- appreciate and demonstrate the appropriate interpretation and use of typography for text and display purposes.
- utilize a variety of skills on multiple projects while simultaneously maintaining a high level of creativity and good product quality.
- demonstrate the ability to logically plan, design, manage, and produce materials for electronic print or publishing.
- experience a variety of individual software applications and use them together in the design process.

Note: Studio courses can be expensive. Lab Fees may be required.

Certificate Course Requirements

VAGD100	Introduction to Desktop Publishing	3
VAGD202	Digital Prepress & Production Output	3
VAGD203	Desktop Publishing II	3
VAGD204	Publication Design	3
VAMM100	Digital Imaging	3
VAMM110	Web and Interactive Design	
	Graphic Design/Multimedia Elective	3
		21

Suggested Graphic Design/Multimedia Electives (select one):

VAGD101	Layout & Typography	3
VAGD102	Illustration: Drawing & Digital	3
VAGD200	Visual Literacy	3
VAGD205	Cooperative Education/Graphics	3
VAMM130	3-D Digital Modeling Concepts	3
VAMM209	Multimedia Concepts I	3
VAFA201	Portfolio Seminar	3

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Multimedia

TRANSFER MAJOR

Curriculum code No. 1175

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.

Department of the Arts

Hicks Art Center • Phone: 215-968-8425

The Multimedia Transfer Major provides students with experiences creating image, text, sound, and video, with an emphasis on digital media. Using interactive programming, students will combine these different digital components into projects that convey their ideas as Web sites or CD/DVD projects. The Multimedia Transfer Major strongly emphasizes the concepts and the fundamentals of design, as well as the artistic skills needed to create interactive projects. The program also prepares students with technical skills using up-to-date technology and industry-standard software applications. Graduates from this program may pursue transfer to professional art schools and complete a baccalaureate degree or begin a career as an entry level multimedia designer. Multimedia artists may find work with advertising agencies, publishing companies, television stations, training companies, and other firms in the communications business. Bucks County Community College is an accredited institutional member of the National Association of Schools of Art and Design.

Full time day students entering as fine art majors require an assessment interview. A portfolio review is not required for admission, but is recommended for placement purposes. An art advisor will help select the appropriate sequence of courses.

Note: Studio courses can be expensive. Lab Fees may be required.

Degree Course Requirements*

VAFA100	Drawing Fundamentals[3]	3
VAFA101	2-D Design Fundamentals	
	or	
VAFA102	3-D Design Fundamentals	3
VAFA201	Portfolio Seminar	3
VAMM100	Digital Imaging	3
VAMM110	Web and Interactive Design	3
VAMM120	Interface Design	3
VAMM130	3D Modeling Concepts	3
VAMM209	Multimedia Concepts I	3
VAMM210	Multimedia Concepts II	3
VAGD102	Illustration: Drawing and Digital	3
COMP110	English Composition I[A,1]	3
COMP111	English Composition II[2]	3
SOCI110	Intro. to Sociology[6]	3
INTG285	Integration of Knowledge[D,5]	3
	Art History[C,4]	6
	College Level Math or Science[A,B]	3
	Personal Health[B]	2
	Electives[E]	9
		62

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

VAFA100	Drawing Fundamentals[3]	3
VAFA101	2-D Design Fundamentals	
	or	
VAFA102	3-D Design Fundamentals	3
VAMM100	Digital Imaging	3
COMP110	English Composition I[A,1]	3
	Art History[C,4]	3
		15

Second Semester

VAMM120	Interface Design	3
VAMM110	Web and Interactive Design	3
VAGD102	Illustration: Drawing and Digital	3
COMP111	English Composition II[2]	3
	Art History[C,4]	3
		15

Third Semester

VAMM130	3D Modeling Concepts	3
VAMM209	Multimedia Concepts I	3
SOCI110	Introduction to Sociology	3
	Math/Science[A,B]	3
	Elective[E]	3
		15

Fourth Semester

VAFA201	Portfolio Seminar	3
VAMM210	Multimedia Concepts II	3
INTG285	Integration of Knowledge[D,5]	3
	Personal Health[B]	3
	Electives[E]	6
		17

[A] Placement testing required.
[B] Consult the list of courses approved for this subcategory. Any course may be chosen.
[C] Any of the following may be chosen: VAFA191, VAFA192, VAFA193.
[D] Any INTG section may be chosen.
[E] Suggested Electives: COMV130, COMV135, COMV137, MUSC124, COMG111, VAFA101, VAFA102, VAFA110, VAMM230, VAGD200, CISC113, CISC118, CISC224, EBUS100, JOUR155.
[1] Satisfies College Level Writing Level I.
[2] Satisfies College Level Writing Level II.
[3] Satisfies Creative Expression.
[4] Satisfies Cultural Perspectives.
[5] Satisfies Writing Intensive requirement.
[6] Satisfies Social Perspectives.
[*] See page 6 for important information on Revisions to Degree/Major Requirements. Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied," on their transcripts by successfully completing all the courses listed in the major except credits in social perspectives, mathematics or science, English and three credits in integration of knowledge. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

3-D Animation

CERTIFICATE PROGRAM
Curriculum Code No. 3152

Department of the Arts: Communications Office
Hicks Art Center • Phone: 215-968-8425

This program provides the student with hands-on knowledge in digital illustration, 3-D modeling, and 3-D animation via the computer. The student will explore different methods of modeling and animation and how computers work in this process. The student will also explore how digital animation relates to the video and cinema industries. Employment opportunities would be in entry-level positions such as game developer and 3-D animator for video or web. Bucks County Community College is an accredited institutional member of the National Association of Schools of Art and Design.

Upon completion of this program, the student will be able to:

• Construct and animate 3-D models and incorporate them in video, print, and multimedia products.
• Use software tools and visual design concepts to create animated sequences.
• Successfully understand and use 3-D animation software.
• Apply color theory, 3-D design, and artwork-development techniques appropriate to 3-D animation.

Note: Software costs can be high. Students may plan extra time to use campus computing labs to complete course projects.

Certificate Course Requirements

VAMM100	Digital Imaging	3
VAMM120	Interface Design	3
VAMM130	3-D Modeling Concepts	3
VAMM209	Multimedia Concepts I	3
VAMM230	3-D Digital Animation	3
VAGD102	Illustration: Drawing and Digital	3
	Multimedia Electives	6
		24

Multimedia Electives (select 2 coursers):

CISC113	Visual Basic Programming I	3
CISC115	Computer Science I	3
COMV130	Media Scriptwriting	3
COMV135	Video Studio Production I	3
COMV137	Audio Production	3
MUSC124	Electronic Music Synthesis I	2
VAFA100	Drawing Fundamentals	3
VAFA110	Digital Photography Fundamentals	3
VAMM110	Web and Interactive Design	3
VAMM210	Multimedia Concepts II	3

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

Web Design and Multimedia

CERTIFICATE PROGRAM
Curriculum Code No. 3147

Department of the Arts
Hicks Art Center • Phone: 215-968-8425

The Web and Multimedia Designer certificate will train students to design and create multimedia applications for the World Wide Web or DVD. This program will include courses covering the skills necessary to apply design techniques as well as information management concepts to the development and design of these projects. The content has been selected and continues to be developed with employment in this growing field as a primary goal. Students will work with and learn to use software applications that are employed by professionals. Employment opportunities would be in entry-level positions such as multimedia designer, training designer, web designer, web graphic designer, and interactive application designer. Bucks County Community College is an accredited institutional member of the National Association of Schools of Art and Design.

Note: Students who enroll in web design courses must be experienced in computer use including fluid skills in file saving, management, and retrieval. These skills will not be taught in web design courses.

Upon completion of this program, students should be able to:

• use software tools and visual design concepts to create assets for WWW pages and sites.
• apply color theory, screen design, and artwork development techniques appropriate to Internet sites.
• successfully understand and use scripting languages appropriate for Web page construction.
• understand and use content hierarchy, advanced navigation tools and additions from multimedia applications.

Note: Software required to complete assignments can be expensive. Students may need to plan extra time to use campus computing labs to complete course projects.

Certificate Course Requirements

VAMM100	Digital Imaging	3
VAMM110	Web and Interactive Design	3
VAMM120	Interface Design	3
VAMM130	3-D Modeling Concepts	3
VAMM209	Multimedia Concepts I	3
VAGD102	Illustration: Drawing & Digital	3
	Multimedia Electives	6
		24

Multimedia Electives (select 2 courses):

CISC113	Visual Basic Programming I	3
CISC118	Media Authoring	3
CISC224	Web Databases	3
COMV130	Media Scriptwriting	3
COMV135	Video Studio Production I	3
COMV137	Audio Production	3
EBUS100	Introduction to E-business	3
MUSC124	Electronic Music Synthesis I	2
VAFA110	Digital Photography Fundamentals	3
VAGD200	Visual Literacy	3
VAMM210	Multimedia Concepts II	3
VAMM230	3-D Digital Animation	3

Since the individual circumstances and backgrounds of students vary, all students planning to complete this certificate program must meet with their assigned academic advisor to develop a planned sequence of courses to meet their individual needs.

www.bucks.edu

Art
See Visual Arts

Accounting

ACCT103
Introductory Accounting
(Formerly ACCT090)
An introduction to the fundamental principles and concepts of financial accounting. Focuses on the procedures through the accounting cycle, including special journals of service and merchandising firms. Presumes no previous knowledge of accounting. 3 credits

ACCT105
Principles of Accounting I
(Formerly ACCT100)
An introduction to the objectives, principles, assumptions and concepts of financial accounting. Focus on procedures and practices from the accounting cycle through financial statement presentation with an emphasis on valuing, reporting, and disclosing assets and liabilities. Presumes no previous knowledge of accounting. 4 credits
Prerequisite: Reading Placement Test score of 41 or ACCT103 (C or better) or one year High School Accounting or permission of the Department of Business Studies.

ACCT106
Principles of Accounting II
(Formerly ACCT101)
The course is a continuation of ACCT105 that focuses on partnerships, corporations, and the use of financial accounting data. In addition, managerial accounting topics are introduced, including terms and reports used in manufacturing, cost concepts and procedures, and operational budgeting and control. 4 credits
Prerequisite: ACCT105 (C or better)

ACCT108
Introduction to Peachtree Accounting
Experimental
An introductory course to the practical application and study of Peachtree accounting software. The course provides an overview, in a computerized accounting environment, of the manual accounting concepts that were learned in fundamental accounting classes. 1 credit
Prerequisite: ACCT103 (C or better) or ACCT105 (C or better)

ACCT110
Personal Financial Planning
Designed for the student with little or no experience in personal money management. Analyzes the interrelationships of budgeting, banking, credit, taxation, investments, insurance, and estate planning as they apply to consumer decision-making consumers. 3 credits

ACCT120
Payroll Records and Accounting
A study of the Fair Labor Standards Act, Social Security Act, Federal Income Tax law, and other legislation relating to the payment of wages and salaries. Manual payroll accounting systems are described and procedures are presented for computing wages and salaries in small, medium-size, and large firms. 3 credits
Prerequisite: ACCT103 (C or better) or ACCT105 (C or better)

ACCT130
Accounting Applications on the Microcomputer
A survey of the automated accounting function, including basic accounting procedures through the accounting cycle and application functions to merchandising operations; all accomplished by students designing the various applications via spreadsheet software. 3 credits
Prerequisite: ACCT103 (C or better) or ACCT105 (C or better)

ACCT200
Intermediate Accounting I
This course is an intensive study of financial accounting theory and generally accepted accounting principles. The areas emphasized are income measurement, valuation of current and noncurrent assets, and the proper financial statement presentation and disclosure. 3 credits
Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies.

ACCT201
Intermediate Accounting II
Is an intensive study of financial accounting theory and generally accepted accounting principles. The areas emphasized are income determination and related topics, pensions, leases, the corporate equity section, earnings per share, accounting for income taxes, the statement of cash flows, and the proper financial statement disclosure, and presentation. 3 credits
Prerequisite: ACCT200 (C or better) or permission of the Department of Business Studies.

ACCT210
Cost Accounting I
A background course emphasizing cost accounting systems and procedures. Major topics discussed are job order, process costing, standard cost accounting, and budgeting. 3 credits
Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies

ACCT230
Financial Management
A survey of financial methods and techniques utilized during the life of a business. Areas include problems of financial management, internal financial planning and analysis, short-term, intermediate, and long-term financial needs, conflict between profitability and solvency, and financial instruments and markets. 3 credits
Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies

ACCT240
Federal and State Taxes I
(Fall Semester)
This course examines Federal and PA State tax laws as related to individual income taxes. The course emphasizes the concepts of filing requirements, the determination of and adjustments to gross income, personal and business deductions and business income. 3 credits
Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies

ACCT241
Federal and State Taxes II
(Spring Semester)
Examines the Federal and Pennsylvania State tax laws related to individual income taxes. Focuses on concepts of gains and losses from sales of properties, miscellaneous income items, tax computation, and credits. In addition, an introduction to partnerships and corporations and their impact on individuals is covered. 3 credits
Prerequisite: ACCT240 (C or better) or permission of the Department of Business Studies

ACCT250

Auditing
A practical presentation of current audit practices, utilizing a "hands-on" approach. A practice case is completed to emphasize audit procedures, techniques, and working paper preparation. 3 credits
Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies

ACCT255
Advanced Accounting
Experimental
This course provides basic coverage of business combinations and consolidated financial statements, comprehensive coverage of accounting and financial reporting of state and local governments, and in-depth study of partnerships and fiduciary accounting. This course is recommended for students who will take the Uniform CPA examination. 3 credits
Prerequisite: ACCT200 (C or better) or permission of Department of Business Studies

ACCT280
Cooperative Education -Accounting
Includes on-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College coordinator and student are held to review actual experience and observation in the light of Theory and skills learned academically. 3 credits
Prerequisite: permission of the Department of Business Studies

American English as a Second Language

AESL101
Writing Skills for International Students
This course is designed for international students who possess intermediate American English language skills. Students will master the proper use of American English grammar and gain skill in expository writing and vocabulary by writing developmental paragraphs. Transferability is determined by the transfer institution. 6 credits
Prerequisite: AESL test score of 1 or Permission of the Department of Language & Literature.

AESL103
Reading Skills for International Students
AESL103 is a reading course designed for intermediate level international students. Reading skills focus on reading comprehension and familiarity with American culture; vocabulary development, including word definition, denotation, connotation, and American idioms. Transferability determined by transfer institution. 3 credits
AESL score of 3 or a grade of C or better in AESL101 and permission of the Department.

AESL105
Oral Communication Skills for International Students
AESL105 is a required course for advanced intermediate international students that improves their conversation and speaking/listening skills. Group and individual work will build American English vocabulary and further the understanding and usage of idiomatic expression. Oral skills will be reinforced through reading and writing assignments. 3 credits.
AESL score of 3 and permission of the Department.

Art Foundation Year Studies
See Visual Arts

Art History
See Visual Arts

Biology
In addition to tuition and fees, students in certain programs in the Department of Science & Technology may have incidental expenses for laboratory items.

BIOL101
Biological Science I
This course is an introduction to the processes common to all living organisms. Science and the scientific method are described. Additional topics include: cell structure, energy transfer in plants and animals, classical genetics, molecular genetics, genetic engineering and evolution. This course does not meet the curriculum requirements for biology majors. Lectures and Laboratory. 4 credits

BIOL102
Biological Science II
This course is a continuation of BIO-LIOI and is meant for non-science majors. Topics are ecology, taxonomy, a survey of plant and animal life forms, and an examination of major body systems for both plants and animals, with emphasis on humans. Class format includes both lectures and laboratories. 4 credits
Prerequisite: BIOL1O1 is recommended but not required.

BIOL110
Field Biology
This course studies organisms and their interactions with their environments. Students examine organism habitat and niche with respect to bio-geographical location. Methods of learning include: Direct field observation and sampling, quantitative and qualitative analysis of data, classroom discussion. Climatic and seasonal conditions will determine what ecosystems will be studied. Field trips required. 3 credits

BIOL115
Basic Human Anatomy
A study of human anatomy which develops a basic understanding of the functions and structures of the parts of the body and their interactions. 3 credits

BIOL121
Biological Principles I
This course is a comprehensive introduction to molecular and cellular biology. Structure/function relations of macromolecules and cellular organelles are studied. Other topics include transformation of energy in plants (photosynthesis) and in other types of cells(cellular respiration), cellular reproduction (mitosis and meiosis), and Mendelian genetics. 4 credits
Prerequisite: CHEM101 or CHEM121 or permission of Department of Science & Technology.

BIOL122
Biological Principles II
This course is a continuation of BIOL121 and focuses on comparative studies of plant and animal systems within an evolutionary frame work. Additional topics include evolutionary theory, the tempo and mechanisms of evolution, speciation, population genetics, macro and microevolution, the evolutionary history of biological diversity and classification and ecology. Lecture and laboratory. 4 credits
Prerequisite: BIOL121 (C or better)

BIOL141
Genetics
This is an introductory course in genetics. Topics include simple mendelian genetics, non-mendelian genetics, gene structure, genetic code, gene expression, DNA fingerprinting and gene cloning. 3 credits
Prerequisite: BIOL101 (C or better), BIOL121 (C or better) or BIOL181 (C or Better)

BIOL181
Human Anatomy and Physiology I
This course introduces the study of the human body and the basic structure of cells, tissues, and organs. The functioning of the integumentary, skeletal, muscular, and reproductive systems are also examined. 4 credits
Prerequisite: CHEM101 or CHEM121 or recent High School Chemistry (C or better)

BIOL182
Human Anatomy and Physiology II
This course (a continuation of Human Anatomy and Physiology I) is concerned with the structure and function of the nervous, endocrine, respiratory, digestive, excretory, and cardiovascular systems. 4 credits
Prerequisite: BIOL181 (C or better)

BIOL210
Introduction to Biotechnology
This course is a general introduction to the nature and scope of biotechnology. Topics include immunology, genetic engineering, plant biotechnology, transgenic animals. Also reviewed are laboratory techniques, industrial production of macromolecules, employment opportunities, and the literature of this emerging technology. Field trips are included. 2 credits
Prerequisite: BIOL121 (C or better), BIOL228 (C or better), or permission of the Department of Science & Technology

BIOL228
Microbiology
This course includes a detailed study of microorganisms including the protozoa, algae and fungi with special emphasis on bacteria. Laboratories incorporate the preparation of cultures, use of aseptic laboratory techniques and the use of stains and biochemical activity for Identification of organisms. The relationship of microbes to health and disease will also be studied. Lectures and laboratory. 4 credits
Prerequisite: BIOL121 (C or better) or a grade of C or better in both CHEM101 and BIOL181

BIOL240
Seminar in Biology/Biotechnology
This course reviews recent research in the biology/biotechnology fields. Library research skills are emphasized. 3 credits
Prerequisite: BIOL121 (C or better), BIOL228 (C or better), or permission of the Department of Science & Technology.

BIOL250
Principles of Immunology
This course is designed to introduce the student to general principles of Immunology including cellular and humoral immunity, immune system regulation, autoimmunity, transplantation,and immunodeficiency. Laboratories include the basic techniques of immunology. credits
Prerequisite: BIOL121 (C or better), BIOL228 (C or better), or permission of the Department of Science & Technology.

BIOL270
Molecular Genetics
This course will involve the study of the principles and mechanisms involved in recombinant DNA technology. Students learn the theoretical basis and utility of this new field of study. Laboratories are designed to give students experience in the basic laboratory techniques for manipulation of DNA and recombinant microbes. 4 credits
Prerequisite: BIOL228 (C or better)

Ceramics
See Visual Arts

Chef Apprenticeship

HRIM100
Introduction to Tourism and Hospitality
A discussion of the economics and nature of the industry, its problems and opportunities; growth trends; technological changes; planning, including location, design, selection of materials, equipment, supplies, financing, essential forms, and procedures. 3 credits

HRIM105
Sanitation and Safety
(Certification Course)
This course covers the latest developments and procedures related to Food Safety and Sanitation. Current governmental standards and emerging issues are covered, including the Hazard Analysis Critical Control Point (HACCP) system of food safety. The student who successfully completes the requirements of this course will receive the SERVSAFE (R) food safety certificate. This certification is recognized by over 95% of state and local jurisdictions that require training and/or certification. 3 credits

HRIM120
Basic Food Preparation and Management
After completing this course, the student should be able to demonstrate a knowledge of basic food preparation and management techniques used in commercial and institutional food operations. The areas of study will cover safety and sanitation, food and beverage preparation techniques and terminology, use and care of equipment, and use and costing of standardized recipes. 3 credits
Prerequisite: HRIM105 or permission of the Department of Business Studies, or Corequisite: HRIM105

HRIM121
Advanced Food Preparation and Management
After completing this course, the student should be able to demonstrate a knowledge of advanced food preparation, and management techniques used for commercial and institutional food operations. The study covers service, theory and implementation of cost, quality and quantity controls used with advanced quantity food preparation and group dynamic management techniques. 3 credits
Prerequisite: HRIM120 or permission of the Department of Business Studies

HRIM130
Baking and Decorating - Techniques and Procedures
This course includes cake and dessert decorating and baking, involving the preparation of yeast rolls, breads, pies, cakes, cookies, tarts, doughnuts, holiday specialties, and tortes. Students are taught the care of equipment and safety and sanitation in conformance with health laws. The skills can also be used at home. 3 credits
Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM131
Buffet Planning and Preparation Basic
After completing this course, the student should be able to demonstrate a knowledge of basic Garde Manager and charcuterie techniques such as preparation and serving of hot and cold hors d' oeuvers, aspics, galantines, pates, mousses, and terrines. Quality food preparation, buffet work, specialty preparation, and cold dishes will be demonstrated with student participation involved. Table arrangement, organization, and planning will also be covered. 3 credits
Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM132
Buffet Planning and Preparation/Advanced
This course covers advanced Garde Manager techniques such as: manipulation and use of specialized tools to produce decorative buffet items and show pieces, e.g., ice, tallow, ice sculptures, pastillage, marzipan, and fondant. Modeling chocolate and confectionery (edible) food display are explored. Table arrangement, organization, and planning will also be covered. 3 credits
Prerequisite: HRIM131 or permission of the Department of Business Studies

HRIM133
International Pastries
Experimental
This course builds on HRIM 130, Baking and Decorating-Techniques and Procedures, and is a companion course to HRIM 135, Baking II-Advanced techniques. Students will learn techniques needed to create European style cakes and pastries. Hands on instruction in the creation Danish, Italian, French, and other international desserts and pastries. Introduces skills for home or bakeries. 3 credits
Prerequisite: HRIM105 and HRIM130; or permission of the Department of Business Studies

HRIM134
Ice Cream and Frozen Desserts
Experimental
This course covers the preparation of frozen desserts. Students will learn the techniques used in the production of ice cream, sorbet, and frozen desserts, including frozen mousses, bombes, and frozen soufflés. 1 credit
Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM135
Baking II - Advanced Techniques
Experimental
This course continues HRIM130, covering advanced techniques in pastry, baking and dessert presentation, including plated desserts, wedding cakes, puff pastry, custards, mousses, and garnishes, with safe and sanitary handling of equipment and supplies. Emphasizes production of high quality, handcrafted desserts for retail and commercial bakeries and personal baking. 3 credits
Prerequisite: HRIM105 and HRIM130; or permission of the Department of Business Studies

HRIM136
Modern Plated Desserts
Experimental
Students will develop the ability to combine tastes, textures, and shapes to produce modern plated desserts. Students will gain knowledge of techniques and equipment needed to produce desserts, sauces and garnishes and to use these components to create finished plated desserts that are both delicious and visually striking. 1 credit
Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM137
Wedding Cake Assembly and Decoration
Experimental
A course in the basic and advanced techniques of wedding cake designs, assembly and construction. The areas of study include stacked and tiered cakes, decorating with butter cream, fresh flowers, and rolled fondant. 1 credit
Prerequisite: HRIM105 or permission of the Department of Business Studies

HRIM140
Culinary Arts Practicum
On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 credits
Prerequisite: Must be Chef/Pastry Apprenticeship Student

HRIM141
Culinary Arts Practicum
On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 credits
Prerequisite: Must be Chef/Pastry Apprenticeship Student

HRIM142
Culinary Arts Practicum
On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 credits
Prerequisite: Must be Chef/Pastry Apprenticeship Student

HRIM143
Culinary Arts Practicum
On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 credits
Prerequisite: Must be Chef/Pastry Apprenticeship Student

HRIM144
Culinary Arts Practicum
On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 credits
Prerequisite: Must be Chef/Pastry Apprenticeship Student

HRIM145
Culinary Arts Practicum
On-the-job apprenticeship training under the supervision of a qualified chef supervisor. This affords the apprentice an opportunity to learn food preparation and presentation techniques and to apply job and course related knowledge and skills. Provides experience and training in all aspects of the food service operation. 2 credits
Prerequisite: Must be Chef/Pastry Apprenticeship Student

HRIM150
Bread Fabrication - Basic
Students will develop the knowledge and ability to produce handcrafted yeast raised breads. This course emphasizes the production of sourdough, lean, sponge-style and other specialty breads. These skills can also be used at home. 2 credits
Prerequisite: HRIM130 or permission of the Department of Business Studies

Chemistry

CHEM100
Preparatory Chemistry
(formerly CHEM090)
An introduction to some of the basics of chemistry for students with inadequate preparation for Chemistry I (CHEM121). The course emphasizes the development of skills for solving quantitative (numerical) problems. Topics include measurement and the nomenclature of simple ionic and covalent compounds. Lecture and Laboratory. 4 credits
Prerequisite: MATH103 (C or better)
Corequisite: MATH120

CHEM101
Chemistry A
A study of the basic principles of general and organic chemistry. Topics include: a basic study of matter, atomic structure, bonding, the properties of gases, liquids and solids, solutions, chemical reactions, acids and bases, uniqueness of carbon, hydrocarbons, functional groups and nomenclature. Treatment of these topics is essentially qualitative; however, simple quantitative methods are used when appropriate. Lecture and laboratory. 4 credits
Prerequisite: MATH095 (C or better) or High School Algebra (C or better) or Math placement score of 5 or better

CHEM102
Chemistry B
In this course the chemical principles covered in Chemistry A in a qualitative manner, are reviewed quantitatively. In addition, the study of Organic and Biological Chemistry is amplified. Polymer Chemistry and Industrial Syntheses are introduced. The laboratory enhances the lecture topics and increases the experience of the student with common laboratory procedures. 4 credits
Prerequisite: CHEM101 (C or better) or CHEM121 (C or better)

CHEM103
Introduction to Chemical Technology
An orientation course to aid students in gaining perspective for the chemical field and to provide basic laboratory skills. Topics include: logarithms, plotting and interpretation of graphs, report writing, and library searches. A brief overall view of the chemical industry is presented. Field trips may be taken. 2 credits
Prerequisite: CHEM101 (C or better)

CHEM104
Introduction to Environmental Chemistry
An introduction to the study of environmental science from a chemistry perspective. Environmental pollution of soil, water and air, and methods for abating this pollution will be studied. The course will include travel in and around Bucks County to obtain and test water, soil and air samples; and to visit waste management facilities and pollution measurement sites. 3 credits

CHEM121
Chemistry I
For science and engineering majors. A study of the fundamental theories and principles of chemistry. Topics emphasized include stoichiometry, atomic and molecular structure, bonding, properties of gases, liquids, and solids, as well as changes of state and solutions. Quantitative study of each area is stressed. Students are advised that a strong background in chemistry and mathematics is required. Lecture and laboratory. 4 credits
Prerequisite: MATH120 (C or better) and Placement Exam

CHEM122
Chemistry II
A continuation of CHEM 121. Topics emphasized include chemical reactions, properties of liquids and solids and changes of state, solutions, reaction kinetics, chemical equilibria, thermodynamics, and electrochemistry. Equilibria topics include gaseous reactions as well as the ionization of weak acids and bases, hydrolysis of salts, buffers, slightly soluble salts, and complex ion formation. Lecture and laboratory. 4 credits
Prerequisite: CHEM121 (C or better)

CHEM144
Chemical Reactions, Separations and Identifications
An introduction to the methods and underlying principles involved in the separation and the identification of the components of a mixture. Methods used include selective precipitation, redox, and complex ion formation in solution. Principles affecting the rate and limit of reactions are stressed. Lectures and laboratory. 4 credits
Prerequisite: CHEM101 (B or better) or CHEM121 (C or better) or a grade of C or better in both CHEM101 and CHEM102.

CHEM220
Survey of Organic Chemistry
A one semester survey of organic chemistry covering the structure, synthesis, and reactivities of mono- and poly-functional carbon containing compounds. Laboratory will stress one-step synthesis requiring various organic laboratory techniques. Lectures and laboratory. 5 credits
Prerequisite: CHEM101 (B or better) or CHEM121 (C or better) or a grade of C or better in both CHEM101 and CHEM102

CHEM221
Organic Chemistry I
A study of the preparation, properties and reactions of the more important classes of carbon compounds. Emphasis is on reaction mechanisms, stereochemistry, and functional group characteristics. Stress in the laboratory is on synthetic methods and techniques. Analysis of compounds is by classical and instrumental methods. Lectures and laboratory. 5 credits
Prerequisite: CHEM122 (C or better) or CHEM220 (C or better) or a grade of B+ or better in both CHEM101 and CHEM102

CHEM222
Organic Chemistry II
A continuation of Chemistry 221 with an emphasis on aromatic and carbonyl chemistry. Spectroscopy and chromatography are integrated into the lecture and laboratory. Analysis of compounds is by classical and instrumental methods. 5 credits
Prerequisite: CHEM221 (C or better)

CHEM230
Quantitative Analysis
This course reviews the principles and applications of gravimetric and volumetric analysis. The theory underlying the choice of methods and the detection of end points is discussed. Separation techniques used include precipitation, extraction and complexation. Sources of error, data handling and error analysis are discussed. The emphasis is on the solution of numerical problems. Lectures and laboratory. 4 credits
Prerequisite: CHEM144 (C or better) or CHEM122 (C or better) or a grade of C or better in both MATH103 and CHEM102

CHEM242
Biochemistry
A lecture course for students majoring in chemistry, biology or pre-allied health. Emphasis will be placed on the chemistry of biomolecules and their utilization in intermediary metabolism. The principles of bioenergetics and the integration of metabolic control will be developed. 3 credits
Prerequisite: CHEM122 (C or better) or CHEM220 (C or better); or a grade of C or better in both CHEM121 and BIOL121 plus CHEM122 as a corequisite. Corequisite: See prerequisites

PROFESSOR CARA SCHOLLENBERGER, teaches courses in film and video production.

"I like to get students to think differently… and bring out their innate creativity. Students learn how to become scriptwriters, videographers, lighting designers, producers and directors. They work with the latest digital technology and create their own productions… For me, teaching is about guiding people through the learning process rather than simply imparting information."

CHEM244
Chemistry III - Analytical Chemistry
This course considers applications of the concepts of structure and bonding, chemical equilibrium, chemical kinetics, and chemical thermodynamics to quantitative analysis and to the study of the chemistry of the elements. Laboratory techniques include: volumetric, gravimetric, and spectrophotometric analysis; electroanalysis, chromatographic analysis, and statistical error analysis. Lectures and laboratory. 5 credits
Prerequisite: CHEM122 (C or better)

CHEM245
Instrumental Analysis
An introduction to the principles and methods of analysis of industrial materials using appropriate instrumentation. Lectures include theory and criteria for choosing different instrumentation. The laboratory emphasizes sample preparation, chemical separations, hands-on experience with spectrophotometers, chromatographs, fluorometer, atomic absorption spectrometer, as well as some electrochemical instruments and software of interest to an analytical chemist. 4 credits
Prerequisite: CHEM230 (C or better)

CHEM280
Cooperative Education: Chemistry
On-the-job experience and observation in a field directly related to the student''s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in light of theory and skills learned academically. 3 credits
Prerequisite: 24 college credit hours must be completed, with a minimum of 12 chemistry credits. Student must have a GPA of at least 2.5 earned in the chemistry courses.

Communication: Cinema

COMC141
The Art of Independent Cinema
A study of films made outside of the film industry which fall into three genres - experimental, documentary, and animation. Particular emphasis is given to form and technique and how they are used to express meaning. The course traces the development of alternative cinema from its beginnings to the present. 3 credits

COMC142
The Art of Theatrical Cinema
A study of the art and craft of the narrative cinema as it has developed from the beginning of film history to the present. Feature films are analyzed for their visual and story elements to illustrate the most important developments that have occurred in world cinema. 3 credits

COMC145
Film Production I
This course is an introduction to the equipment, techniques and the art of filmmaking. Through a series of film exercises and projects, students explore the basic processes of motion picture production from planning and filming to editing and incorporation of sound. No previous experience or skills are required. Lectures and studio work. 3 credits

COMC146
Film Production II
This course is a continuation of Film Production I. It involves a more detailed examination of the equipment and techniques of filmmaking including special equipment, synchronous sound and laboratory processes. Through individual projects, students work on the development of skills and techniques. Lectures and studio work. 3 credits
Prerequisite: COMC145

COMC209
Directing Actors for the Cinema
This course provides the film or television director with an understanding of how to guide an actor toward a meaningful performance before the camera. Taught in conjunction with COMT209, Acting for the Camera. Director and actors experience working together toward a complete performance. 3 hours per week. 3 credits
Prerequisite: COMC145 or C0MV135

COMC245
Film Production III
Students in this course deal with advanced problems and individual projects in filmmaking. Class hours arranged. 3 credits
Prerequisite: COMC146

COMC246
Film Production IV
Students in this course deal with advanced problems and individual projects in filmmaking. Class hours arranged. 3 credits
Prerequisite: COMC245

Note: Studio courses may be expensive. Lab fees may be required.

Communication: General

COMG105
Interpersonal Communication
An introductory communication skills course that helps students develop competencies in social and professional communication. Students engage in activities and assignments that focus on interactions in the workplace, as well as in other social contexts. Strongly recommended: Writing Placement Test score of 6 and Reading Placement test score or 42. 3 credits

COMG110
Effective Speaking
This course is designed to help students build confidence in preparing and delivering informative and persuasive speeches. Topics include subject selection, audience analysis, research, organization, and the use of voice and body in speech delivery. It is strongly recommended that incoming students registering for this course have a Writing Placement Test score of 6 and a Reading Placement Test score of no less than 3. 3 credits

COMG111
Media and Society
Students examine the social, legal, ethical, and political implications of the relationship between mass media and society, including world cultures and media influences. All students, particularly those who specialize in Communications, Multimedia, and Journalism, will gain through this college-level survey course a foundation for future studies and responsible citizenship. 3 credits

COMG130
Oral Interpretation
This course engages the student in analyzing prose, poetry and drama, preparing the material for presentation, and giving stimulating oral readings to an audience. Students will develop a critical appreciation of literature, enhanced skills in the use of voice and gesture, and skill in critiquing others' performances. 3 credits

Communication: Performance

COMT101
Introduction to Theatre
Students in this course read, watch, discuss, and analyze plays. Plays represent historic high points of theater. Students examine aesthetic concerns of audience, playwright, performers, director, and designers. 3 credits

COMT110
Acting I
A non-threatening introduction to basic acting techniques through improvisation, theatre games in pairs and groups, and beginning scenes. There are no solo performances. Exploration of interpersonal relationships and non-verbal body language are stressed. 3 credits

COMT111
Acting II
An introduction to scene study work; students analyze modern realistic plays and develop multi-leveled characterizations. The work is focused around the preparation and presentation of several scene projects. 3 credits
Prerequisite: COMT110 or permission of the Department of the Arts

COMT140
Children's Theatre
Production of theatre for children. Emphasis on dramatic structure, audience needs, directing and acting techniques. Some attention to scene design, costume, make-up, and lighting. The simple production of play for children. 3 credits

COMT150
Theatre Production I, II, III
Practical experience in technical or administrative aspects of theatre is gained through participation in the department's major theatrical production during the semester. 1 credit

COMT151
Theatre Production I, II, III
Practical experience in technical or administrative aspects of theatre is gained through participation in the department's major theatrical production during the semester. 1 credit

COMT152
Theatre Production I, II, III
Practical experience in technical or administrative aspects of theatre is gained through participation in the department's major theatrical production during the semester. 1 credit

COMT162
Play Production I
The purpose of this course is to develop the student's critical appreciation of dramatic literature suitable for theatrical production. Emphasis is placed on the necessity for self-motivation, creative problem solving, ensemble work and strict adherence to deadline. Either as performer or in a primary design/management position, the student is required to complete contractual duties and develop an understanding of his/her personal contribution to the overall success of a live performance for the public. 3 credits
Prerequisite: By interview/audition only

COMT163
Play Production II
The purpose of this course is to develop the student's critical appreciation of dramatic literature suitable for theatrical production. Emphasis is placed on the necessity for self-motivation, creative problem solving, ensemble work and strict adherence to deadline. Either as performer or in a primary design/management position, the student is required to complete contractual duties and develop an understanding of his/her personal contribution to the overall success of a live performance for the public. 3 credits
Prerequisite: By interview/audition only

COMT209
Acting for the Camera
This course provides the actor with an understanding of the special nature of performing before a camera. Taught in conjunction with COMC209, Directing the Actors for the Camera. Actor and directors experience working together toward a complete performance. 3 hours per week. 3 credits
Prerequisite: COMT110

COMT210
Acting III
Students begin to do scene study work. They analyze modern realistic plays and develop multi-leveled characterizations. The work is focused around the preparation and presentation of several scene projects. 3 credits
Prerequisite: COMT111 or permission of the Department of the Arts

COMT211
Acting IV
Acting IV is a course in period acting styles. Students study stage conventions, movement style, and vocal technique for each period. They prepare scenes from Greek, Commedia Dell 'Arte, Elizabethan, Restoration, and Early Modern periods. 3 credits
Prerequisite: COMT210 or permission of the Department of the Arts

Communication: Video Production

COMV125
Media Performance
A studio course dealing with the discipline of the presentational performer in radio, television (broadcast and non-broadcast), film and tape/slide programming. Fundamental announcing techniques are emphasized: communicating with an unseen audience, developing "General American" speech through an introduction to the International Phonetic Alphabet, improving vocal quality for the microphone, interpreting copy and overcoming mic-fright. Extensive use of audiotape recording for self improvement and evaluation. Prior college level course work in speech and/or acting is strongly advised. 3 credits

COMV130
Media Scriptwriting
Writing scripts for radio, television and film. Includes newscasts, commercials, corporate scripts and dramatic screenplays. Writing, researching, and editing original and adapted material. It is strongly recommended that students complete COMP110, English Composition I, before taking this course. 3 credits

COMV132
Non-broadcast Telecommunications
A practical introduction to applications of electronic media in business, industry, health care facilities, law enforcement, government, education, religious organizations, and other institutions. Cable television, satellites, independent production companies, and other private telecommunications industries are included. Emerging technologies such as teleconferencing, interactive video, teletext, high definition television, and videodiscs are examined. Classes consist of video tape examples, discussions, and student reports on interviews with practitioners and visits to non-broadcast facilities. 3 credits

COMV135
Video Production I
An introduction to the equipment and techniques of studio video production from planning through scripting to video taping. A series of exercises and individual projects provide a foundation for personal expression in various video formats. 3 credits

COMV136
Video Production II
A continuation of COMV135 stressing creative use of the elements of production. The professional attitude among studio personnel is emphasized in crew assignments for programs produced and directed by advanced students. Lectures and studio work, four hours per week. 3 credits
Prerequisite: COMV135

COMV137
Audio Production
A practical non-technical course. Basic theories of sound and hearing are introduced. Techniques of studio and remote audio production are demonstrated and discussed. Practice in basic audio recording, mixing and editing. 3 Credits, 4 Hours per week. 3 credits

COMV231
Video Field Production
Companion course to the television studio and audio production courses. On-location video tape recording and post-production editing. Planning location shoots, basic lighting, video taping scripted programs and unscripted events film-style. It is required that COMV135 and COMV230 be successfully completed before taking this course. Usually third or forth semester. 4 hours per week. 3 credits
Prerequisite: COMV135 and COMV230

COMV232
Cable TV Production
Students participate in the production of a weekly cable television news and information program aired on local cable systems. Areas covered include studio and field production, video editing, computer graphics and final program assembly. No prerequisite required, but an understanding and basic competency in one of the above areas strongly recommended. 3 credits

COMV242
Cable TV Production II
Experimental
Students will actively participate in advanced digital video editing techniques and production of a weekly cable television news show ready for broadcast. Students will also learn the process of creating, writing and editing PSA's and will further their skills in studio and field production, computer graphics, and program assembly. 3 credits
Prerequisite: COMV232

COMV250
Cinema/Video Seminar
Experimental

Students explore career opportunities in cinema/video (broadcast and industrial). Through student research and a series of guest speakers, students learn how to pursue employment options in the field. Students create a demo reel, cover letter and resumé suitable for an entry level position. 3 credits
Prerequisite: This is a capstone course for the Cinema and Video Production Certificates. Ideally, students will enroll in this course in their final semester of either certificate program.

COMV251
Advanced Video Field Production

This course is designed to allow students to work with advanced concepts and longer segment/program lengths. Students work with advanced editing hardware and a larger selection of software tools. Non-linear video editing, multi-track audio creation, edit decision lists and computer graphic design are key elements in creating an electronic portfolio that demonstrates creative and technical accomplishments.
Prerequisite: COMV 137, COMV 231 or Corequisite: COMV137, COMV 231

COMV280
Cooperative Education - Media

On the job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between Faculty Supervisor and student are held to review actual experience and observation in light of theory and skills learned academically. 3 credits
Prerequisite: Permission of the Department of the Arts

Composition
Placement in Writing Courses

Each student planning to take English Composition is required to write a multi-paragraph essay before registering. Each essay is read by two readers and scored 1 (lowest) - 6 (highest), corresponding to standards established by the Department of Language & Literature. With a score of 6, a student places out of COMP107: Introduction to Rhetorical Skills and into COMP110: English Composition I. To progress through the sequence, a final grade of C or higher is required. Failure to write the placement essay means a student is not permitted to take English Composition or any other writing course.* For more information, contact the Department of Language & Literature in Penn 105 or call 215-968-8150.
*Students who are registered for writing courses without having taken the placement test will be dropped.

COMP090
Basic Writing

By writing sentences and paragraphs, students improve sentence structure, spelling, punctuation, grammar, and paragraph development and organization. Students read appropriate models for both content and organization. Students also learn appropriate study skills. COMP090 provides students the opportunity to learn skills that must be mastered in order for them to move into higher levels of composition. 3 credits
Prerequisite: Writing Placement Test score of 2 or permission of Department of Language & Literature

COMP107
Introduction to Rhetorical Skills

This course in the English Composition sequence entails extensive expository writing with an emphasis on essential rhetorical skills. Through class discussion and intensive individual conference, instructors will guide student use of evidence to support topic sentences and theses. Transferability of this course is determined by transfer institution. A final grade of C or higher in this course is necessary for registration in COMP110. 3 credits
Prerequisite: Writing Placement Test score of 4 or COMP090 (C or better)

COMP110
English Composition I

English Composition I emphasizes the systematic study of writing effective expository prose and argumentation, stressing development and support of a clear thesis. The course lays the foundation for future academic writing requirements, including the ability to analyze, synthesize, evaluate, summarize, paraphrase, and cite textual sources from required course readings. 3 credits
Fulfillment of one of the following: Writing Placement Test Score of 6 or higher or completion of COMP107 with a grade of C or better

COMP111
English Composition II

In this continuation of English Composition I, students write several analytical essays assigned in conjunction with classroom study of at least three genres of literature, including drama, poetry, and short fiction. After sequenced instruction in research techniques, students write an argumentative and scholarly research paper. 3 credits
Fulfillment of one of the following: COMP110, English Composition I, with a grade of "C" or better -OR-Permission of the Department

COMP114
Technical Writing

This course is designed for students majoring in technical, pre-engineering, and scientific fields. Assignments reflect actual technical writing tasks, with a focus on subject, purpose, and audience. The class examines traditional linear documents (instruction manuals, proposals) and those in an on-line format. Students learn to incorporate electronic formatting into technical documents. 3 credits
Prerequisite: COMP110 (C or better) or permission of the Department of Language & Literature

COMP115
Creative Writing I

This course is a seminar-type exploration of creative writing techniques with emphasis on writing and criticism of student writing. Works from literary tradition will be studied as models and inspiration for the students' own literary efforts. Assignments will enable students to express and develop their creative skills. 3 credits
Prerequisite: COMP110 (C or better) or permission of the Department of Language & Literature

COMP116
Creative Writing II

This course is a seminar-type exploration of creative writing techniques with emphasis on writing and criticism of student writing. Work from literary tradition will be studied as models and inspiration for the students' own literary efforts. Assignments will enable students to express and develop their creative skills. 3 credits
Prerequisite: COMP110 (C or better) or permission of the Department of Language & Literature

Computer/Information Science

CISC100
Introduction to Computers

This hands-on course for non-majors dealing with personal computers in a wide variety of settings. Topics include: basic computer concepts, operating systems, the Internet, email, and the use of computer applications including word processors, spreadsheets and graphics. 3 credits

CISC105
Windows/DOS Concepts
The course provides a detailed study of command line instructions as applied to PC's and current graphical user interface operating systems. Topics include basic and advanced commands; managing and backup of hard drives; system configuration; trouble shooting tools for network connectivity and booting. In addition there is a moderate study of the hardware components of the personal computer. 4 credits

CISC109
Introduction to Wireless Networking
Experimental
An introduction to wireless networking for non majors for small office/home office (SOHO) users. The course topics will include basic networks, installation and configuration of hardware, installation and configuration of file and printer sharing, and security issues involved with the Microsoft operating system. 1 credit
Prerequisite: Basic knowledge of a Windows operating system including how to install software and create files and folders. Limited familiarity with hardware and hardware terms.

CISC110
Introduction to Information Systems
This course provides an overview of business information systems. Topics include computer hardware and software fundamentals, use of software packages, an introduction to the internet and system analysis, the design of management information systems, as well as the ethical use of computers in business and society. Hands-on experience is provided. Extensive reading and comprehension is required. Required: Reading Level 3 3 credits

CISC111
Introduction to Information Systems II
This course provides advanced study of information systems with business applications. Focus is on the integrated use of computer tools in information systems. Topics include information design, business reports, spreadsheets, databases, graphs, human computer interface, basic web programming, and techniques of time and project management. Extensive laboratory work is required. 4 credits
Prerequisite: CISC110 (C or better)

CISC113
Visual Basic Programming I
This is an introductory course dealing with the concepts of object-oriented/event driven computer programming of windows applications. The class is offered in a lecture/lab format. Students will develop solutions and create programs to solve business problems. Students will be introduced to object-oriented programming. 3 credits
Prerequisite: Students need a working knowledge of Windows.

CISC114
Visual Basic Programming II
This is a second course dealing with the concepts of programming in an object-oriented language. Students develop programming skills using new controls in addition to those introduced in Visual Basic Programming I. Concepts developed include classes and collections, file processing, database processing using ADO, graphics, MDI, Crystal Reports, and advanced functions. 3 credits
Prerequisite: CISC113 (C or better)

CISC115
Computer Science I (JAVA)
A first course for computer science students providing an introduction to the use and impact of computers, numbering systems, data representations, the fundamentals of structured programming, and problem solving through the use of logic design tools. Students develop programs using an object-oriented programming language and utilize the computer for problem solving. 3 credits
Prerequisite: Math Placement Test score of 7 or MATH110 (C or better) or MATH103 (C or better)

CISC117
Consumer Electronics
Experimental
This course covers the latest developments and enhancements in consumer electronics. It provides students with strategies, skills, and concepts to find, select, and use modern electronic devices, such as digital cameras, cell phones, and hand-held computing devices. Specific topics will change to reflect emerging technologies. 3 credits
Prerequisite: Basic knowledge of a computer operating system

CISC118
Media Authoring
This course provides the student with the skills and understanding of what drives the interface in media development and scripting languages. Students will deal with the concepts of languages both scripted and compiled in a survey environment designed to meet the needs of a non-programming major working in web or multimedia development. 3 credits
Prerequisite: VAMM110 (C or better) or permission of the Department of Mathematics & Computer/Information Science

CISC122
Computer Science II (JAVA)
A continuation of Computer Science I. Emphasis is placed on structured programming and top-down design techniques. Topics include: file manipulation, pointers, lists, stacks, recursion, sorting, searching, strings, and their application in problem solving. 3 credits
Prerequisite: CISC115 (C or better)

CISC127
Spreadsheet Concepts and Applications
An in-depth study of the spreadsheet, database, and graphics capabilities of a widely used software package. Topics include: creating worksheets and templates, printing reports and graphs, using macros, and writing simple programs. Extensive laboratory work is required. 3 credits
Prerequisite: Math Placement Test score of 5 or better or MATH095 (C or better)

CISC128
Comparative Operating Systems
Microprocessor based operating systems are emphasized. The course introduces the student to the functional components of the operating system software which manages the physical resources of the computer system. Demonstrations, research and laboratory experiences are an integral part of the course. 4 credits
Prerequisite: CISC110 (C or better)

CISC131
Introduction to Unix
The course introduces the student to the components of an operating system (and their associated functions): such as file manager, memory managers, device managers, and processing managers. Systems software is discussed and used, such as: editors, language processors, absolute and linking loaders, debug, and utilities. 3 credits
Prerequisite: CISC115 (C or better)

CISC142
Establishing and Maintaining a Small Office/Home Office Network (SOHO)
This lecture/lab course is designed to provide a person with the necessary skills to establish computer networks for small organizations or home offices. Topics include: introduction to network protocols, physical and logical network topologies, transmission media, connectivity devices, fundamentals of managing operating systems, internet connectivity, managing peripherals, troubleshooting, and security. 3 credits
Prerequisite: Prospective students need to be able to successfully initiate a computer session use applications packages, and manipulate a Windows-like Graphical User Interface

CISC143
Essentials of Networking
This course is designed to provide basic background for other networking courses and industry certification. Topics include: data transfer, WAN and LANs, Network Operating Systems, the OSI model and protocols including TCP/IP and other suites commonly used in the industry. Laboratory exercises use a variety of network hardware and software. 4 credits
Prerequisite: CISC115 (C or better) or Corequisite: CISC105 or permission of the Department of Mathematics & Computer/Information Science

CISC145
Managing a Windows Network
This course teaches students, through lectures, discussions, demonstrations, and lab exercises, the skills and knowledge necessary to administer and support a Microsoft Windows network. It is a comprehensive course that begins with an introduction to the Windows networking architecture and covers a broad spectrum of essentials topics. 4 credits
Prerequisite: CISC143 (C or better) and knowledge of the Windows user interface

CISC201
Managing and Maintaining the PC
The course addresses the concepts and skills required to install, configure, upgrade, troubleshoot and repair desktop computer systems. The hands-on opportunity to build a complete computer from component parts is an integral part of the course. Successful completion of the course will prepare a student to take the industry standard, vendor-neutral certification test in this area. 4 credits
Prerequisite: CISC105 (C or better)
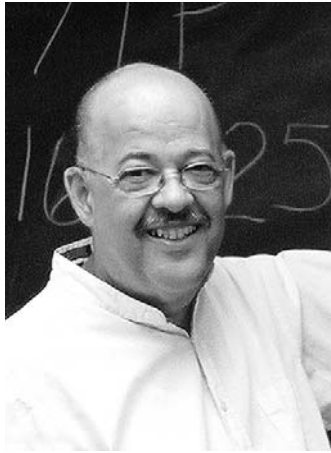
ROBERT PORCHE loves to teach computer networking.

"I'm so pleased with the high level of technology that my students and I work with here at Bucks… I always encourage students to enhance their working knowledge of computers through participation in hands-on lab experiences… The opportunities in this field are limitless."

CISC202
Network Administration
This is a first course in the technology of networking with personal computers. This course provides the students with an Introduction to Local Area Networks (LAN), their components, planning installation and usage. Students will be given the opportunity to gain hands-on experience in lab exercises using a NOVELL network. 4 credits
Prerequisite: CISC105 (C or better)

CISC203
Advanced Network Administration
This course is a continuation of CISC202. Topics include multi-server/multi-protocol networks, management strategies, network performance enhancements, remote management, and preventive maintenance. Students will enhance their working knowledge through participation of hands-on lab exercises using a Novell network. Students will complete a network design project. 4 credits
Prerequisite: CISC202 (C or better)

CISC210
Programming in C++
A study of the structured programming language C++, this courses topics include: types, operators, control flow, pointers, arrays, and I/O techniques. 3 credits
Prerequisite: CISC115 (C or better) or permission of the Department of Mathematics & Computer/Information Science

CISC211
Object Oriented C++
Topics include bid operations, dynamic memory, allocations, use of macros, code optimization, and real time I/O. 4 credits
Prerequisite: CISC210 (C or better) or CISC122 (C or better)

CISC213
Computer Science III (JAVA)
Course under revision. See college website for current syllabus.

CISC215
Database Design and Application Development
This course will provide students with a foundation of knowledge needed to work with database management systems and to create applications utilizing current development strategies. The various types of database techniques will be examined with emphasis on relational designs. Students will design and implement solutions to business-related problems. 3 credits
Prerequisite: CISC113 (C or better) or CISC115 (C or better) or CISC127 (C or better)

CISC218
SQL Programming I
Experimental
Extensive introduction to data server technology. Covers both relational and object relational databases as well as SQL and PL/SQL Programming languages. 3 credits
Prerequisite: CISC215 (C or better)

CISC224
Web Databases
Experimental
This course covers the development and utilization of web-enabled databases. Students will use Relational database as a backend to a web delivered interface. Both Client-side and Server-side processing will be used to create dynamic web pages. 3 credits
Prerequisite: CISC215 (C or better) or VAMM110 (C or better)

CISC231
Advanced UNIX
This course is a continuation of CISC131. It concentrates on systems programming, maintenance, and control of the UNIX system. 3 credits
Prerequisite: CISC131 (C or better)

CISC234
Topics in Network Technology
This is a capstone course for Networking Majors. This seminar course covers the latest developments and enhancements to WAN based systems. Topics will be selected by the departmental faculty each year. 3 credits
Prerequisite: CISC235 (C or better) AND CISC244 (C or better)

CISC235
Network Devices
Experimental
This course is an introduction to the technology of routed and switched networks. Topics include TCP/IP, WAN technologies, CISCO IOS, configuring routers and switches, VLANs, network management techniques and routing IP traffic. Students will be given the opportunity to gain hands-on experience in the laboratory. 4 credits
Prerequisite: CISC143 (C or better)

CISC244
Introduction to MS Windows Server
This course will focus on MS Windows Server as an alternative to Novell Netware. The course will review the installation, setup, and management techniques of Server. Classes are presented in lecture/lab format, with students configuring Windows Server during extensive hands-on lab assignments. 4 credits
Prerequisite: CISC202 (C or better) or CISC143 (C or better)

CISC245
Network Troubleshooting
This course is a practical approach to the installation, maintenance and troubleshooting of a network, with particular emphasis on the local area network. Extensive laboratory work is provided. Topics include client/ server installation, information resources, monitoring methods, maintenance functions, problem recognition and solution. 4 credits
Prerequisite: CISC143 (C or better) and CISC244 (C or better)

CISC280
Cooperative Education - Computer
This course uses on-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits
Prerequisite: 24 college credits, a GPA of 2.5 earned in courses in the Computer & Information Science area

Cooperative Education
On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits
Prerequisite: Must meet the criteria established for each major.

ACCT280
Cooperative Education - Accounting
Includes on-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College coordinator and student are held to review actual experience and observation in the light of Theory and skills learned academically. 3 credits
Prerequisite: permission of the Department of Business Studies

CHEM280
Cooperative Education: Chemistry
On-the-job experience and observation in a field directly related to the student''s academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in light of theory and skills learned academically. 3 credits
Prerequisite: 24 college credit hours must be completed, with a minimum of 12 chemistry credits. Student must have a GPA of at least 2.5 earned in the chemistry courses.

CISC280
Cooperative Education - Computer
This course uses on-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits
Prerequisite: 24 college credits, a GPA of 2.5 earned in courses in the Computer & Information Science area

COMV280
Cooperative Education - Media
On the job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between Faculty Supervisor and student are held to review actual experience and observation in light of theory and skills learned academically. 3 credits
Prerequisite: Permission of the Department of the Arts

CRIJ280
Cooperative Education - Criminal Justice
On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skill learned academically. 3 credits

HRIM280
Cooperative Education - Hospitality and Tourism Management
On the job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits
Prerequisite: Permission of the Department of Business Studies. Students must meet Program of Study Criteria

JOUR280
Cooperative Education - Journalism
On-the-job experience and observations in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the faculty coordinator and the student are held to review actual experience and observation in light of the theory and skills learned academically. 3 credits
Prerequisite: Permission of the Department of Language & Literature

LAWS280
Cooperative Education - Paralegal
The student will be given an opportunity to gain some valuable experience with on-the-job training in a law office practice related to the student's academic preparation and career objectives. 3 credits
Prerequisite: Students must satisfy all of the requirements listed, before the Co-op Coordinator will permit registration for this course.
1. Successful completion of at least 15 credit hours in paralegal courses.
2. Completion of the Course LAWS100 (C or better)
3. Completion of the course LAWS220 (C or better)
4. To be eligible for the Co-op, students must have a grade point average of 2.5 before enrolling in Co-op.
5. In order to be eligible for Co-op, student must have completed at least 12 credit hours at Bucks and be registered in the Paralegal Studies Certificate or Degree programs. Students who have completed any of the course requirements at any colleges or university other than Bucks will be required to submit an official transcript to the Coordinator to determine whether the course or courses will satisfy the course requirements at Bucks.
6. Certificate students must have completed 15 credit hours of paralegal courses, including LAWS100 (C or better) or LAWS140 (C or better) and LAWS220 (C or better).

MGMT280
Cooperative Education - Business Management
This course uses on-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits
Prerequisite: Permission of the Department of Business Studies

MKTG280
Cooperative Education - Marketing/Retail
On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits
Prerequisite: 24 college credits, a GPA of 2.5 earned in courses by the Department of Business Studies. Permission of the Department of Business Studies

OADM280
Cooperative Education - Office Administration
On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits
Prerequisite: Permission of the Department of Business Studies

PSYC280
Psychology of Abnormal Behavior
This course presents a summary of the field of abnormal behavior. It analyzes current theories which attempt to explain the development of personality and the cause of mental illness. Also discussed are diagnostic and therapeutic procedures and the techniques currently used. 3 credits
Prerequisite: PSYC110 (C or better)

SPMT280
Sport Management Co-op
Experimental
The student is required to perform 180 hours of internship at an affiliated training site. These sites are discussed and reviewed with the potential intern to best match the interns professional interests and career goals with the appropriate internship site. Periodic meetings between College Coordinator and the student are held to review actual experience and observation in the light of the theory and skills learned academically. 3 credits
Prerequisite: Permission of the HPEN Department Chairperson

VAGD205
Cooperative Education/Graphics
This course emphasizes on-the-job experience and provides students an opportunity to review their career objectives and to understand the responsibilities associated with professional graphic design. Periodic meetings between the College Coordinator and the student are held to review the application of the student's skills in a work setting. 3 credits
Prerequisite: Permission of the Department of the Arts required.

VAFW280
Cooperative Education - Fine Woodworking
On-the-job experience coupled with observation occurs in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the College Coordinator and the student are held to review actual experience and observation in light of the theory and skills learned academically. 3 credits
Prerequisite: Permission of the Department of the Arts and VAFW103

WMST280
Cooperative Education - Women's Studies
On-the-job experience and observations in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the faculty coordinator and the student are held to review actual experience and observation in light of the theory and skills learned academically. 3 credits

Criminal Justice

CRIJ100
Introduction to the Administration of Criminal Justice
An introductory survey of the evolution, principles, concepts, and practice of the theory and nature of the law enforcement and correctional processes, as well as the following: Probation and parole, criminal procedure, crimes and offenses, and preventive criminology. 3 credits

CRIJ110
Crimes and Offenses
Substantive law of crimes is thoroughly considered through an examination of the Pennsylvania Penal Code in relation to general principles of common law and constitutional rights. 3 credits

CRIJ115
Outlaw Gangs and Organized Crime
A survey of the most current legal strategies and law enforcement tools for detecting organized crime. The origins, key leaders, and the reasons for its longevity are considered. 3 credits

CRIJ116
Crimes in U.S. Business
An exploration white collar crime in America now and in the past. Criminal infractions in small and large business corporations are studied. Methods of investigation by criminal justice agencies are essayed and evaluated. 3 credits

CRIJ120
Criminal Evidence
Study of the laws of evidence at the operational level of law enforcement officers. Arrest, force, search, and seizure and other aspects of the fields are studied. Sample cases are heard and discussed. 3 credits

ROBERT RITCHIE, who teaches criminal justice at Bucks, loves to share his knowledge and experiences with students. A graduate of the FBI Academy, Ritchie served as head of the Philadelphia Police Academy, and retired after 26 yeas as Chief Inspector. Dozens of patches from law enforcement units across the country cover his office walls.

"I'm thrilled to have a part in educating and preparing people for this critical field. I tell students 'Someday you'll come back to Bucks and give me a patch from your unit.' People in this profession have an enormous impact on society – the better educated our law enforcement officers, the better they can deal with problem they encounter… To serve in security, corrections, as a trooper or police officer requires a special kind of person."

CRIJ130
Police Crime Lab
Introduction to the fundamentals of criminal investigation, rules of evidence, sources of information, observations, descriptions, and identifications. Introduced are techniques used in the collection, preservation, and processing of physical evidence, records, reports, and statements. Case preparation, surveillance, and undercover techniques, modus operandi, and raids are studied and discussed. 3 credits

CRIJ140
Criminal Procedure
Arrest, initial appearance, hearing, grand jury, proceedings, arraignment, bail procedures, motions to suppress evidence, trial and appellate steps, and the attaining of search and seizure warrants are studied. 3 credits

CRIJ160
Juvenile Delinquency and Laws Pertaining to Children
A study of laws affecting minors and juvenile offenders vis-a-vis police probation, and parole officers, teachers, school counselors, and parents. Juvenile, family, school, marriage, traffic laws, recent parent responsibility legislation and the rights of minors are examined. 3 credits

CRIJ220
Psychology for Law Enforcement Officers
Course content includes understanding the fundamental principles of psychology applied to modern practice in dealing with crowds, criminals, delinquents, and the public; human behavior, and improving social relations. 3 credits

CRIJ230
Correctional Counseling in Criminal Institutions
Structured to acquaint counselors with the role of treatment within a correctional setting, the course emphasizes the concepts of normal personality development and psychopathology, with particular emphasis on character disorders. A classification scheme is offered which then leads into precepts of counseling. This deals with the structure of interviews from non-directive to didactic and directive. 3 credits

CRIJ250
Police Organization and Administration
An examination of past and present police administration practices to provide a guide toward formulating better administrative knowledge and techniques. The organizational structures of both large and small departments are studied for their effect on operational procedures. Administrative problems and principles of governmental and business administration are analyzed and reviewed. 3 credits

CRIJ260
Probation and Parole
Considers the history, fundamental concepts, theory, and nature of probation and parole with emphasis on the organizations, policies, and practices of federal, state, and county systems. 3 credits

CRIJ270
Institutional Treatment of the Offender
Introduction to the principles and practices of treatment for offenders in correctional institutions. Development of a frame of reference for scientific approach to treatment of offenders. Techniques of diagnosis, analysis of institutional climate, personnel, structure, and methods. 3 credits

CRIJ275
Introduction to Correctional Administration
Examines the evolution of American philosophy of correction and prison administration. Field trips and talks by leaders in the field of correction. 3 credits

CRIJ280
Cooperative Education - Criminal Justice
On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skill learned academically. 3 credits

CRIJ285
Constitutional Law for the Law Enforcement Officer
This course deals with the guarantees of personal liberties in the Federal Constitution, with emphasis on their relation to procedural safeguards (such as the jury trial, assistance of counsel, privilege v. self-incrimination); designed to assure fair play to persons involved in the criminal process. 3 credits

CRIJ290
Constitutional Law for the Law Enforcement Officer
A study of the guarantees of the 4th, 5th, 6th, 8th, 10th, and 14th amendments to the Federal Constitution. Emphasis is placed on their relation to procedural safeguards (such as jury trial, assistance of counsel, privilege versus self-incrimination) designed to assure fair play to person involved in the criminal process. 3 credits

CRIJ295
Introduction to Guided Group Interaction
This course attempts to treat the individual within the group and aims to win the entire group over to certain attitudes and standards which once accepted by them provides the motivation for the individual within to change. 3 credits

CRIJ296
Issues In American Corrections
The course provides the student in the field of corrections with a set of thoughtful and critical issues on contemporary corrections. 3 credits

SOCI150
Criminology
The sociological relationships involved in the causes and prevention of crime and juvenile delinquency and in the treatment of criminal offenders. 3 credits

Drawing: Second Year
See Visual Arts

E-Business

EBUS100
Introduction to E-Business
This first course in E-Business will highlight management principles appropriate for the e-commerce and .com companies. The course will review the differences among the emerging technologies and related matters. An understanding of the of the company for on-going administration, customer service, telemarketing and order filling will be developed. The concepts of e-law and ethics will be explored. 3 credits

EBUS180
Knowledge Management for E-Business Managers
This course will provide an introduction to the methodology required to develop strategy and determine the technology necessary to implement and evaluate Knowledge-Enabled and Customer Relationship Management (CRM) practices in an organization. 3 credits
Prerequisite: EBUS100

EBUS260

Current Issues in E-Business

This course will analyze the e-business environment to determine strategy and performance necessary in organizational and marketing efforts. Cases for analysis will include both industry leaders and .com failures to determine the critical success factors that drive the industry. 3 credits
Prerequisite: EBUS100 and EBUS18O

Economics

ECON111

Principles of Economics - Macro

An introduction to the basic principles of economics, with emphasis upon macroeconomic theory and analysis. Among topics considered are the scope and nature of economics, ideology and structure of the American economy, national income and employment theory, business fluctuations, money and banking, fiscal and monetary policies and economic growth. 3 credits

ECON112

Principles of Economics - Micro

The study of basic economic principles with particular emphasis upon microeconomic theory and problems. Among topics considered are the economics of the firm, the price system and resource allocation, the distribution of income, domestic economic problems, international trade, economic development, and comparative economic systems. 3 credits

ECON120

Current Economic Issues

An introduction to the application of economic analysis to current economic problems and the consideration of policy alternatives. This course investigates the role of the U.S. Government in the economy in pursuit of economic and social goals. 3 credits

ECON130

Introduction to Labor Relations

A study of labor-management relations in the United States, with an emphasis on current collective bargaining isssues and procedures. The interaction of labor and management organizations will be analyzed within the context of the legal, economic, and structural environments in which they operate. 3 credits

Education

EDUC 210

Computers, Media, and the Teacher

This course is intended primarily for all educators and future educators. Through an exploration of multimedia usage, the focus is upon computers, interactive media, and the expansion of thinking and creating using technology. 3 credits

EDUC100

Foundations of Education

This course is primarily for students interested in pursuing a career in education. A survey of the history and philosophy of education with emphasis on current problems in education, on significant educational innovations, and on the school as a social institution. Field experiences may be provided. 3 credits

EDUC105

Early Childhood Education - Its History, Organization and Management

The underlying principles of child care development are examined. Current practice, selection of equipment and materials, and the role of the teacher and others concerned with the care of young children are explored. 3 credits

EDUC115

Observing and Recording the Behavior of Young Children

Course content is based on the development of skills in observing, recording, assessing, and evaluating the behavior of young children. Field experiences are required to acquaint students with a genuine teaching learning environment. 3 credits

EDUC141

Practical Psychology for the Childcare Worker

An exploration of the interpersonal and affective skills necessary for the childcare worker to interact with children, parents, and co-workers. Included is an overview of child development; communication skills, and the recognition of the childcare worker as a professional. Emphasis placed on dealing positively with stresses peculiar to children and adults in the childcare setting. 3 credits

EDUC142

Childcare Program Planning

This course provides an introduction to the childcare profession. It includes an exploration of child development from infancy through school age, with emphasis on planning developmentally appropriate activities in a safe and healthy learning environment. Included are investigations of childcare for special needs children, mildly ill children, and alternative groupings. 3 credits

EDUC143

Childcare Standards and Regulations

This course provides an overview of formal regulations and acceptable standards impacting childcare programs. Students will compare and contrast local, state, and federal regulations, and the agencies that set and enforce those regulations. The student will be introduced to procedures necessary to maintain program compliance. 3 credits

EDUC144

Infants and Toddlers

This course will explore the physical, social, emotional, and cognitive development of infants and toddlers. An emphasis will be placed on developmentally appropriate educational practice for this age group. Students will design learning experiences and create learning environments to facilitate development. 3 credits

EDUC150

Science and Math Experiences for Young Children

Participants in this course will identify science and math experiences relevant to different childhood ages and levels. Students will create science and math experiences, select appropriate materials, learn specific scientific and mathematical techniques for working with young children, learn how to integrate science and math instruction, and enrich their own background knowledge in science and math for young children. 3 credits

EDUC160

Introduction to Exceptionalities

This course provides an overview of the different categories of exceptional learners. Issues in the education of individuals with mental retardation, learning disabilities, emotional disturbance, and physical handicaps are emphasized. 3 credits

EDUC170

Language Development

An exploration of language development in young children from infancy to eight years of age. Planning and presentation of appropriate activities are emphasized in areas of experiencing, listening, speaking, reading, and writing. Primarily for initial and/or permanent certification in Early Childhood Education, but also of value as an elective in a variety of programs. 3 credits

EDUC200

Art Experiences for Young Children

Understanding the approach to art for the young child. Selection of suitable materials, direct experience with various art media, developing creative expression, and directly experiencing art with young children are components of this course. 3 credits

EDUC205

Fieldwork in Education

This course provides a hands-on experience working with children with autism spectrum disorder in a classroom setting. Students will spend approximately five hours a week in the classroom. A weekly seminar will accompany the course and focus on the application of applied behavior analysis when working with this population of children. 3 credits

EDUC210

Computers, Media, and the Teacher

This course is intended primarily for all educators and future educators. Through an exploration of multimedia usage, the focus is upon computers, interactive media, and the expansion of thinking and creating using technology. 3 credits

EDUC220

Practicum in Education

A "hands-on" experience in a local school, or childcare placement; contact hours = 15 hours weekly on site, frequent supervisory visitations, and weekly conference. The seminar included clarifies the: school, or childcare organization, staff responsibilities, an orientation of professional ethics, and develops an appreciation of the profession. 6 credits
Prerequisite: Current enrollment in Early Childhood, Childcare, or Instructional Assistant program, academic qualification, and permission of the Department of Social & Behavioral Science, EDUC105 (C or better), EDUC115 (C or better); Instructional Assistant: EDUC100 (C or better), PSYC180 (C or better); Childhood Certificate: EDUC115 (C or better), EDUC142 (C or better)

Engineering

PHYS112
Engineering Graphics
For engineering or electronics majors. Emphasizes the ability to develop, read, and interpret engineering drawings, sketches, and graphs, and to solve engineering problems by graphical means. Exercises in drafting techniques and skills are included, but primary objective is development of effective communication through graphical means. 3 credits
Prerequisite: MATH120 (C or better) or Math Placement Test score of 7 or better

PHYS222
Mechanics I (Statics)
Develops vector algebra for application to problems involving force systems, equilibrium, and structures in two and three dimensions. Applies methods of calculus to problems involving centroids, fluid statics, cables, beams (external and internal effects), friction, and virtual work. 3 credits
Prerequisite: PHYS121 (C or better) and MATH141 (C or better).

PHYS223
Mechanics II (Dynamics)
A continuation of Mechanics I. Development of a thorough understanding and working knowledge of vector calculus, which is then applied to problems in the following areas: second moments, particle kinematics and dynamics, rigid body kinematics and dynamics, and work-energy concepts. 3 credits
Prerequisite: PHYS222 (C or better)

English as a Second Language

See American English as a Second Language page 75.

Fire Science

FRSC101
Firefighting Strategy and Tactics
This course introduces the fire science student to the complexities of safely and effectively fighting a structural fire. In class the students will work in small groups to decide on the appropriate strategy, tactics and action plan for simulated structural fires. 3 credits

FRSC102
Hazardous Materials
This course introduces the student to the chemical characteristics, physical characteristics, hazards and combustion characteristics of the most commonly encountered hazardous materials. The course provides the student with an understanding of how hazardous materials can influence fire development and spread as well as hazardous material incident scene management. 3 credits

FRSC103
Building Construction for the Fire Service
This course introduces students to the classifications of commonly encountered buildings according to construction materials and techniques. In this course the instructor covers in depth the effect of building construction design and design on fire development, fire suppression and firefighter safety. 3 credits

FRSC104
ICC Fire Prevention and Building Code
This course introduces the Fire Science student to the ICC Fire Prevention and Building Codes. The course prepares the student to conduct basic buildings inspections for ICC code compliance, in terms of fire protection equipment and building code requirements and the identification and elimination of common fire hazards. 3 credits

FRSC105
Fire Protection Systems
This course introduces the Fire Science student to the fundamentals of the inspection, maintenance and operation of fire suppression and detection systems. New fire suppression agents and the important characteristics of these agents will be covered in this course. 3 credits

FRSC106
Fire Investigation
This course introduces the students to scientific procedures for determining the causes of fires. Students will learn to recognize the fire scene, burn patterns, thermal indicators, arson indicators and the dynamics of fire development. Students will gain an insight into the fire setter's motives and personality characteristics. 3 credits

FRSC107
Pre-Emergency Planning and Computer Assisted Design
This course introduces the student to the intricacies of preparing pre-emergency plans and diagrams for fire investigation reports using CAD technology. Students will understand the importance of pre-emergency planning for the Fire Service and will prepare a pre-emergency plan and diagrams. 3 credits

FRSC108
The Organization and Management of Emergency Services
This course introduces the student to the contemporary administrative issues that challenge managers in the Fire Service and Emergency Medical Service. The course covers topics such as recruiting, legal issues, information management, long- range planning, budgets and professional development. 3 credits

FRSC109
Fire Service Occupational Health and Safety
This course introduces the Fire Science student to contemporary safety and health issues in the Fire Service. This course comprehensively covers emergency scene safety for both fire suppression and emergency medical personnel. 3 credits

FRSC110
Fire Prevention and Fire Safety Education
This course will provide the student with an understanding of fire prevention and fire safety education programs. Students will review the effectiveness of existing programs and identify future trends in both fire prevention and fire safety education. 3 credits

Foreign Languages

Guidelines for Foreign Language Placement

A. Incoming students with no previous language training or only one year of high school study are placed into the 110 level courses (see E below).

B. Students with two years of recent (within the last 4 years), successful (B or better) high school language study or one semester (C or better) at another college belong in the 111 courses, the second level elementary course.

C. Students having completed 3 or 4 years of recent, successful high school foreign language study, or one year college level, are placed into the 201/202 Intermediate level courses.

D. Students who have recently and successfully completed the full sequence of foreign language study at their high school (4-5 yrs), belong in the Advanced 250 level courses.

E. Students with 3 or more recent years of successful foreign language study cannot take 110 courses for credit without the approval of the department. High school transcripts will be checked and misplaced students will be transferred to the appropriate level or dropped from the course. A placement test is offered to these students through the Testing and Placement Office of the College. In general, native and heritage speakers must begin at the intermediate (201/202) level. Auditing elementary level courses is permissible for review purposes. Students who do not wish to do upper-level work are encouraged to begin another language. Students may seek to earn credits for language courses by taking the C.L.E.P. examination. Anyone with questions should contact the Department of Language & Literature at 215-968-8150.

American Sign Language

AMSL110
American Sign Language I
This is an introduction to the study of American Sign Language, the native language of the American Deaf Community. Students will develop visual receptive skills, with a focus on visual memory and visual discrimination, gestural expressive skills, and will learn basic ASL vocabulary and grammatical structures. Students will also be introduced to the American Deaf Community as a linguistic and cultural minority. 3 credits

AMSL111
American Sign Language II
This is an introduction to the study of American Sign Language, the native language of the American Deaf Community. Students will develop visual receptive skills, with a focus on visual memory and visual discrimination, gestural expressive skills, and will learn basic ASL vocabulary and grammatical structures. Students will also be introduced to the American Deaf Community as a linguistic and cultural minority. 3 credits
Prerequisite: AMSL 110 or equivalent

French

FREN110
Elementary French I
This course will define intercultural communication, explore some of the factors which influence it, such as concepts of time and space, and examine their impact on the messages sent from one culture to another. International as well as American co-cultures will be included and students will examine case studies to learn how misunderstandings arise, and how to minimize them. 3 credits

FREN111
Elementary French II
This is an interactive course in which students acquire a working knowledge of French necessary to accomplish basic tasks. Emphasis is placed on comprehension and opportunity is provided for practice in pronunciation and conversation. Listening, speaking, reading, and writing skills are addressed within an authentic French cultural context. 3 credits
Prerequisite: FREN110 (C or better) or equivalent

FREN201
Intermediate French I
This course reviews the basic knowledge of French acquired in FREN110 & FREN111 and continues to develop this knowledge base. Conversation and composition are given added stress. Listening, speaking, reading, and writing are addressed within the context of authentic Francophone culture. 3 credits
Prerequisite: FREN111 (C or better) or equivalent

FREN202
Intermediate French II
This course reviews the basic knowledge of French acquired in FREN110 & FREN111 and continues to develop this knowledge base. Conversation and composition are given added stress. Listening, speaking, reading, and writing are addressed within the context of authentic Francophone culture. 3 credits
Prerequisite: FREN201 (C or better) or equivalent

FREN250
Advanced French
This course emphasizes developing greater proficiency in listening, speaking, reading and writing French through study of more complex language structure, reading and discussing current newspaper and magazine articles, listening to French radio broadcasts, viewing French television programs and film, reading more difficult literary texts, and deeper study of the culture and history of the French-speaking world. The texts chosen will vary from year to year. 3 credits
Prerequisite: FREN202 (C or better) or equivalent

FREN251
Advanced French II
This course emphasizes developing greater proficiency in listening, speaking, reading and writing French through study of more complex language structure, reading and discussing current newspaper and magazine articles, listening to French radio broadcasts, viewing French television programs and film, reading more difficult literary texts, and deeper study of the culture and history of the French-speaking world. The texts chosen will vary from year to year. 3 credits
Prerequisite: FREN250 (C or better) or equivalent

German

GRMN110
Elementary German I
In this course the student learns the basics of understanding, speaking, reading and writing German. Oral proficiency, correct pronunciation, listening comprehension, and grammatical accuracy are all stressed. Cultural and historical background accompanies each chapter. 3 credits

GRMN111
Elementary German II
In this course the student learns the basics of understanding, speaking, reading and writing German. Oral proficiency, correct pronunciation, listening comprehension, and grammatical accuracy are all stressed. Cultural and historical background accompanies each chapter. 3 credits
Prerequisite: GRMN110 (C or better) or equivalent

GRMN201
Intermediate German II
This course combines review with new and more complex language usage. Continued emphasis is placed on speaking, listening comprehension, idiomatic usage, and practice in writing. Cultural readings begin in the first semester, with more intense study of the culture and history of Germany stressed in the second. 3 credits
Prerequisite: GRMN111 (C or better) or equivalent

GRMN202
Intermediate German II
This course combines review with new and more complex language usage. Continued emphasis is placed on speaking, listening comprehension, idiomatic usage, and practice in writing. Cultural readings begin in the first semester, with more intense study of the culture and history of Germany stressed in the second. 3 credits
Prerequisite: GRMN201 (C or better) or equivalent

GRMN250
Advanced German I
This course emphasizes a greater mastery of spoken and written German, acquired through study of more complex language structure, reading and discussing current newspaper and magazine articles, listening to German radio broadcasts, reading more advanced literary texts, and deeper study of the culture and history of the German-speaking countries. Texts will change every year. 3 credits
Prerequisite: GRMN202 (C or better) or equivalent

GRMN251
Advanced German II
This course emphasizes a greater mastery of spoken and written German, acquired through study of more complex language structure, reading and discussing current newspaper and magazine articles, listening to German radio broadcasts, reading more advanced literary texts, and deeper study of the culture and history of the German-speaking countries. Texts will change every year. 3 credits
Prerequisite: GRMN250 (C or better) or equivalent

International Cultures

FCUL110
Communication Between Cultures
This course will define intercultural communication, explore some of the factors which influence it, such as concepts of time and space, and examine their impact on the messages sent from one culture to another. International as well as American co-cultures will be included and students will examine case studies to learn how misunderstandings arise, and how to minimize them. 3 credits

Italian

ITAL110
Elementary Italian I
This course helps students acquire a working knowledge of basic Italian. Proficiency-oriented study of vocabulary, reading, writing, pronunciation, and conversation is emphasized. Cultural and historical backgrounds are introduced in conjunction with vocabulary study. 3 credits

ITAL111
Elementary Italian II
This course helps students acquire a working knowledge of basic Italian. Proficiency-oriented study of vocabulary, reading, writing, pronunciation, and conversation is emphasized. Cultural and historical backgrounds are introduced in conjunction with vocabulary study. 3 credits
Prerequisite: ITAL110 (C or better) or equivalent

ITAL201
Intermediate Italian I
In this course students broaden their proficiency with advanced study of vocabulary, grammar, idiomatic constructions, and practice in composition. Continued emphasis is placed on speaking. Contemporary culture and media are examined in the first semester, modern literature in the second. 3 credits
Prerequisite: ITAL111 (C or better) or equivalent

ITAL202
Intermediate Italian II
In this course students broaden their proficiency with advanced study of vocabulary, grammar, idiomatic constructions, and practice in composition. Continued emphasis is placed on speaking. Contemporary culture and media are examined in the first semester, modern literature in the second. 3 credits
Prerequisite: ITAL201 (C or better) or equivalent

Japanese

JPNS101
Elementary Japanese I
This course introduces students to Japanese using daily expressions and sentence patterns. It stresses communication with Japanese people. An introduction to the phonetic HIRAGANA writing system will be included. The use of video and audio tapes enriches the understanding of the Japanese language, culture, and way of thinking. Open to students with no previous knowledge of the language. 3 credits

JPNS102
Elementary Japanese II
JPNS 102 is the continuation of JPNS 101. This course is designed to review JPNS 101 and then build upon the previously learned skills while expanding into new areas of expressions and grammar. The second of the phonetic syllabaries, KATAKANA, will be introduced. 3 credits
Prerequisite: JPNS101 (C or better) or equivalent

Spanish

SPAN110
Elementary Spanish I
This is an interactive course in which students acquire a basic knowledge of understanding, speaking, reading, and writing Spanish. Oral proficiency, listening, comprehension, and grammatical accuracy are all stressed. Cultural background accompanies each chapter. 3 credits

SPAN111
Elementary Spanish II
This is an interactive course in which students acquire a basic knowledge of understanding, speaking, reading, and writing Spanish. Oral proficiency, listening, comprehension, and grammatical accuracy are all stressed. Cultural background accompanies each chapter. 3 credits
Prerequisite: SPAN110 (C or better) or equivalent

SPAN201
Intermediate Spanish I
This course reviews all the basic essentials of vocabulary and grammatical constructions and provides material for a solid foundation in conversation and composition. Emphasis will continue to be placed on knowledge and appreciation of the culture of Spanish-speaking countries. 3 credits
Prerequisite: SPAN111 (C or better) or equivalent

SPAN202
Intermediate Spanish II
This course reviews all the basic essentials of vocabulary and grammatical constructions and provides material for a solid foundation in conversation and composition. Emphasis will continue to be placed on knowledge and appreciation of the culture of Spanish-speaking countries. 3 credits
Prerequisite: SPAN201 (C or better) or equivalent

SPAN250
Advanced Spanish I
This course will focus on discussion of selected literary readings; newspaper and magazine articles, etc. in order to acquire a greater mastery of spoken and written Spanish. This course will also address advanced language skills and a deeper understanding of the Spanish speaking countries. Texts will change every year. 3 credits
Prerequisite: SPAN202 (C or better) or equivalent

SPAN251
Advanced Spanish II
This course will focus on discussion of selected literary readings; newspaper and magazine articles, etc. in order to acquire a greater mastery of spoken and written Spanish. This course will also address advanced language skills and a deeper understanding of the Spanish speaking countries. Texts will change every year. 3 credits
Prerequisite: SPAN250 (C or better)

Geography

GEOG105
Geography of the U.S./Canada
An overview of the human, physical, political, and economic patterns in the various regions of North America; e.g. Appalachia, New England, the Plains, and Pacific Northwest. The historical and contemporary cultural characteristics of these regions are explored. Current population movement is highlighted with the use of census data. 3 credits

GEOG110
World Geography
A thematic survey aimed at understanding the contemporary world through an analysis of physical/environmental and cultural regions. Special attention is given to problems of social and technological change, political geographic disputes, and population growth. 3 credits

GEOG115
Geography of Bucks County
An in-depth look at Bucks County as part of the East Coast megalopolis, subject to urban pressures, and exemplifying the problems of the American suburban and exurban fringes.
3 credits

GEOG130
Environmental Studies
An examination of man's interaction with his environment. Particular emphasis is placed upon man's changing attitudes toward his environment, problems of energy use and supply, and of population growth. 3 credits

Glassblowing and Stained Glass
See Visual Arts

Graphic Design and Illustration
See Visual Arts

Health and Physical Education

HLTH103
Life and Health
An introduction to perplexing personal and social health problems Is contemporary society. This course provides opinions, data and facts that help the student investigate these problems. A synthesis of knowledge is presented from a variety of disciplines, such as, medicine, psychology, physiology, sociology, sexology, and child development. 3 credits

HLTH110
Responding to Emergencies
This course teaches the principles and applications of first aid and safety so that the student can correctly respond to medical emergencies. Successful completion satisfies the certification requirements for Responding to Emergencies and CPR courses of the American Red Cross. A $5.00 fee is charged by the Red Cross for certification. 3 credits

HLTH120
Nutrition
This course is an introduction to nutrition as a health science that examines the nutrients essential to human life. The metabolic action, requirements and food sources of the nutrients are studied. Needs and behavior patterns in children and adults are used to illustrate the relationship between diet and health. 3 credits

HLTH121
Applied Nutrition
After completing this course the student should be able to: discuss metabolic functions and needs of the human body, have a basic knowledge of drugs and nutrition, provide information on food economics and understand basic diet therapy. 3 credits
Prerequisite: HLTH120 (C or better)

HLTH130
Principles and Applications of Diet and Fitness
A health science course, which studies variables related to a longer and healthier life. It is designed for all students to learn basic exercise physiology, nutrition and weight control. An integral part of the course is the study of the beneficial effects of regular exercise and nutritious diets on the maintenance of a healthy weight and the prevention of degenerative, life-style diseases. 3 credits

HLTH140
Cardiopulmonary Resuscitation
An investigation of the knowledge and skills of cardiopulmonary resuscitation. The course emphasizes the principles and skill application of basic life support, external cardiac compression and the emergency medical systems. Successful completion satisfies the certification requirements of the American Red Cross and the American Heart Association. 1 credit

HLTH200
Introduction to Women's Health Issues
This course is an introduction to the personal and social concerns of women's past and present health trends. Emphasis will be placed on the historical perspective of women's health, as well as exploration of physiological and spiritual barriers to women's health. As in all health classes the holistic model of wellness will be examined to ascertain the future of women's health. 3 credits

PHED106
Art of Personal Defense
This is an introductory course in the theory and techniques of self-defense. The content focuses on recognition and avoidance of dangerous situations, techniques of eliminating dangers, and the physical skills and strategies of personal defense. Basic concepts and principles of nutritional and physiological fitness are included in the course. 2 credits

PHED110
Tennis
This course is designed to enable any student to learn the leisure time sport of tennis and to enhance and enrich his leisure time. This course will also help the student improve his organic, social, and mental wellness. 2 credits

PHED116
Competitive Activities
This course is designed to provide the student with opportunities to participate in a variety of leisure sports and games. Activities are carefully selected to enrich the student's leisure time. Concepts of exercise physiology and proper nutrition are introduced.
2 credits

PHED118
Tennis and Competitive Activities
This course is designed to enable the general student to learn and participate in a wide variety of competitive sports and games with an emphasis on tennis. Emphasis will also be applied to enrich, enhance, and improve the student's organic, social and mental wellness. 2 credits

PHED120
Horsemanship
This course is for beginners or non-riders of Hunt Seat Equitation. The basic fundamentals of English riding techniques are taught with an emphasis on control of the horse at a walk, trot and canter while the rider maintains a balanced position. The course includes ring riding, trail riding, horsemanship, theory of horses, tack, and stable care. Basic principles of exercise physiology and nutrition will be presented as they apply to the individual rider. 2 credits

PHED122
Skiing
This Course is designed to teach students the fundamentals of downhill skiing. Basic concepts of exercise physiology and nutrition are presented.
2 credits

PHED124
Badminton and Volleyball
This course provides students with the opportunity to participate in badminton and volleyball as leisure time pursuits. Instructions will emphasize skill fundamental, strategy and rules. It will also include basic principles of exercise physiology and nutrition as it pertains to an individual engaged in this lifetime sport. 2 credits

PHED126
Modern Dance
This is an introductory course in creative dance that includes dance fundamentals of technique, improvisation, and choreography. Basic dance movements will be used to develop an understanding of body language and an articulation between movement and creativity. Basic concepts of exercise physiology and nutrition are presented. 2 credits

PHED129
Tai Chi Chaun
Tai chi chuan is an introductory Chinese Martial Art course that is performed slowly, in a relaxed fashion with fluid graceful motions. It is based on traditional Chinese philosophies and is useful for body and mind. It increases balance, range of motion and helps to relieve stress. Basic concepts and principles of nutritional and physiological fitness are included in the course.
2 credits

PHED130
Yoga
This course is designed to introduce the student to the fundamental philosophies, skills, techniques and terms of Hatha Yoga. Emphasis is placed on how to correctly practice Yoga and how to incorporate it into one's daily habits. This course will also teach valid concepts of nutrition and exercise physiology. 2 credits

PHED133
Archery
This course is designed to teach the student fundamentals in archery skills and competition. Special attention will focus on the selection and rules for competitive shooting and skills involved in target field, clout, and flight shooting. Concepts of exercise physiology and proper nutrition will be presented. 2 credits

PHED134
Aerobics
This course is designed to enable any student to plan and progressively develop a personalized fitness program based on participation in a regular system of aerobic dance and other aerobic exercise. Basic concepts of exercise physiology and nutrition will be presented. 2 credits

"We are an area committed to the role of play, the enhancement of health status, and the quality of life for all."

Dr. Priscilla Rice, Asstant Academic Dean, Health, Physical Education & Nursing Department

PHED135
Walk-Jog-Run
This course is designed to give the student an opportunity to improve his/her fitness through the activity of walking or jogging. The emphasis will be on the walking aspect of fitness. Basic concepts of exercise physiology and proper nutrition will be presented. 2 credits

PHED141
Golf
This course is designed to teach the student the skills, techniques, and rule interpretation of golf as a leisure time activity. Principles of physiology of exercise, proper nutrition, and care of equipment, safety, and etiquette will be presented. 2 credits

PHED142
Fencing
This course is designed to give the student a fundamental background in the skills, techniques and rules of fencing. Special attention will focus on conditioning, technique, competitive bouting and safety. Basic concepts of exercise physiology and nutrition will be presented. 2 credits

PHED145
Bowling and Golf
This course is designed to give the student a fundamental background in the skills, techniques, and rule interpretations of golf and bowling as leisure time activities. Special attention will focus on the selection and care of equipment, safety, and rules for tournament play, practice competition, and etiquette. Basic principles physiology of exercise and proper nutrition will be presented. 2 credits

PHED150
Beginning Aquatics
This course is for non-swimmers and students with limited swimming ability. Special attention is given to basic swimming skills and water safety. This course is recommended for students who plan to transfer to colleges requiring aquatics for graduation. Basic concepts of exercise physiology and nutrition are presented. 2 credits

PHED154
Swim for Fitness
This course is designed to improve cardiovascular capacity and personal wellness through an individual program of aquatic training and instruction in basic concepts of exercise and nutrition. 2 credits
Prerequisite: The student must be able to swim a minimum of 50 meters without stopping.

PHED155
Lifeguarding
This course is designed to meet all American Red Cross requirements for certification to be a lifeguard. It will include certification in First Aid. Upon successful completion, students will receive the appropriate certificates. Basic concepts of exercise physiology and nutrition will be presented.
2 credits
Prerequisite: The student must be 15 years of age and be able to swim 500 yards-Retrieve an object from 10 feet of water and tread water for 2 minutes, using no hands.

PHED156
Red Cross Water Safety Instructor
This course is designed to teach the student water safety techniques and swimming stokes so he can be certified to teach selected American Red Cross water safety courses. Content will include concepts on planning, organizing, and teaching techniques for water safety courses. Basic principles of exercise physiology and nutrition will be presented as they apply to aquatic sports. 2 credits
Prerequisite: The student must be at least 17 years old, show a current certificate for American Red Cross Emergency Water Safety Course or American Red Cross Lifeguard Training Course.

PHED170
Individual Fitness and Wellness
This course is designed to guide and assist the student in the development of a personal fitness program to help him modify his status of each student will be evaluated from the results of a battery of pre-tests. Based on these assessments, the student will create an individual program of exercise and nutritional behavior adjustments tailored to his needs. Basic concepts of exercise physiology and nutrition will be presented and incorporated into the student's program. 2 credits

PHED172
Gymnastics
This coeducational course meets four hours a week and satisfies transfer requirements for the student majoring in physical education. Content includes an introduction to elementary tumbling, vaulting, and apparatus skills and routines. The course requires performance of specific skills, as well as compulsory routines on appropriate apparatus. Emphasis is on safe class participation to improve the student's opportunity for successful performance. The lifetime benefits that accrue to an individual who becomes and remains physically active are explained in detail. 2 credits

PHED175
Dance: Square and Folk
This coeducational course meets four hours a week and satisfies the transfer requirements for Physical Education major students. The student is taught and given the opportunity to practice a wide variety of square and folk dances. The course will help develop fundamental skills, proper etiquette, knowledge, and appreciation of dance. Dance, used as regular exercise, will help to develop behaviors and attitudes that promote wellness. 2 credits

PHED176
Basketball and Softball
This course meets four hours per week and satisfies the transfer requirements for students majoring in physical education. The fundamental skills and basic strategies of basketball and softball are introduces and emphasis is on learning the teaching, playing, and coaching techniques, according to the current rules of the National Federation of State High School Associations and current softball and basket ball rule books. The exercise physiology concepts that specifically relate to the activities of basketball and softball will be taught. 2 credits

PHED177
Soccer and Wrestling
This course soccer and wrestling, meets four hours a week and satisfies the transfer requirement for the student majoring in Health and Physical Education. The course covers the fundamental skills, NCAA rules, history, selection and care of equipment, and strategy needed to play, teach, officiate, and coach soccer and wrestling. The lifetime health benefits derives from physical activity, along with proper nutritional concepts are explained in detail. 2 credits

PHED178
Basketball and Baseball
This course meets four hours per week and satisfies the transfer requirements for students majoring in physical education. The fundamental skills and basic strategies of basketball and baseball are introduced and emphasis is on learning the teaching, playing, and coaching techniquesm according to the current rules of the National Federation of State High School Associations and current baseball and basketball rule books. The exercise physiology concepts that specifically relate to the activities of basketball and baseball will be taught. 2 credits

PHED179
Field Hockey and Soccer
This course is designed to satisfy the transfer requirements for Physical Education major students. The course teaches fundamental skills, National Federation of State High School Associations current field hockey and soccer rules, history, selection and care of equipment, and strategy needed to play, teach, officiate, and coach field hockey and soccer. The lifetime health benefits derived from physical activity, along with proper nutritional concepts are explained in detail. 2 credits

PHED180
Foundations of Physical Education
This course is designed to give the prospective teacher of Health, Physical Education and Recreation an insight into this area of specialization. Included are the historical, philosophical, psychological, and sociological principles of health, physical education and recreation with a survey of the latest research and literature in the field. 3 credits

PHED183
Movement and Physical Education for Early Childhood
A study and application of the theories of movement, movement exploration, games and sports, rhythmics, self-testing activities, cooperative and non-competitive games, challenge activities and story plays suitable for children (young child through elementary school). The growth patterns, developmental needs and interests of elementary school children are examined and related to movement activities. 3 credits

PHED188
Net Games:
Tennis and Badminton
This course satisfies the requirements for Health and Physical Education major students. Any student may enroll, instruction and practice fundamentals, drills, court strategy, doubles play, rules, equipment, cost and conditioning are provided in the activities: tennis and badminton. 2 credits

PHED189
Bowling and Volleyball
This course is designed to satisfy the transfer requirements for Physical Education major students. Content includes the history, etiquette, rules, terminology, safe performance, and specific exercise physiology concepts related to bowling and volleyball. The lifetime healthful benefits of regular physical activity are explained. 2 credits

PHED190
Introduction to Recreation Leadership
This course is a comprehensive survey of the recreational activities, and facilities of a model community. The various types of agencies that govern and administer recreational programs will be analyzed and studied. The course will examine the trends in leisure time available, philosophies of education for leisure, programs in outdoor and indoor recreation, outdoor education and camping. Students will study and observe through field trips all levels of recreation leadership from the county down. A 5-day overnight camping experience is required. 3 credits

PHED191
Outdoor Recreation
This course will teach outdoor recreation activities such as biking, cross country skiing, orienteering, backpacking and hiking, rock climbing, and repelling. Instruction will include classroom seminars, supervised outdoor practices, and field trips. Concepts of exercise physiology, physical conditioning and proper nutrition are examined. 3 credits

SPMT200
Introduction to Sport Management
This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course will introduce students to sport management career opportunities in the sport industry and to sport principles as they apply to management, leadership style, communication, and motivation. 3 credits

SPMT201
Sport Marketing
This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course will introduce students to the sport management career opportunities in the sport industry and sport principles as they apply to management, marketing, leadership style, communication, and motivation. 3 credits

SPMT202
Facility Management and Event Planning
This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course will introduce students to the sport management career opportunities in the sport industry and to sport principles as they apply to facility management and event planning, leadership style, communication. and motivation. 3 credits

SPMT203
History and Philosophy of Sport Management
This course is a survey of the philosophy and historical development of sport. The course will examine the major philosophical and historical schools of thought in sport and trace the development of competitive sport from ancient civilizations to the present. 3 credits

SPMT280
Sport Management Co-op
Experimental
The student is required to perform 180 hours of internship at an affiliated training site. These sites are discussed and reviewed with the potential intern to best match the interns professional interests and career goals with the appropriate internship site. Periodic meetings between College Coordinator and the student are held to review actual experience and observation in the light of the theory and skills learned academically. 3 credits
Prerequisite: Permission of the HPEN Department Chairperson

History

HIST100
American Studies Seminar
Students explore American society and culture through readings, discussion and field work. Methods and concepts from the social sciences, arts and humanities are synthesized to create a better understanding and deeper appreciation of the nation's past and present. 3 credits

HIST101
History of Bucks County
A history of the County from colonial times to the present. 3 credits

HIST111
History of Western Civilization I
This course is a survey of western human history. The History of Western Civilization I will explore the social, political, religious, intellectual, and artistic achievements from the earliest human civilizations to the Age of Reason. 3 credits

HIST112
History of Western Civilization II
The History of Western Civilization II is a continuation of HIST 111, with a focus upon the social, political and intellectual contributions spanning from the Age of Reason to the present period of history. 3 credits

HIST121
The Ancient World
(to c.500 A.D.)
A survey of the origins of early societies and the development of the civilizations of the ancient world through the fall of Rome in the West. 3 credits

HIST126
The Medieval Western World,
(c.500 A.D. - c.1600)
A survey and analysis of achievements and institutions from the disintegration of the Roman Empire through the Renaissance and Reformation in the West. 3 credits

HIST131
The Early Modern Western World
(c.1600 - c.1870)
A survey and analysis of changes and developments in the Western World from c.1600 - c.1870. 3 credits

HIST136
Twentieth Century World
(c.1900 - Present)
A survey and analysis of the achievements and challenges of the Western World from c 1870 to the present. 3 credits

HIST139
World War II
A study of the Second World War. The roots and causes of the war will be examined. The major campaigns and battles will be discussed. The homefronts of the major participants will also be studied. 3 credits

HIST140
Peoples of South Asia
A study of the cultures of India, Pakistan, Bangladesh, and neighboring countries from an interdisciplinary perspective. Social, historical, and geographic factors are examined. Topics include village life, folk arts, urbanization, modernization, and population. Extensive use of guest speakers and audio-visual materials. 3 credits

HIST141
The Middle East
An interdisciplinary study of currently significant aspects of the Middle East. Special attention will be paid to the effects of modernization and great power conflicts and to the increased economic and strategic significance of this area to the Western World. 3 credits

HIST143
Africa South of the Sahara
A interdisciplinary study of currently significant aspects of cultures of Africa south of the Sahara. Special attention will be paid to the economic, social, and political impact of the West and the nature of the African response. 3 credits

HIST149
America: The Cold War Years (1945-1990)
An examination of the post-World War II era featuring diplomatic conflict between the United States and the Soviet Union. When diplomacy broke down military conflict ensued in such diverse places as Korea, Vietnam, Hungary and Afghanistan. The course examines the background, causes and course of this sustained conflict.
3 credits

HIST151
U.S. History I
A survey of the United States from the background of independence until the end of the Reconstruction Era. The social, cultural, economic and political dynamics of America's agrarian age are explored 3 credits

HIST152
U.S. History II
A survey of the Industrial Age until the end of the Vietnam War and beyond. The social, cultural, economic and political dynamics of America's industrial development and position as a world power are explored. 3 credits

HIST155
The Peoples of Russia and Eastern Europe
A survey of the historical development of the Slavic peoples and nations of Eastern Europe, emphasizing their roots, national consciousness and cultural outlook Included will be the modernization of Russia and Eastern Europe through the various phases of revolution, industrialization, East/West relations, and human rights. 3 credits

HIST159
The American Civil War
An in-depth study of the conflict that defined the United States. Beginning with the Compromise of 1850 and ending with the Presidential election of 1876, students will study the various reasons for the war, the combat, the reasons for the outcome, and the Reconstruction Period. 3 credits

HIST160
History of American Labor
A study of the development of American Labor, the forces shaping that development, and the role of labor in American society. 3 credits

HIST170
Colonial American History
A survey of the American experience from the age of discovery to the rolutionary convulsions of the late 18th century. European antecedents and the dynamic's of America's social, cultural, economic, and political life during these early years are explored. 3 credits

HIST172
20th Century America
A survey of the American experience from pre-World War I to the present. The dynamics of America's social, cultural, economic, and political life are explored as the United States reaches maturity as a world power. 3 credits

HIST173
The American Presidents
Experimental
The course is an examination of the character and personality of the forty-one men who have served as Chief Executive of the United States. 3 credits

HIST174
America Between the Wars
Experimental
A study of the significant cultural and political themes of American development since WWII. Issues of race, class, gender, foreign policy and economic and social reform are examined, as well as global implications for America as a super power. 3 credits

HIST175
The Vietnam War
A study of the American involvement in the Second Indochina War. The roots, causes and consequences of the war will be considered. Historical events, France's First Indochina War, the anti-war movement, and the Vietnam veterans community today will be included in the content.
3 credits

HIST176
United States Since World War II
Experimental
A study of the significant cultural and political themes of American development since World War II. Issues of race, class, gender, foreign policy and economic and social reform are examined, as well as global implications for America as a super power. 3 credits

HIST178
The American Indian
A study of the North American Indian including daily life, social relationships, myths, legends and their fate at the hands of European settlers in the New World. 3 credits

HIST180
History of American Business
An historical survey of American business from its Colonial beginnings to the present. The main topics are the development of the business firm and the development of government-business relations. Of interest to business and history students who want to better understand the American business system. 3 credits

HIST190
Afro-American History
A study of the history of Black Americans from their origins in Africa to the present. Lectures, class discussion, guest speakers, projects designed to give the student an awareness and appreciations of the Black American's contributions to the development of America. 3 credits

HIST195
Introduction to Historical Archaeology I
An introduction to the methodology of historical research, excavation, classification, description, and analysis of historical sites. Field experience and laboratory practive are a major part of the course. 3 credits

HIST196
Introduction to Historical Archaeology II
A continuation of the methods and techniques surveyed in Historical Archaeology I. Emphasis will be given to excavation, research, and laboratory experience. 3 credits

HIST197
The History and Theory of Historic Preservation
This course will survey the historical antecedents of the historic preservation movement in America and introduce students to its theoretical foundations.
3 credits

HIST198
History of American Architecture
A survey of American architectural styles with emphasis on Bucks County's role in this development.
3 credits

HIST199
Methodology and Documentation in Historic Preservation
The methodology of documenting historic sites will be studied and applied to local buildings and structures.
3 credits

HIST200
Material Culture in Historic Preservation
An introduction to the role of material culture in the examination of historic building interiors that have significant architectural, historic, and cultural value. 3 credits

HIST201
Building Conservation
The course teaches students to see buildings in a new way: as ever decaying artifacts in need of vigilant care. All components of a building are covered along with an understanding of a building's relationship to its environment. 3 credits

HIST202
Law, Taxes, and Zoning for Historic Preservation
Federal, state, and local laws are studied as they relate to the preservation of historic structures. Special attention is given to the role of historic architecture review boards as well as planning commissions in the decision making process. 3 credits

HIST203
Internship for Historic Preservation
Students will apply historic preservation skills to a major project and work under the supervision of a professional in the field. The final report, written and oral, will include an approved research design and complete documentation. Required for Certificate. 3 credits
Prerequisite: Must have completed at least 20 hours in Historic Preservation Program

HIST204
Oral History in Preservation
A study of oral history procedures used by local historians and preservationists in the documentation of the built environment. Extensive field experience is included. 3 credits

HIST205
Restoration Workshop I
The course is a hands-on approach to the conservation and preservation of buildings. Building techniques are stressed. 3 credits

HIST206
Restoration Workshop II
The course is a hands-on approach to the conservation and preservation of buildings. Advanced building techniques are stressed. 3 credits

HIST207
HABS Survey Workshop
Students will study measured drawing procedures employed by the Historic American Building Survey (HABS) and apply them to local buildings. The course will include extensive field and drawing experience. 3 credits

HIST208
History, Society & Architecture in the Delaware Valley
This course will explore the history of Bucks County and neighboring areas, with special reference to settlement patterns of various ethnic groups and their influence on the landscape, building traditions and material culture. 3 credits

HIST209
Bucks County Architecture and Architects
Students will study the role architects played in designing the built environment of Bucks County. Research and documentation skills will be applied to select projects. 1 credit

HIST210
Historic Preservation Field Studies
This course will offer a different emphasis each semester. Barns in Bucks County and Architectural Preservation in England have been studied in past years as important aspects of preservation history. 3 credits

HIST213
Architecture and History of Newtown
The architectural history of Newtown will be explored and researched with particular attention given to architectural styles from the colonial era to the twentieth century. Field work off-campus will be required. 2 credits

HIST214
Preservation Lab
Students will participate in various topics offered from time to time. This will allow students to explore areas of interest in historic preservation that are not usually covered in required course work. Extensive fieldwork experience is required. 3 credits

HIST216
Historic Garden Preservation
This course provides an overview of garden preservation and/or restoration for historic sites. The student will be introduced to American landscape design, the science of horticulture, and landscape site preparation. Students will receive hands-on training in many facets of a formal garden restoration project on campus. Field trips are included. 3 credits

HIST217
Historic Gardens of Early 20th Century
This modular course is designed to study development of formal gardens in the first half of the 20th Century. The Tyler gardens on campus provide a laboratory for this work and the restoration efforts underway. Off-campus trips are included in the course schedule. 1 credit

HIST218
The Fundamentals of drawing for HABS Workshop
This course is designed to introduce the student to standard drawing procedures employed in drafting official HABS drawings. Recommended for students with little or no drafting experience 1 credit

HIST219
Management of Historic Sites
Experimental
Students will examine how a successfully run historic site operates. Topics will include: mission statement, management style, personnel and financial management, fund-raising and programming. 3 credits

HIST220
Teaching Historic Preservation in the Classroom
This course will introduce students to the field of preservation education by focusing on ways to intergrate the built environment into exsisting curricula. Lesson plans will be developed with hands-on activities for various disciplines. Drawing, model-building, field trips, neighborhood walks and community outreach opportunities will be emphasized. 2 credits

HIST222
Archeology Topics
Experimental
Students will study how archeologists work in the Delaware Valley region. Special emphasis will be placed on actual excavations in New Jersey and Pennsylvania. 1 credit

HIST239
American Pop Culture
This course will focus on American popular culture through the lens of rock-n-roll music. We will focus on rock's roots, influences, and impact on popular culture. Furthermore, students will experience the subtleties, power, and excitement of the music itself. 3 credits

HIST245
Teaching Historic Places and Preservation in Schools
Experimental
An introduction to the techniques and methodology used in teaching the built environment in the classroom. It is a practical course integrating lesson plans with drawing, model-building, field trips and community outreach activities. 3 credits

HIST281
Ancient Egypt
Experimental
This course is designed to introduce students to the powerful contribution of Ancient Egypt. This course will examine the pre-dynastic C.1000 B.C. period to the Ptolemaic period C. 30 BCE. This program is an examination of Art, Archeology, Literature, Religion, History and Social order of Ancient Egypt. 3 credits

HIST288
The Islamic World
An overview of Islamic history, customs and literature. Includes American media depiction of the many sects of Islam, the role of women within Islam, contemporary Islamic leaders in the Middle East, and the growth of Islam in the United States. 3 credits

Hospitality and Tourism Management

HRIM100
Introduction to Tourism and Hospitality
A discussion of the economics and nature of the industry, its problems and opportunities; growth trends; technological changes; planning, including location, design, selection of materials, equipment, supplies, financing, essential forms, and procedures. 3 credits

HRIM101
Introduction to Travel and Tourism
This course is designed to develop skills in building domestic and international itineraries and an understanding of air travel products, airfares, policies and associated problems. International travel focuses on customs regulations, health and safety. The course reviews accommodations, cruises, retail and wholesale tours, sales and marketing. 3 credits

HRIM105
Sanitation and Safety
(Certification Course)
This course covers the latest developments and procedures related to Food Safety and Sanitation. Current governmental standards and emerging issues are covered, including the Hazard Analysis Critical Control Point (HACCP) system of food safety. The student who successfully completes the requirements of this course will receive the SERVSAFE® food safety certificate. This certification is recognized by over 95% of state and local jurisdictions that require training and/or certification. 3 credits

HRIM110
Financial Management in Tourism and Hospitality
A study of the Uniform System of Accounts for Hotels and Restaurants, covering practice with special journals and typical transactions; preparation of monthly and annual reports, analysis of accounting department responsibilities. 3 credits
Prerequisite: HRIM100 or permission of the Department of Business Studies

HRIM111
**Conference and
Business Meeting Planning**
This course is designed to develop the skills necessary to plan and organize traditional and technological conferences, meetings, conventions, trade shows and expositions. The student will learn skills to systemize and assemble all the necessary reservations for lodging, air and ground transportation, food and beverages, site selection, room design, and collateral conference and meeting materials. 3 credits

HRIM115
**Computer Reservations and
Travel Information Systems**
This course is designed to provide an understanding of various aspects of the travel and tourism reservations and information systems. Development of skills in utilizing automated computerized systems. 3 credits
Prerequisite: CISC100 or Corequisite: CISC100

HRIM120
**Basic Food Preparation
and Management**
After completing this course, the student should be able to demonstrate a knowledge of basic food preparation and management techniques used in commercial and institutional food operations. The areas of study will cover safety and sanitation, food and beverage preparation techniques and terminology, use and care of equipment, and use and costing of standardized recipes. 3 credits
Prerequisite: HRIM105 or permission of the Department of Business Studies, or Corequisite: HRIM105

HRIM121
**Advanced Food Preparation
and Management**
After completing this course, the student should be able to demonstrate a knowledge of advanced food preparation, and management techniques used for commercial and institutional food operations. The study covers service, theory and implementation of cost, quality and quantity controls used with advanced quantity food preparation and group dynamic management techniques. 3 credits
Prerequisite: HRIM120 or permission of the Department of Business Studies

HRIM200
**Hotel and Lodging Operations
Management**
This course covers the responsibilities of the front office staff, including public relations and sales promotions; cash control procedures, night audit and accounting techniques; checking guests in and out; handling mail and information; and emergency procedures. 3 credits
Prerequisite: HRIM100 or permission of the Department of Business Studies

HRIM202
**Food Purchasing/Techniques
and Procedures**
A study of the principles and practices concerned with the purchase of foods, beverages, supplies, and equipment for hotels, motels, and restaurant operations. Testing and evaluation techniques and storerooms controls are emphasized. 3 credits
Prerequisite: HRIM100 or permission of the Department of Business Studies

HRIM203
Menu Planning/Costing/Design
(N.R.A. Certification Course)
Menus are planned for numbers of people to meet the food requirements of the various types of foodservice operations. This course includes pricing menus, ordering, conversion of recipes from small to large quantities, and various types of menus and food preferences of the public. Nutrition receives special emphasis. 3 credits
Prerequisite: HRIM100 or permission of the Department of Business Studies

HRIM210
HRIM Internship
Students receive on-the-job training in supervised internships in hotels, motels, restaurants, and institutions. Industry principals and the Program Coordinator interview candidates to assist in their placement and provide follow-up assessment. 3 credits
Prerequisite: HRIM100 and HRIM105; or permission of the Department of Business Studies

HRIM220
HRIM Seminar
This course surveys problems and solutions in the hospitality industry. It discusses the student's responsibility and relationships as employee, employer, and manager in the HRIM industry. The student will develop a food service equipment and layout design. The student will focus on and review ethical decision-making. 3 credits
Prerequisite: HRIM210 or HRIM280 or Permission of the Department of Business Studies

HRIM280
**Cooperative Education -
Hospitality and Tourism
Management**
On the job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically.3 credits
Prerequisite: Permission of the Department of Business Studies. Students must meet Program of Study Criteria

Humanities

HUMN107
Survey of Greek Classics
Experimental
This course explores the historical stages of the Hellenic-Greek World. Students will examine the development of the Bronze Age, Archaic, Classical and Hellenistic societies of Ancient Greece. This program will have an interdisciplinary emphasis upon the development of art, primary sources, historical developments and archeological remains left by the Ancient Greek Civilization. 3 credits

HUMN108
Survey of Roman Classics
Experimental
This course is designed to introduce students to the grandeur of Rome and the Empire period. We will follow the growth of Rome from the Bronze Age Etruscan World, through the glory of Rome's Empire. This program will place an emphasis upon artistic developments, social changes, literary contributions and historical documentation. 3 credits

HUMN110
Comparative World Mythology
Experimental
A broad survey of the major mythological traditions that emerged over the millenia by examining and synthesizing the Eastern and Western panopoly of stories, folktales, heroes and creation myths that helped shape various societies as much as societies shaped them. 3 credits

HUMN111
Humanities I
This course is an interdisciplinary study of the complex human record of artistic and intellectual achievement in history, visual art, architecture, literature, music, drama, and philosophy of Ancient Cultures, (c.25,000 B.C.E. - 300 C.E.). Students will examine the progressive development and influences of art in history. Western Cultures have imprinted a myriad of historical and cultural factors from the Origins of Humanity to the Fall of the Roman Empire. Museum tours and visits are incorporated into the Humanities I curriculum. 3 credits

HUMN112
Humanities II
This course will focus on the history, literature, music, social politics, theater, and the visual arts developed between 300-1650 C.E. The goal of this course is to explore the artistic expressions found throughout this period of history. Humanities II strives to balance historical, cultural, artistic achievements, and critical commentary of both men and women from the Fall of the Roman Empire to the Late Renaissance period. Museum tours and cultural events are incorporated into the Humanities II curriculum. 3 credits

HUMN113
Humanities III
This course is an interdisciplinary study of human activity covering Northern Humanism (c.1600 C.E.), Religious Reformations, the Age of Baroque, the European/American Enlightenment, Romanticism, and the Age of Nationalism (c.1880 C.E.). Humanities III will study the artistic developments, musical expression, theatrical performance, literary, and critical materials produced between 1650-1880 C.E. This course is a study of social/scientific experimentation, revolution, reaction, and cultural response framed within an early Modern World. 3 credits

HUMN114
Humanities IV
This course is an interdisciplinary study of human creativity from the Age of Nationalism (c.1870 C.E.) to the present. Students will study cultural trends, inventions, visual arts, music, dance, theater, and literary contributions from multi-cultural global perspectives. Humanities IV will focus upon aesthetic trends and social upheavals found in the early and contemporary modern world. (c1870 - present) 3 credits

HUMN120
Survey of World Religions
This is a study of the historical development of world religion from its pre-civilized beginnings to the major religions of India, (Hinduism, Jainism, Buddhism, and Sikhism), the Far East (Taoism, Confucianism, and Shintoism), and the Near East (Zoroastrianism, Judaism, Christianity, and Islam). 3 credits

HUMN121
Christianity
A survey of Christianity from its origins to the present stressing its history, teachings, and institutions. 3 credits
Prerequisite: HUM120 (C or better) or permission of the Department of Social & Behavioral Science

HUMN122
Buddhism - An Introduction
A study of the essential beliefs of Buddhism presented in historical context. 3 credits

HUMN125
Religion in America
The contemporary scene in American religious life. Emphasis on major religions and on the rise of cults, their origins and practices, and the consequent reactions and repercussions. Major historical trends and phenomena are stressed. 3 credits

HUMN127
Spirituality - Encountering the Sacred in Major World Religions
Experimental
A study of spirituality as it emanates from some of the major religions of the world. The course is designed to challenge the student to articulate and grapple with the spiritual essence and meaning in one's life. 3 credits

HUMN128
Islam, Judaism, Christianity
An examination of the origins of and the relationships among the three major Western religions. Focus is on how the religions influenced and continue to influence one another, their concepts of God and faith, their attitudes about Holy War, and their attitudes towards one another. 3 credits

HUMN129
Eastern Religions
Experimental
An introduction to Eastern Religions. Attention is given to the historical development of the religions, as well as their cultural background in the countries where they developed. Emphasis is on Hinduism, Buddhism, Confucianism, Taoism, Shintoism, and Shamanism. 3 credits

HUMN166
Europe Since 1789 - An Operatic Approach
Experimental
The political and intellectual movements that swept Europe from the French Revolution to the present have found some of their most powerful expressions in a characteristically European art form - opera. This course examines fifteen major operas of the period, focusing on the historical fusion of literature and music in presenting ideals, philosophies and political goals. 3 credits

Independent Study
Students may register for credit in independent study courses designed to free students from the usual course requirements and to offer an opportunity to independently and individually choose an area for study, to develop an individual approach, and to effect an educationally meaningful outcome. No more than six credits per year or three credits in a semester are granted under independent study. A maximum of fifteen credits may be earned under this method. Procedures for enrolling in an independent study course are available in the Office of the Dean of Academic Affairs and in department offices. Because of the requirements accompanying this course, students are cautioned to begin the procedure well in advance of registration.

Integration of Knowledge
All offerings of INTG285 share the following characteristics:
- They are theme based. (A theme provides an organizing framework for the course.)
- They include, but are not limited to, cultural, societal, and scientific perspectives.
- They are writing intensive.
- They require students to work together and study in groups.
- They examine the implications of the theme by analyzing the past, assessing the present, and planning for the future.

INTG285: Integration of Knowledge
This writing-intensive, team-taught course examines themes from the perspectives of multiple disciplines (scientific, cultural and social). Students analyze the past, assess the present, and plan for the future with regard to a theme. Through individual and collaborative activities students analyze perspectives and synthesize positions informed by the different disciplines. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course.

Current themes include, but may not be limited to:

Turn of the Century
Students study a particular period in history, for example, the transition from the 19th to the 20th century: 1885-1915. In addition to focusing on the events and issues of that period, students also explore parallels with the current transition (20th to 21st century). The impact of wealth and affluence provides an underlying context. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course.

The Art of Science and Nature
This section engages students in activities enabling them to discover relationships among art, nature, and science. The focus is on the application of art and science in cooperative efforts and group projects that benefit the natural environment and community. Includes nature walks, journal keeping, discussions, writings and readings about nature. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course

The Science of Art
Through this theme, students discover that inquiry into the universe by either art or science is bounded by the same curiosities and objectives. Art and science share commonalities, and both are founded on and influenced by societal and cultural contexts that change throughout history. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course.

Genocide
Students in this course examine the nature and impact of genocide on society. By examining different genocides, students gain an understanding of the historical, economic, cultural, religious, scientific and technological forces that make the near extermination of a particular people possible. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course.

Culture of Affluence
This section looks at consumerism and consumption from various disciplinary perspectives (scientific, cultural, and societal). Beginning with observations of consumption historically, in different cultures, and in America today, students also explore the ethical, political, and ecological implications of consuming. Finally, students develop strategies for being informed, responsible consumers. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course.

Intelligence

Students explore what it means to be intelligent from a variety of disciplinary perspectives: psychology, biology, performing arts, and computer and information science among others. The social, political and ethical implications (present and future) of these various disciplinary perspectives will be considered. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course

Communication Revolutions

This course examines the development of successive communication technologies from a variety of disciplinary perspectives: history, anthropology, literature, computer and information science, economics, art and rhetoric among others. The social, political, economic, and cultural implications for past, present, and future technologies will be considered. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course.

War and Peace

Students in this section will examine perspectives on war and peace, causes and consequences of war, and our effort to seek alternatives to violence on a global scale. In other words, the course will consider primarily the contexts within which international conflicts take place and efforts to end the destruction of societies through violent means. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course.

Warfare

Students examine the nature and impact of warfare in society. By examining a selection of wars from primitive warfare to today, and by examining additional wars through group projects, students arrive at a deeper understanding of one of man's most commonplace and complex experiences–warfare. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course.

Creativity

This course examines the nature of creativity from a variety of perspectives: psychology, the arts, business, and the sciences, among others. Applications of creativity to school and/or work settings are considered. Students explore and express their own creativity.
3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course.

Work and Leisure

Students examine the historical, scientific, societal and cultural perspectives of the work environment by analyzing information and interpreting what it might mean or imply about work and leisure with emphasis on topics such as work bias, ethics, communication, volunteerism, and the workplace of the future. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course.

Food and Culture

This course explores the complex relationships among people, culture, society and their food. Students examine food and culture from many perspectives including historical, societal, and scientific. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course.

Guilt and Innocence

This course weaves together an eclectic selection of topics concerned with questions of innocence and guilt. A survey of modern criminal forensic techniques is contrasted with a variety of junk science methodologies of the near and distant past. Students explore theories of law and justice along with a sociological look at past and present US criminal justice issues as well as theories of social control, deviance, guilt, and punishment. Students analyze works of art related to guilt or innocence. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course.

Spirituality and Emotion

An examination of the scientific, cultural and social aspects of spirituality and emotion. Part of our focus will be on the relationship between spirituality and religion. As part of a group project, students will explore, compare and contrast various religious practices and reflect on how these practices fulfill emotional/ spiritual needs. There will be an overview of specific body systems (i.e. nervous and endocrine) and how they relate to emotions. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course.

Utopia and Revolution

Students examine the impact of utopias and social revolutions on human society. Through various disciplines and a systematic selection of utopias, utopian visions and revolutions, students will gain a deeper understanding of how humankind is changed by the attempt to achieve the perfect society. 3 credits
Prerequisite: Successful completion of 24 credits and a College Level I writing course.

For details or current offerings, visit *http://www.bucks.edu/INTG/*

Jewelry
See Visual Arts

Journalism

JOUR155
Advertising Copyrighting

An introduction to the theory and practice of creating and writing advertising messages for products and services. Exercises for developing persuasive ads for magazines, newspapers, radio, and television. Exploration of ad agency creative functions and structure. Discussions, group work, films, videos, lectures. No prior advertising experience needed. 3 credits

JOUR175
News Reporting and Writing

Techniques of gathering and preparing news for print and electronic media, coupled with history of journalistic practice over the past three centuries. In addition to class exercises and tours, students will submit stories during the semester to the College paper for publication. 3 credits
Prerequisite: COMP107 (C or better) or COMP110 (C or better)

JOUR275
News Editing and Page Layout

Intensive training in the phases of editing and preparing newspaper copy and the writing of headlines in the QuarkXpress system. Covers local and wire copy, assembling and shaping the various elements of a news story, the requirements of newspaper style, and safeguards against errors.3 credits
JOUR175 or equivalent

JOUR276
Feature Writing for Newspapers and Magazines

A workshop course devoted to the preparation of feature material for newspapers, magazines, and radio-television, with some attention to the ethics of freelancing, problems of policy and editing in the periodical field, using roundtable discussions, supplemented by reading programs designed for the individual student. 3 credits

JOUR277
Public Affairs Reporting

An introduction to public affairs reporting, including coverage of local government, public schools, courts, crime, and social services. Students will cover town government and school board meetings, trials and the police beat. Emphasis is on students producing stories suitable for publication in the Centurion or other local papers.
3 credits
Prerequisite: JOUR175 (C or better)

JOUR280
Cooperative Education–Journalism
On-the-job experience and observations in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the faculty coordinator and the student are held to review actual experience and observation in light of the theory and skills learned academically. 3 credits
Prerequisite: Permission of the Department of Language & Literature

Law/Paralegal
See Paralegal/Law page 105.

Literature

LITR205
English Literature to the 19th Century
This course focuses on the development of English Literature from Anglo-Saxon times to the beginning of the romantic period. Readings include Chaucer, Shakespeare, Milton, Pope, and other selected writers. 3 credits

LITR206
English Literature in the 19th and 20th Century
This course continues the study of the development of English literature from the Romantic period to the present. Among writers covered are Blake, Wordsworth, Keats, Dickens, Yeats, Lawrence, and Eliot. 3 credits

LITR231
American Literature to 1865
This course surveys the development of American Literature from the Colonial beginning to Whitman, with emphasis upon thorough acquaintance with the work of significant writers of the period, including women and minorities, in their historical and cultural context. 3 credits

LITR232
American Literature from 1865
This course surveys the development of American Literature from Whitman to the present, with emphasis upon thorough acquaintance with the work of the significant writers of the period, including women and minorities, in their historical and cultural context. 3 credits

LITR234
Introduction to British Women Writers
Course features novels, short stories, poems, plays and other literature by, for, and about women in Britain from the medieval period to the present. Students examine the portrayal of women's lives, the relationship to women's roles in modern society, the expression of multicultural developments, and major movements in British literature. 3 credits

LITR235
A Century of Literature by American Women
This course features novels, short stories, poems, and plays by women writers in America from the late 19th century to the present. Class discussion will concentrate on how these writers have portrayed women's lives; how we can relate these lives to women's roles in modern society; how the writers' works express multi-cultural developments; and how these works reflect the major movements in American literature. 3 credits

LITR246
Children's Literature
This course surveys the development of children's literature from its oral folk tale beginnings through nursery rhymes, literary folk tales, modern fantasy, realistic fiction, and informational books. Students learn about poetry, prose, illustrations, elements of fiction, and literary genres. Students study the dynamics of reading aloud and explore creative techniques for presenting literature to children. 3 credits

LITR254
World Literature I
Students read and analyze literary works drawn from non-English speaking cultures. Lecture and discussion shall emphasize both literary issues, including structure and technique, and a sense of the cultural backgrounds that inform those works.
Instructors assign translated works from the ancient world until approximately 1650. 3 credits

LITR255
World Literature II
Students read and analyze literary works drawn from non-English speaking cultures. Lecture and discussion shall emphasize both literary issues, including structure and technique, and a sense of the cultural backgrounds that inform those works.
Instructors assign translated works from approximately 1650 to the present. 3 credits

LITR261
Themes in Literature - Women
Readings and discussion in this course center on selected works of primarily but not exclusively American and Western European literature that portrays female characters in prominent roles and explores the problems of women in their various societies. The works are drawn from various genres representing several centuries. 3 credits

LITR262
Themes in Literature - Psychology
This course is directed toward the understanding of selected literary works in terns of their experiential value and relevance to daily living. The course will include the use of and will focus particularly on works in which characters confront life with the need to integrate self and deepen their relationship with the world 3 credits

LITR264
Themes in Literature - Religion
This course explores the connection between religious belief and literary expression, including poetry, novels, drama, and essays. Study of classic religious and literary texts from around the world will focus on both formal and thematic patterns to help students understand the varieties of religious experience and deepen their sense of literature. 3 credits

LITR271
Introduction to Drama
This course examines drama from Greek theater to plays by current playwrights. The emphasis is on play construction, dialogue, staging, themes and cultural values, symbols and motifs, and character development. 3 credits

LITR273
Introduction to Poetry
This course concentrates on the analysis and study of poetry and its forms. The course emphasizes discussion and student presentation of poetic analyses. 3 credits

LITR275
Introduction to the Novel
LITR275 introduces students to the novel as a literary form and explores its development in different historical and cultural contexts. Students read selected novels, discuss them, and learn to write critically about them. 3 credits

LITR277
Introduction to Short Fiction
This course explores the short story and novella as meaningful literary forms, with emphasis on structure and technique. Lectures and classroom discussions are reinforced by examinations, critical essays, and exercises in critical analysis. 3 credits

LITR278
African-American Literature
This course will introduce students to the writing of persons of African descent in North America. It will examine and critically study the themes, the content, and the structure of African-American writing from the late 18th century up through the modern period. 3 credits

LITR279
Introduction to Shakespeare
This course provides an introductory study to Shakespeare''s tragedies, comedies, and histories, and a careful study of major plays and sonnets. Shakespeare''s importance as a dramatist and the enduring nature of his ideas and vision will be stressed. The class may view films and live performances. 3 credits

Management

MGMT100
Introduction to Business
This course examines the social, legal, ethical, economic and political interactions of business and society. It is a basic foundation for the student who will specialize in some aspect of business in college and will also provide the opportunity for non-business majors to learn about the relationship and impact of business to a society in which they are citizens, consumers and producers. This survey course includes such topics as economic systems, government and business, ethics and law, social responsibility, globalization and international business concepts. 3 credits

MGMT110
Small Business Management
A review of considerations faced by an individual planning to establish and manage a small business venture. Includes legal forms of ownership, financial planning and resources, and basic considerations in operations and control. 3 credits

MGMT111
Current Problems in Small Business Management
Current problems of general interest in small business are analyzed by students under the guidance of the instructor. The courses are presented in modules of five-week duration, each considering different problems.
1 credit
Prerequisite: MGMT110

MGMT112
Current Problems in Small Business Management
Current problems of general interest in small business are analyzed by students under the guidance of the instructor. The courses are presented in modules of five-week duration, each considering different problems.
1 credit
Prerequisite: MGMT110

MGMT113
Current Problems in Small Business Management

Current problems of general interest in small business are analyzed by students under the guidance of the instructor. The courses are presented in modules of five-week duration, each considering different problems. 1 credit
Prerequisite: MGMT110

MGMT115
Introduction to International Business

This course indicates the study of practical terminology, concepts, associations, relationships and current issues that are unique to the operation of a business in the international sector. The focus of this course is on the general considerations, methods, processes and procedures for businesses operating simultaneously in different and constantly changing environments. 3 credits
Prerequisite: MGMT100 or MGMT110 or Permission of the Department of Business Studies

MGMT120
Business Mathematics

The application of basic mathematics to common business usage covering such topics as percentages, interest, trade, bank, and cash discounts , payroll, time value of money, and business loans. 3 credits
Prerequisite: MATH095 (C or better) or Math Placement Test score of 5 or better

MGMT130
Business Law
(Formerly LAWS130)

A study of the fundamentals of Business Law, the legal process and environment within which individuals and business operate, and the relationship of law, business and the individual. 3 credits

MGMT140
Supervision

This course investigates the roles and functions of the first-level supervisor in industrial, business and institutional settings. It reviews supervisory practices that relate directly to the general problems of managers at the first level. 3 credits

MGMT160
Insurance and Risk Management

The course covers the risks that are faced by an individual or firm, and the various methods for their treatment. Methods of treatment include, but are not limited to, insurance, loss prevention, suretyship, simple retention and self-insurance. There is a strong emphasis on personal and business insurance. 3 credits

MGMT180
Legal Environment of Business

An examination of the various classifications of the law and the rights and responsibilities imposed on the business community by our legal system. The course introduces students to the evolutionary process of the legal system and its impact on the individual, the business environment, and upon society as a whole. 3 credits

MGMT190
Introduction to Finance
Experimental

This course focuses on a firm's financial goals and decisions to maximize shareholders' wealth. It examines financial concepts and analytical techniques, financial performance, time value of money, measurement of risk and return, capital budgeting, capital structure, short-term financial planning, working capital management, and international finance. 3 credits
Prerequisite: Reading Placement Test score Level 3

MGMT200
Organizational Behavior

This course examines the nature if employee behavior in a work environment. The focus is on the behavior of individuals and groups. Psychological principles are used to explain how and why people act as they do, and how managers should use these principles in organizational settings. 3 credits
Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

MGMT210
Office Management

A study of the responsibilities of the administrative office manager relative to human relations and cost reduction. Emphasis is on fundamental problems of planning and organizing office administrative services, work stations, and office staffing. Reviews scientific principles for studying cost control and reduction, with specified applications of automated systems and procedures. 3 credits

MGMT220
Production and Operations Management

This course provides the student with an overview of operations management in manufacturing, service and government organizations. It reviews the activities and responsibilities of operations management, the tools and techniques available to assist in running the system and the factors considered in the design of the system. 3 credits
Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies.

MGMT230
Principles of Management

This course will present the principles, techniques, and concepts needed for managerial analysis and decision making. It highlights the functions of planning, organizing, influencing, and controlling. 3 credits
Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

MGMT250
Human Resource Management

This course examines the policies and practices used by human resource management staff to build and maintain an effective work force. The topics covered include: human resource planning, job analysis, recruitment, selection, performance appraisal, manpower development, compensation and labor relations. 3 credits
Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

MGMT260
Project Management

This course provides the student with a comprehensive overview of the components that encompass project management. The processes involved in starting, controlling, managing and successfully completing a project will be introduced. 3 credits
Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

MGMT280
Cooperative Education - Business Management

This course uses on-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits
Prerequisite: Permission of the Department of Business Studies

Marketing

MKTG100
Principles of Marketing

A study of the major elements in the marketing mix, including product planning, pricing, channel and logistics of dispersion, and promotion. The course reviews consumer demand, as well as principles, functions, basic problems of marketing are covered. 3 credits
Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

MKTG110
Selling
This course evaluates selling as a component of the marketing mix. It examines effective selling in the consumer and industrial markets, including an analysis of consumers, motivation and communications, handling objections and closing techniques. The role of the sales manager is also discussed. 3 credits

MKTG120
Introduction to the Fashion Industry
This course will provide the opportunity to explore the relationship of the fashion industry to the society in which we are consumers. The course includes fashion history development, a survey of select fashion industries, fashion merchandising, fashion design, apparel manufacturing, textile marketing and accessory marketing. 3 credits

MKTG125
Fashion Goods Production
Experimental
This course will identify the prevailing influences on contemporary textile products; the design elements and principles for textile products; and the post-purchase care of textile products. Prevailing influences may include political, economic, social, technological, psychological, cultural, and demographic. 3 credits

MKTG135
Retail Management
A study of the overall organizational structure and relationships and analysis of sales supporting (non-merchandising) functions performed within a retail organization. Includes single-unit and multi-unit structures as well as receiving, marking, stock, warehousing, delivery, wrapping-packing, adjustments, credit, accounts payable, audit, security, workrooms, and personnel. 3 credits

MKTG140
Retailing Merchandising
Examines planning and organizing for buying. When, what, how much to buy, pricing, developing resources and inventory, and promotional planning and controls, supervision of sales and supporting staffs are covered. 3 credits

MKTG200
Advertising
A study of advertising theory, design, functions, principles and procedures. Emphasis is on utilization of various media, along with the overall advertising campaign strategy based on creative problem solving. Creative promotional activities are also considered, particularly as they help to integrate advertising into the marketing program. 3 credits

MKTG220
Marketing on the Internet
This course provides the student with a foundation to use the Internet as a marketing tool. It also covers the technical basics of how to create and retrieve Internet based information. 3 credits

MKTG280
Cooperative Education - Marketing/Retail
On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits
Prerequisite: 24 college credits, a GPA of 2.5 earned in courses by the Department of Business Studies. Permission of the Department of Business Studies

Mathematics

MATH090
PreAlgebra
This course provides a preparation for study in algebra. Topics include a review of basic arithmetic skills, fractions and decimals, an introduction to signed numbers, variables and equation solving. Transferability is determined by transfer institution. 3 credits
Prerequisite: Math Placement Test score of 1

MATH095
Basic Algebra
This is an introductory course in Algebra. Topics include operations with numerical and algebraic expressions, including rational and radical expressions, factoring and graphing. Study skills are also emphasized. 3 credits
Prerequisite: MATH090 (C or better) or Math Placement Test score of 3

MATH101
Mathematical Concepts I
This course is primarily for liberal arts and education majors, and emphasizes mathematical systems and reasoning. Course content includes sets, symbolic logic, and elementary probability and such optional topics as basic statistics, game theory, or linear programming. 3 credits
Prerequisite: Math Placement Test score of 5 or better or MATH095 (C or better)

MATH102
Mathematical Concepts II
This course is for liberal arts and education majors and emphasizes mathematical structures. Topics include numeration, number systems in other bases, elementary algebraic, and geometric structures. 3 credits
Prerequisite: Math Placement Test score of 5 or better or MATH095 (C or better)

MATH103
Intermediate Algebra
This course provides a preparation for more advanced study in mathematics and related fields. Topics include simplifying algebraic expressions including fractional, and radical expressions; solving linear, quadratic, rational and radical equations, graphing algebraic functions; and an introduction to logarithms. 3 credits
Prerequisite: MATH095 (C or better) or Math Placement Test score of 5

MATH110
Mathematics for Technology I
This course is primarily for students in technological career programs. Topics include basic arithmetic and algebraic operations, binary, octal and hexadecimal numbers and Boolean logic. Emphasis is on applications for careers using digital technology. 3 credits
Prerequisite: Math Placement Test score of 5 or better or MATH095 (C or better)

MATH115
Elementary Statistics
This course is primarily for business, science, liberal arts and education majors. Topics studied include descriptive measures for empirical data, theory of probability, probability distributions, sampling distributions of statistics from large and small samples, estimation theory, hypothesis testing, correlation, and regression. 3 credits
Prerequisite: MATH Placement Test score of 7 or better or MATH103 (C or better) or MATH110 (C or better) or MATH101 (C or better).

MATH117
Quantitative Methods I
This is primarily for students of accounting, business, economics, management, data processing, technologies, and related fields. Topics include linear and quadratic models, matrix theory, linear systems and linear programming, probability, and expected value. 3 credits
Prerequisite: Math Placement Test score of 7 or MATH110 (C or better) or MATH103 (C or better)

MATH118
Quantitative Methods II
This is an introduction to basic calculus with emphasis on applications to business, economics, management, information science and related fields. Topics include relations and functions, exponential and logarithmic functions, limits, continuity, derivatives, techniques of differentiation, chain rule, applications of differentiation, antiderivatives, the definite integral, the fundamental theorem of calculus and applications of integration. 3 credits
Prerequisite: MATH117 (C or better) or MATH120 (C or better)

MATH103
Intermediate Algebra

MATH120
College Algebra
This course is designed to strengthen and increase the understanding of basic algebraic concepts before a student undertakes advanced study in mathematics. Topics include algebra of the real numbers, algebraic, exponential, and logarithmic functions and their graphs, systems of equations, inequalities, and absolute value. 4 credits
Prerequisite: MATH103 (C or better) or MATH110 (C or better), or Math Placement Test score of 7 or better

MATH122
Trigonometry and Analytic Geometry
Topics in this course include right triangle trigonometry, trigonometric functions and their inverses, identities, equations, solutions of oblique triangles, complex numbers, and analytic geometry. 3 credits
Prerequisite: MATH120 (C or better) or Math Placement Test score of 7 or better

MATH125
Precalculus Mathematics
This course introduces the foundations of analysis designed to precede the calculus sequence with emphasis on functions and graphs. Topics include properties of of absolute value, polynomial, rational, exponential, logarithmic and trigonometric functions; techniques for solving equations and inequalities and an introduction concept of limits and the difference. 4 credits
Prerequisite: MATH Placement Test score of 9 or MATH122 (C or better) or MATH120 (C or better)and High School trigonometry.

MATH140
Calculus I
This is the first course in the calculus sequence for physical science, business, computer science, mathematics, and engineering students. Topics include: limits, the rate of a function, derivatives of algebraic and basic trigonometric functions, applications of derivatives, integration, and applications of the definite integral. 4 credits
Prerequisite: MATH125 (C or better) or Math Placement Test score of 9

MATH141
Calculus II
This course is a continuation of MATH 140. Topics include differentiation and integration of transcendental functions, indeterminate forms, methods of integration, improper integrals, infinite series, parametric equations and polar coordinates. 4 credits
Prerequisite: MATH140 (C or better)

MATH215
Elementary Statistics II
This course is a continuation of MATH 115 and is designed primarily for business, economics and management students. Topics include decision-making procedures in business and related fields that include ANOVA, simple and multiple regression, correlation, time series, forecasting, index numbers, total quality management, and nonparametric methods. 3 credits
Prerequisite: MATH115 (C or better)

MATH242
Calculus III
Topics for this course include vectors and solid analytic geometry, Surfaces, Partial Differentiation, Directional Derivatives, Lagrange Multipliers, Multiple Integrals, Cylindrical Coordinates, Spherical Coordinates, Jacobians. 4 credits
Prerequisite: MATH141 (C or better)

MATH250
Differential Equations
Topics for this course include first order and higher order ordinary differential equations; linear differential equations with constant coefficients; differential operators, non-homogenous differential equations and their solutions, special techniques for solving ordinary differential equations and Laplace transforms. 3 credits
Prerequisite: MATH141 (C or better)

MATH260
Linear Algebra
Topics for this course include: vector spaces, linear transformations, matrix algebra, change of basis, similarity, diagonalization, eigenvalues and vectors; with application to solutions of systems of linear equations, linear programming, Leontief models, Markov chains, codes, and quadratic forms 3 credits
Prerequisite: MATH140 (C or better)

Medical Assistant

MEDA120
Medical Terminology
An introductory course in medical terminology with the assumption of no previous knowledge in the field. The goal is vocational with a major focus on accuracy in spelling and defining medical terms. A programmed, body systems approach is followed with emphasis on the proper usage and relationship of medical terms in major medical reports. 3 credits

MEDA190
Introduction to Health Information
An introduction to health care delivery systems with emphasis on health information management, organizational structures, and health care reform. Explores the components of the content of health records documentation requirements, use and structure of health care data and data sets, and how these components relate to primary and secondary records. 3 credits

MEDA200
Clinical Procedures I
This course is designed to give the medical assistant student knowledge and practice in skills needed in a medical office. Topics include managing the clinical environment, patient teaching, obtaining a medical history and vital signs, assisting with examinations, sterilizing equipment, assisting with minor office surgery, and understanding diet and nutrition. 3 credits
Prerequisite: MEDA120 or BIOL115 or Corequisite: MEDA120 or BIOL115

MEDA201
Clinical Procedures II
This course offers the student knowledge and practice in medical assisting skills required in a medical office. Pharmacology, medication administration, and principles of medical assisting in specialized areas of medicine will be the main focus. 3 credits
Prerequisite: MEDA120 or BIOL115 or Corequisite: MEDA120 or BIOL115

MEDA203
Laboratory Procedures
A laboratory introduction to microscopic and chemical analysis of blood and urine as performed in the physician's office. Basic procedures for diagnostic tests, including the handling and preservation of specimens, urinalysis, and capillary and venous blood withdrawal will be performed. 3 credits
Prerequisite: MEDA120 or BIOL115 or Corequisite: MEDA120 or BIOL115

MEDA204
Phlebotomy Procedures and Techniques
This course provides skill development in the performance of blood collection using proper techniques and universal precautions. Topics include vacuum collection devices, capillary skin puncture, butterfly needles, and specimen collection on adults, children and infants with emphasis on patient identification, quality assurance, and specimen handling, labeling, processing, and accessing. 3 credits
Prerequisite: MEDA120 or BIOL115 or Corequisite: MEDA120 or BIOL115

MEDA205
Medical Law and Ethics
Introduction to the concepts of medical law and ethics for health care practitioners. Topics include bioethics, general liability for the medical office, collection practices, civil and criminal law, licensing, malpractice, informed consent, medical records, hiring practices, and case studies in medical ethics. Legal terminology related to medical practice is covered. 3 credits

MEDA215
Medical Administrative Procedures
The role and function of the administrative medical assistant is reviewed. Topics include bioethics, general liability for the medical office, collection practices, civil and criminal law, licensing, malpractice, informed consent, medical records, hiring practices, and case studies in medical ethics. Legal terminology related to medical practice is covered. 3 credits
Prerequisite: OADM140 or Corequisite: OADM140

MEDA216
Medical Insurance, Billing and Reimbursement
Advanced medical office administrative procedures using software is explored. Topics include: computerized billing, maintaining patient records, managing the office medical records, scheduling appointments, maintaining the physicians schedule, processing insurance claims, bookkeeping and banking, billing and collections, accounts payable, payroll, and contracts, preparation for the CMA exam and job search skills. Students manage a computerized medical office environment. 3 credits
Prerequisite: OADM140 or Corequisite: OADM140

MEDA220
Medical Assistant Externship
The course will enable students to work in a medical office assisting physicians and office personnel by performing assigned duties in both administrative and clinical procedures. The work experience is supported by instructor site visits and classroom seminars where students and faculty can review on-the-job experiences. 3 credits
Prerequisite: Permission of the Department of Business Studies

MEDA230
Phlebotomy Externship
The student is required to perform 200 hours of clinical practice at an affiliated clinical training site. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 4 credits
Prerequisite: Permission of the Department of Business Studies

MEDA240
Medical Coding/Billing Externship
Medical Coding/Billing Certificate students will apply coding/billing principles in a health care provider setting. Students will gain 120 hours of experience in ICD-9-CM and CPT coding systems and related activities. 3 credits
Prerequisite: Permission of the Department of Business Studies

MEDA275
Medical Transcription I
Skills are developed to accurately transcribe medical papers and reports such as: history and physicals, consultation reports, operative reports, discharge summaries, x-ray reports, pathology reports, autopsy reports and letters. 3 credits
Prerequisite: OADM140 and either MEDA120 or BIOL115

MEDA279
Medical Transcription II
This intermediate-level course will provide skills needed to accurately transcribe physician-dictated reports. Emphasis is on developing accuracy, speed, and medical knowledge for transcribing chart notes, history and physical examination reports, consultations, and discharge summaries. Students will be prepared for entry-level employment in doctors' offices and clinics. 3 credits
Prerequisite: MEDA275

MEDA289
Medical Transcription: Surgery
This advanced-level course will provide skills needed to accurately transcribe physician-dictated reports for surgical transcription practices from all major body systems and medical specialties. Emphasis is on developing accuracy, speed, and medical knowledge for transcribing chart notes, history and physical examination reports, consultations, operative reports, and discharge summaries. 3 credits
Prerequisite: MEDA275

MEDA297
Medical Coding
Covers principles of ICD-9-CM coding, procedural coding based on principles of CPT coding, and third party reimbursement. Provides students with fundamentals of a classification system used in the health care industry and enables students to obtain a working knowledge of the coding process. 3 credits
Prerequisite: MEDA120 or BIOL115 or Corequisite: MEDA120 or BIOL115

MEDA298
Advanced Procedural Coding
Advanced current procedural terminology coding issues with emphasis on evaluation and management, modifiers, and surgical procedure coding guidelines. Students are presented with referencing resources specific to current conventional and federally administered Healthcare Common Procedure Coding System (HPCS) coding guidelines. 3 credits
Prerequisite: MEDA297

MEDA299
Advanced Diagnostic Coding
The ICD-9-CM coding system is practiced. Content and purposes of disease and procedure indexes are reviewed, as well as the purposes of abstracting from patient medical records. Implications of DRGs and their relationship to coding assignments and financing of hospital care are examined. Tumor registries are discussed. 3 credits
Prerequisite: MEDA297

Multimedia and Web Design
See Visual Arts

Music

MUSA101
Concert Choir
A vocal ensemble that performs music from various historical periods. Interested students should have reasonable music reading skills and a means of learning their parts (piano or another instrument). Open to both music majors and non-music majors. There are no extra rehearsals outside of class time. Attendance at concert performances is required. 1 credit

MUSA105
Swing Singers
A jazz vocal ensemble featuring music of various styles from swing to rock. Interested students should have reasonable music reading skills and a means of learning their parts (piano or another instrument). The ensemble performs with amplification. Open to both music majors and non-music majors. There are no extra rehearsals outside of class time. Attendance at concert performances is required. 1 credit

MUSA111
Small Ensembles
Literature of various periods forms the basis for instruction and performance in an ensemble setting. Ensembles include: Voice Master Class, Piano Master Class, Classical Strings, Classical Winds, Percussion, Classical Guitar, Jazz, and Mixed. Time for public performance is scheduled. Open to music majors only. Day only. 1 credit

MUSA115
Jazz Orchestra
A large jazz ensemble (big band) that performs music of varied styles from swing to rock. Interested students should have reasonable music reading skills. Open to both music majors and non-music majors. There are no extra rehearsals outside of class time. Attendance at concert performances is required. 1 credit

MUSA121
Symphonic Band
A concert symphonic band that will perform professional level repertoire. Interested students should have reasonable music reading and performance skills. Open to both music majors and non-music majors. Attendance at concert performances is required. 1 credit
Prerequisite: Reasonable music reading skills and an accomplished level of performance on a wind or percussion instrument

MUSA155
Group Instruction in Voice, Level I
Group instruction in developing a basic vocal technique. Folk and English art songs are used as material for the course. Day only. 1 credit

MUSA156
Group Instruction in Voice, Level II
Group instruction in developing a basic vocal technique. Folk and English art songs are used as material for the course. Day only. 1 credit
Prerequisite: MUSA155 or Permission of the Department of the Arts

MUSA165
Group Instruction in Piano, Level I
Group instruction in basic skills, techniques, sightreading and keyboard harmony. Piano literature on an elementary level used. Day only. 1 credit

MUSA166
Group Instruction in Piano, Level II
Group instruction in basic skills, techniques, sight-reading and keyboard harmony. Piano literature on an elementary level used. Day only. 1 credit
Prerequisite: MUSA165 or Permission of the Department of the Arts

MUSA167
Group Instruction in Guitar, Level I
Experimental
This course will introduce students to fundamental musicianship skills and guitar techniques, including reading standard notation, right and left hand techniques, accompaniment skills, performance preparation techniques, and more. 1 credit

MUSA285
Percussion Class
Group instruction in developing basic skills on percussion instruments. Materials covered will include basic skills on snare drum, timpani, keyboard percussion and auxiliary percussion instruments. Primarily intended for students pursuing careers in music education. 1 credit
Prerequisite: MUSC111

MUSC100
Music Fundamentals
A foundation course in music skills with emphasis given to written and aural approaches to the study of notation, scales, intervals and triads. 3 credits

MUSC101
Introduction to Music
A listening-oriented study of a variety of musical experiences, from the earliest notated European Music to contemporary electronic and popular styles. Emphasis is placed on a thorough understanding of a select group of music masterpieces. 3 credits

MUSC105
American Music
A listening-oriented study of music in the United States from colonial to contemporary times. Emphasis is placed on Euro-American traditions, Afro-American innovations, and the resulting interactions and intersections. Special attention is given to the relationship of music to American society. 3 credits

MUSC106
History of Jazz
This course traces the development of jazz from its origins. Particular stress will be upon the music of the Jazz Masters, beginning in 1917 and to the present (the period for which recordings of the music are available).
3 credits

MUSC111
Music Theory I
A study of diatonic relationships: harmonization of melodies, non-chordal tones, analysis, original melodies.
2 credits
Prerequisite: MUSC100 or Permission of the Department of the Arts

MUSC112
Music Theory II
A study of diatonic relationships: harmonization of melodies, non-chordal tones, analysis, original melodies.
2 credits
Prerequisite: MUSC111

MUSC115
Ear Training I
A course in the aural skills of sight-singing, rhythmic and melodic dictation in diatonic relationships. Harmonic dictation and materials parallel the course in Music Theory I. 2 credits
Prerequisite: MUSC100 or Permission of the Department of the Arts

MUSC116
Ear Training II
A course in the aural skills of sight-singing, rhythmic and melodic dictation in diatonic relationships. Harmonic dictation and materials parallel the course in Music Theory II. 2 credits
Prerequisite: MUSC115

MUSC124
Electronic Music Synthesis I
An introductory course in Electronic Music Synthesis. The subjects covered in this course will introduce the student to the vocabulary and techniques of music technology. Basic techniques in synthesizers, sequencers and recording will be introduced. No prior experience is required. 2 credits

MUSC125
Electronic Music Synthesis II
An intermediate-level course in Electronic Music Synthesis. Emphasis is placed on synthesizer programming and advanced sequencer techniques.
2 credits
Prerequisite: MUSC124

MUSC127
Music Synthesis and Multi-Media
This advanced studio course in multi-media applications for music synthesis will include techniques in coordinating sound with film, video, and computer graphics, as well as real-time MIDI applications 2 credits
Prerequisite: MUSC125

MUSC128
Music Notation on Computers
Experimental
Intensive study of standardized music notation conventions, styles, and usage. Intended to give the student the tools to produce clear, consistent musical manuscript, as well as a marketable skill in the real world of music production, and publishing. 2 credits

MUSC129
Digital Audio Technology
Experimental
This studio course uses a hands-on approach to both the theoretical and technical aspects of digital audio technology and its uses in the current applications of this media. Basic digital audio recording, editing, mixing, and mastering techniques are examined and applied creatively by the student.
2 credits

MUSC185
Jazz Improvisation I
An introductory course in the technique of jazz improvisation open to all vocalists and instrumentalists who have an intermediate level of proficiency on their instrument. Reading ability is not a prerequisite. Emphasis is placed on feeling and self-expression in the jazz and blues idiom. 2 credits

MUSC186
Jazz Improvisation II
A continuation of the study of jazz improvisation. Jazz rhythms, scales, melodic conception and interpretation will be stressed and applied direction in performing ensembles. 2 credits
Prerequisite: MUSC185

MUSC201
Music Styles and Literature I
A historical and analytical study of Western music of the Baroque era. Primarily intended for music majors.
3 credits
Prerequisite: MUSC112

MUSC202
Music Styles and Literature II
An historical and analytical study of Western music of the Classical and Early Romantic eras. Primarily intended for music majors. 3 credits
Prerequisite: MUSC112

MUSC211
Music Theory III
A study of the development of 18th and 19th Century chromaticism from simple embellishment to the ultimate break-down of the diatonic system through functional chromaticism. Work in harmonization, modulation, score reading, analysis, creative writing, chromatic alterations and relationships.
2 credits
Prerequisite: MUSC112

MUSC212
Music Theory IV
A study of the development of 18th and 19th Century chromaticism from simple embellishment to the ultimate break-down of the diatonic system through functional chromaticism. Work in harmonization, modulation, score reading, analysis, creative writing, chromatic alterations and relationships.
2 credits
Prerequisite: MUSC211

MUSC215
Ear Training III
An advanced course in sight-singing and ear training. Classroom instruction in melodic dictation. Harmonic dictation and materials parallel the course in Music Theory III. 2 credits
Prerequisite: MUSC116

MUSC216
Ear Training IV
An advanced course in sight-singing and ear training. Classroom instruction in melodic dictation. Harmonic dictation and materials parallel the course in Music Theory IV. 2 credits
Prerequisite: MUSC215

MUSC230
Music For Early Childhood
Students establish a repertoire of materials designed to develop skills for the teaching of music to the preschool child. 2 credits

MUSC285
Jazz Improvisation III
Study and analysis of advanced harmony and rhythms, and their continued applications to individual and group performance. 2 credits
Prerequisite: MUSC186

MUSC286
Jazz Improvisation IV
Study and analysis of advanced harmony and rhythms, and their continued applications to individual and group performance. 2 credits
Prerequisite: MUSC285

MUSL101
Secondary Applied Lessons, Level I (formerly MUSA255/265/175)
Private instruction for students enrolled in the Music Program of Study. Applied areas of emphasis include: Voice, Piano, Strings, Winds, Percussion, and Guitar. Piano students will develop skills in transposition, melody, harmonization, and creating accompaniments. 1 credit
Prerequisite: Music Major and Permission of the Department of the Arts

MUSL102
Secondary Applied Lessons, Level II (formerly MUSA256/266)
Continuation of MUSL101 (formerly MUSA255/265/175). Private instruction for students enrolled in the Music Program of Study. Applied areas of emphasis include: Voice, Piano, Strings, Winds, Percussion, and Guitar. Piano students will continue to develop skills in transposition, melody, harmonization, and creating accompaniments. 1 credit
Prerequisite: MUSL101 and Permission of the Department of the Arts

MUSL111
Principal Applied Lessons, Level I (formerly MUSA150/160/170)
Private instruction in technique and repertoire specific to the applied emphasis. Applied areas include: Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. Materials covered dependent upon level of achievement. 1 credit
Prerequisite: Music Major and Permission of the Department of the Arts

MUSL112
Principal Applied Lessons, Level II (formerly MUSA151/161/171)
Private instruction in technique and repertoire specific to the applied emphasis. Applied areas include: Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. Materials covered dependent upon level of achievement. 1 credit
Prerequisite: MUSL111 (formerly MUSA150/160/170) and Permission of the Department of the Arts

MUSL211
Principal Applied Lessons, Level III (formerly MUSA250/260/270)
Private instruction in technique and repertoire specific to the applied emphasis. Applied areas include: Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. Materials covered dependent upon level of achievement. 1 credit
Prerequisite: MUSL112 (formerly MUSA151/161/171) or Permission or the Department of the Arts

MUSL212
Principal Applied Lessons, Level IV (formerly MUSA251/261/271)
Private instruction in technique and repertoire specific to the applied area. Applied areas include: Voice, Classical Piano, Strings, Winds, Percussion, Jazz Guitar, and Jazz Piano. All areas emphasize solo performance. Voice also emphasizes languages. Other areas emphasize developing technical facility and interpretation. Materials covered dependent upon level of achievement. 1 credit
Prerequisite: MUSL211 (formerly MUSA250/260/270) and Permission of the Department of the Arts

Nanofabrication Technology

PHYS201
Solid State Electronic Devices
The purpose of this course is to help students grasp the terminology, concepts, processes, products, and equipment commonly used in the manufacturing and application of solid-state electronic devices. 3 credits
Prerequisite: CHEM101 (C or better) and PHYS106 (C or better)

PHYS202
Nanofab Statistics and Technology
This course will connect the educational experience at the community college with the nanofabrication capstone semester at Penn State University. Topics covered will be an overview of semiconductor manufacturing, careers in nanofabrication, and current and proposed applications of nanofabrication and the basic concepts of statistics in process control. 2 credits

NANO211
Material, Safety and Equipment Overview
This course provides an overview of basic nanofabrication processing equipment and materials handling procedures with a focus on safety, environment and health issues. Topics covered include operation of the several cleanroom systems necessary for environmental safety and health issues. Also specific materials handling issues are addressed. 3 credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the certificate curriculum at The College.

NANO212
Basic Nanofabrication Processes
This course provides an overview of basic process steps. The course details the steps needed to fabricate nano size devices. Types of structures studied include microelectromechanical systems, biomedical structures, displays and microelectronic devices such as diodes and transistors. Students will learn the process flow for each configuration through "hands-on" processing. 3 credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the certificate curriculum at The College.
Corequisite: NANO211

NANO213
Thin Films in Nanofabrication
Thin films in NANOFABRICATION. This course covers thin film deposition etching practices. The first part includes atmospheric, low pressure, plasma enhanced chemical vapor, sputtering thermal and beam evaporation deposition. The second part focuses on etching processes and emphasizes reactive ion etching, high-ion-density reactors, ion beam etching and wet chemical etching. 3 credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the Certificate curriculum at The College.
Corequisite: NANO211 and NANO212

NANO214
Lithography for Nanofabrication
Lithography for NANOFABRICATION: This course covers all aspects of lithography from design and mask fabrication to pattern transfer and inspection. The course is divided into three major sections. The first describes the lithographic process. The second section examines the process from development through inspection. The last section will discuss advanced optical lithographic techniques. 3 credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the Certificate curriculum at The College.
Corequisite: NANO211 and NANO212

NANO215
Materials Modification in Nanofabrication
This course covers processing steps used in modifying materials. Included will be growth and annealing processes using furnaces. The impact of thermal processing which may cause defects on electrical, mechanical, optical, and chemical priorities will be studied. Substrate preparation processing such as slicing, etching, polishing and epitaxial growth is covered. 3 credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the Certificate curriculum at The College.
Corequisite: NANO211 and NANO212

NANO216
Characterization, Packaging, and Testing of Nanofabrication Structures
This course will examine techniques for controlling fabrication and final packaging. Monitoring techniques will be discussed. Basic electrical measurements will be stressed. Mechanical, electrical, chemical, and biological characteristics will be considered. The student will learn about manufacturing issues involved in subjects such as interconnects isolation, final assembly and packaging. 3 credits
Prerequisite: Successful completion of the first three semesters of either the NANOFAB Associate degree curriculum or the Certificate curriculum at The College.
Corequisite: NANO211 and NANO212

Nursing

NURS101
Nursing I
Nursing I provides the student with the cognitive, psychomotor, and communication skills associated with a nurturant concern that recognizes the needs of an individual in a healthy state. This foundation course deals with the needs of culturally different individuals seen in the context of their functional health patterns. The nursing process is introduced and applied to situations where effective responses are anticipated, although potentially ineffective responses are also considered. The student begins to use equipment and technology needed to provide nursing care. 6 credits
Prerequisite: Must meet admission criteria.
Corequisite: CHEM101 and BIOL181 and COMP110

NURS102
Nursing II

Nursing II, the art and science of caring for individuals and their needs, continue in this course. The systematic application of caring is utilized with individuals of various ages who have alterations in their needs. Course concentration is on providing care to individuals with potentially ineffective responses, however ineffective responses are considered. Students use current technology to analyze and integrate data to provide care for clients. 6 credits
Prerequisite: Must meet admission criteria and COMP110 (C or better) and NURS101 (C or better) and CHEM101 (C or better) and BIOL181 (C or better). Corequisite: BIOL182 and BIOL228 and HLTH120

NURS120
Drug Calculations and their Implications

This course is designed for nursing students and for nurses returning to practice. Drug calculations, intravenous solutions, and their implications will be covered. 1 credit
Prerequisite: Nursing major, RN, or LPN license. Elective.

NURS121
Pharmacology in Nursing

This course will discuss commonly used medications and their nursing implications. Related issues in gerontology, pediatrics, ethical concerns and legal implications will be integrated throughout the course. 3 credits
Prerequisite: NURS101 (C or better), RN or LPN license. Elective.

NURS201
Nursing III

This course continues with caring for individuals who have alterations in their functional health patterns which may produce a physical, mental or spiritual impairment. The nursing process is utilized to diagnose and treat actual and potential problems. Clinical experience is expanded to allow for more complex student-patient interaction and includes utilization of current technologies in providing patient care. 9 credits
Prerequisite: Must meet admission criteria and NURS102 (C or better) and BIOL228 (C or better) and BIOL182 (C or better), HLTH120 (C or better) Corequisite: PSYC110 and SOCI110 and COMP111

NURS202
Nursing IV

This course continues with nurturing concerns as the process that assists individuals to respond to alterations in their functional health patterns. Emphasis will be in caring for patients who have complex problems or potentially ineffective or ineffective responses and utilizes current technology in providing patient care. 9 credits
Prerequisite: Must meet admission criteria and NURS201 (C or better) and SOCI110 (C or better) and PSYC110 (C or better) and COMP111 (C or better). Corequisite: COMG110 and Cultural Perspective.

NURS220
Nursing Health Assessment

This course provides theory and technical skills to perform health and physical assessment. The legal and ethical aspects of the examination and documentation will be included. This course will fill the pre-requisite requirement for Registered Nurses pursuing a Bachelor of Science in Nursing (BSN) degree. 3 credits
Prerequisite: BIOL182 (C or better) or RN or LPN license.

Office Administration

OADM101
Electronic Keyboarding

A self-paced course designed for all students wishing to develop a touch keyboarding skill for vocational and/or personal use. Keyboard mastery will be developed using a computer and software applying a self-paced approach with emphasis on accuracy and speed. Completion speed—25 words per minute. 1 credit

OADM104
Formatting with MS Word

A self-paced course designed for personal and/or vocational use for students wishing to increase keyboarding speed and accuracy. Primary emphasis is placed on proper formatting techniques for preparation of letters, reports, tables, and memos using MS Word software with a minimum speed of 30 wpm for course completion. 2 credits
Prerequisite: OADM101

OADM105
Administrative Office Procedures I

A basic course in office technology and procedures covering the high tech workplace, success behaviors, and office communication skills. 3 credits
Prerequisite: OADM140 [OADM101 plus OADM104 may be used in OADM programs in lieu of OADM140.]

OADM110
Business Communication

The strategies and techniques of writing letters, memos, and reports are emphasized. Skills are developed and refined through assignments that include positive letters, negative letters, and other types of business messages. A business report is assigned to apply principles for writing a business analytical or informational report.
Prerequisite: Writing score of 6 or better or successful completion of COMP107 with a grade of C or better. 3 credits Prerequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)

OADM115
Legal Terminology

An introductory course in legal terminology with the assumption of no previous knowledge in the field. The goal is vocational with a major focus on accuracy in spelling and defining legal terms used routinely in law offices and legal departments of business. 3 credits

OADM126
Word Perfect

A self-paced course designed for students who wish to learn the practical applications of the most recent version of WordPerfect. Emphasis is placed on mastering functions including: creating, saving, retrieving documents, formatting, and using tools. 3 credits
Prerequisite: OADM101

OADM140
Keyboarding/Typewriting I

This course provides a broad foundation upon which vocational competency is established. Keyboard mastery and proper techniques are applied to problem situations using a word processing software program. Eligibility for exemption determined by placement test. 3 credits

OADM141
Basic Applications of Microsoft Word

A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of Microsoft Word. 1 credit
Prerequisite: Keyboarding Skill and Windows Familiarity

OADM142
Basic Applications of Microsoft Excel

A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of Microsoft Excel; creation and formatting of worksheets and charts, use of Excel's wizards and productivity features. 1 credit
Prerequisite: Keyboarding Skill and Windows Familiarity

OADM143
Basic Applications of Microsoft Access
A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of Microsoft Access; creation, modification, and sorting database tables, creation of queries and reports, and design of forms. 1 credit
Prerequisite: Keyboarding Skill and Windows Familiarity

OADM145
Basic Applications of Microsoft Powerpoint
A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of Microsoft PowerPoint. Students will learn how to create presentations in PowerPoint. 1 credit

OADM147
Learning Microsoft Windows
A self-paced course designed for personal and/or vocational use for students wishing to master fundamentals of Microsoft Windows. Students learn to use Start menu; create shortcuts; work with Windows accessory programs, open data files, manage disks, folders, and files, and customize the desktop. 1 credit

OADM150
Office Technology Concepts
An in-depth exploration of computer hardware and software with emphasis on business applications, information systems, and technological innovations. Includes introductory hands-on software applications. 3 credits
Prerequisite: OADM140

OADM155
Searching the Web
Self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of the World Wide Web. Students receive hands-on practice using a browser to navigate the Web and link to Internet resources. 1 credit

OADM156
Basic Applications of Web Page Development
A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of creating pages on the World Wide Web using the most current version of Macromedia Dreamweaver. 1 credit
Prerequisite: OADM155 and Windows Familiarity

OADM165
Basic Applications of Microsoft Publisher
A self-paced course designed for personal and/or vocational use for students wishing to master the fundamentals of desktop publishing using the most current version of Microsoft Publisher. 1 credit

OADM167
Basic Applications of MS Outlook
Experimental
After successful completion of this course, the student will be able to use Microsoft Outlook to send and receive e-mail messages, organize schedules and events, and maintain contact lists, to-do lists, and notes. 1 credit

OADM205
Administrative Office Procedures II
An application oriented course that reinforces the major office applications found in suite software-word processing, electronic presentations, spreadsheets, and databases. Students will participate in various common office careers that use these applications to show the real-world significance of learning the software. 3 credits
Prerequisite: OADM105

OADM210
Legal Secretarial Procedures
A study of specialized procedures used in law offices and legal departments of businesses. Emphasis on points of law and legal secretarial procedures. Includes hands-on computer applications. 3 credits
Prerequisite: OADM140

OADM225
Microsoft Word-Beginning
Students learn to use Microsoft Word for job entry or advancement. Productivity is emphasized through the application of word processing skills and by the knowledge required to produce documents for business. 3 credits
Prerequisite: OADM140

OADM226
Microsoft Word-Advanced
A second-level course where productivity is emphasized through the application of advanced word processing functions. 3 credits
Prerequisite: OADM225

OADM230
Microsoft Word-Integrated
Prepares students for a computerized world by enhancing office problem-solving skills using current generation computers and application software. Emphasis on computer mastery with the MS Office suite software for the purpose of adding value to the administrative function in offices. 3 credits
Prerequisite: OADM225
Corequisite: OADM226

OADM242
Excel Level II
Experimental
Additional Excel spreadsheet techniques and application, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. 1 credit
Prerequisite: OADM142

OADM250
Office Transcription Skills
This course will provide students with a high degree of competency in the mechanics of the English language. Emphasis is placed on grammar, punctuation, spelling, sentence sense, capitalization, number expression, word usage, and proofreading skills. Students will prepare typed transcripts of material dictated on audiotapes. 3 credits
Prerequisite: OADM140

OADM260
Advanced Keyboarding
Continued emphasis on speed, accuracy, and production of mailable copy. Office style simulations will be used to provide experience in typing projects found in the legal, medical, and administrative office environments. 3 credits
Prerequisite: OADM140

OADM280
Cooperative Education - Office Administration
On-the-job experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between College Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically. 3 credits
Prerequisite: Permission of the Department of Business Studies

OADM285
Office Systems and Technology Management
An advanced course that deals with the management of office systems, technology, and procedures. Topics include the improvement of productivity through technology and systems; optimization of personnel resources; systems selection, configuration, design, and implementation; and procedures development. 3 credits

OADM288
Office Systems Supervision
An advanced course examines administrative concepts as applied to the office, particularly for administrative assistants and office supervisors. Topics include leadership styles, general supervisory principles in such areas as informaion processing and records management, and administrative duties pertaining to hiring, training, and evaluting office personnel. 3 credits

OADM290
Professional Development
A study of the various factors that contribute to successful professional growth and development. Emphasis on business ethics, business and professional etiquette, presentation skills, human relations, international a business customs, and the job search and interview process. Other pertinent topics included as appropriate. Each student will develop a professional growth plan. 3 credits

OADM295
Records Information Management
A detailed study of the storage and retrieval of information, with emphasis on current electronic technology, pertinent legislation, personnel responsibilities, records management systems, equipment and supplies, micrographics, reprographics, archival storage, career opportunities, business and government applications and computers management of records. 3 credits

Painting
See Visual Arts

Paralegal/Law

LAWS100
Introduction to Paralegal Studies
A survey course encompassing the varied duties of a paralegal as practiced in Bucks, Montgomery and Philadelphia counties. This course describes work done by legal assistants in the areas of litigation, civil procedure, family law, criminal law, commercial law, corporate law, estates and trust, and creditors' and debtors' rights. 3 credits

LAWS101
Divorce and Family Law
This course covers the principles of the Divorce Code of 1980 in Pennsylvania courts, and a comparison with other states. Emphasis is on divorce law, antenuptial agreements, separation agreements, child custody issues, child support, alimony, tax consequences of divorce, and adoptions. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS110
Introduction to Nurse Paralegal Studies
A survey course covering the opportunities, ethical considerations, and legal limitations of the paralegal profession and the specific role of the nurse paralegal. This course describes the legal system and substantive areas of law in which the paralegal may work including the areas of litigation, civil and criminal law, and procedural rules. 3 credits
Prerequisite: Licensed Registered Nurse and 4,000 hours of clinical experience, or permission of the Department of Business Studies

LAWS140
Civil Practice/Litigation Procedures
Civil Practice/Litigation Procedures is a college level course that will provide a student with knowledge of the theory, procedure and mechanics of the law suit from fact gathering through judgement enforcement, with emphasis on the Pennsylvania Court System. Students will be introduced to the litigation process through the use of sample cases. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS150
Elder Law
Experimental
This course covers the ethical considerations and the paralegal's role as a member of the law team preparing documents, such as advance directives, wills and guardianships. Attention is focused on patients' rights in health care decision making, Medicare and Medicaid, managed care, long term care insurance, living facilities, and financial planning. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS160
Wills, Trusts, and Estates
Principles of Probate, Estate, and Fiduciary Code as amended and applied by the Orphans Courts in Pennsylvania with emphasis on wills, trusts, administration of estate from death, through preparation and filing, to inheritance and estate tax return, accounting and distribution of assets. Adoption, living wills, durable powers of attorney, and appointment of guardians are covered. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS170
International Law
Experimental
International Business law is designed to be a basic course covering the law of international trade, licensing and investment. Students will be exposed to the risks of international business and how those risks differ from doing business domestically. Students will examine the basics of the practice and procedures involved in the buying and selling of goods in foreign countries, through the case study method. Included will be problems involved in documentary sale, international commercial and contract law, collections and letters of credit.
3 credits
Prerequisite: LAWS100 or LAWS110

LAWS180
Corporations and Partnerships: Paralegal
An overview of corporations pursuant to the Pennsylvania Corporation Law, and partnerships pursuant to the Uniformed Partnership Act as well as sole proprietorships in businesses. An analysis of the rules and reasons as they apply to the individual in business as either a sole proprietorship, corporation or partnership. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS200
Paralegal Accounting and Taxation
Experimental
Introduces objectives, principles, assumptions and concepts of financial accounting. Focus on procedures and practices from the accounting cycle through financial statement presentation and court required accounting presentations. Basic concepts of local, state, and federal taxation as used by paralegals in the law office including payroll, income, and estate and trust taxation. Presumes no previous accounting knowledge. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS210
Real Estate Law
Instruction in ownership, contractual limitations, property right protection, reality and personalty fixtures; fee simple, life estates and remainder interests, tenancy, partnership and corporate realty; liens such as mortgages, judgments and attachments, contracts, and their complexities, deeds, bonds and mortgages, leases, transfer and closing of title and conveyancing 3 credits
Prerequisite: REAL101 and REAL102; or LAWS100 or LAWS110 or permission of the Department of Business Studies

LAWS215
Advanced Real Estate Law and Conveyancing
Experimental
This course provides an in depth review and understanding of real estate related contracts and the drafting of such contracts and other documentation, including leases and condominium documents. Also reviews zoning matters, judgments and liens, mortgages and title insurance, and the roles of fiduciaries, brokers, and title agents.
3 credits
Prerequisite: LAWS210

LAWS220
Legal Research and Writing
Introduction to the tools used in legal research including statutes, cases, treaties, encyclopedia and computer search techniques. Students will be asked to research actual case type problems and prepare written memorandum of law. 3 credits
Prerequisite: either LAWS100 or LAWS110; and either COMP110 or OADM110

LAWS225
Advanced Legal Research and Writing
Experimental
This course emphasizes the systematic study of electronic legal research and critical analysis of legal issues, location and evaluation of appropriate legal authority, and application of such authority to the resolution of hypothetical factual situations. Includes preparation of effective written persuasive presentations in acceptable legal format. 3 credits
Prerequisite: LAWS220 and either LAWS100 or LAWS110; or permission of the Department of Business Studies

LAWS230
Creditor, Debtor Rights and Remedies
A study of the major elements of debt collection, including customer fair debt collection practices, self-help repossessions, mortgage, mechanic's lien law with an emphasis given to federal bankruptcy. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS235
Bankruptcy
Experimental
An overview of the federal bankruptcy law, its purposes and procedures with special emphasis on asset liquidation, business reorganization and individual income rehabilitation plans. The course will further explore the relationship of debtor, creditor and trustee. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS240
Negligence and Personal Injury: Paralegal
An overview of personal injury and negligence law as practiced in law offices in Bucks, Montgomery, and Philadelphia Counties in which a paralegal will practice personal injury investigation, preparation of legal pleadings, preparation and analysis of discovery materials, and preparation for trial. Principals and practices of law office management will also be stressed.
3 credits
Prerequisite: LAWS140 and either LAWS100 or LAWS110

LAWS250
Commercial Law
An overview of the areas of law dealing with the commercial or business environment with special emphasis on the sale of personal property, commercial paper and secured transactions. The course will deal with the principles and practices expressed in the Uniform Commercial Code relating to these areas. 3 credits
Prerequisite: LAWS100 or LAWS110

LAWS260
Computers in the Law Office
A general introduction to the use of computers and of legal specialty computer software programs in the modern law office. The course includes hands on computer exercises using professional software programs frequently used in the law office by paralegals. 3 credits
Prerequisite: either LAWS100 or LAWS110; and either CISC100 or CISC110

LAWS280
Cooperative Education - Paralegal
The student will be given an opportunity to gain some valuable experience with on-the-job training in a law office practice related to the student's academic preparation and career objectives. 3 credits
Prerequisite: Students must satisfy all of the requirements listed, before the Co-op Coordinator will permit registration for this course.
1. Successful completion of at least 15 credit hours in paralegal courses.
2. Completion of the Course LAWS100 (C or better)
3. Completion of the course LAWS220 (C or better)
4. To be eligible for the Co-op, students must have a grade point average of 2.5 before enrolling in Co-op.
5. In order to be eligible for Co-op, student must have completed at least 12 credit hours at Bucks and be registered in the Paralegal Studies Certificate or Degree programs. Students who have completed any of the course requirements at any colleges or university other than Bucks will be required to submit an official transcript to the Coordinator to determine whether the course or courses will satisfy the course requirements at Bucks.
6. Certificate students must have completed 15 credit hours of paralegal courses, including LAWS100 (C or better) or LAWS140 (C or better) and LAWS220 (C or better).

LAWS285
Paralegal Internship
Experimental
The student will gain practical work experience which may be a private or public law office, corporate or government legal department, or other appropriate law-related setting under the supervision of an attorney or experience paralegal in day-to-day, on-site office work. The course also includes internship seminar sessions. 3 credits
Prerequisite: Students must satisfy all the requirements listed, before registration for this course
1. Successful completion of at least fifteen (15) credit hours in paralegal courses.
2. Completion of LAWS220 (C or better).
3. Completion of LAWS140 (C or better).
4. Students to be eligible for the Co-op Intern Program must have a grade point average of 2.0 on a 4.0 scale at the time the student actually begins the course. The Assistant Academic Dean, Business Studies, reserves the right to withdraw any student who fails to meet all the requirements listed.
5. In order to be eligible for the course, the student must have completed at least twelve (12) credit hours at Bucks County Community College before registering in LAWS285 and be registered in the Paralegal Studies Program. Students who have completed any of the course requirements at any colleges or university other than Bucks County Community College will be required to submit an official transcript to the Coordinator to evaluate whether the course or courses will satisfy the Bucks County Community College course requirement listed above.

LAWS290
Administrative and Municipal Law
Experimental
Introduction to the laws involving administration of government by various departments, agencies, boards and commissions that implement and enforce government law and policy, including the laws and procedures affecting the administrative decision-making processes on a local, state and federal government level. 3 credits
Prerequisite: LAWS100 or LAWS110

Philosophy

PHIL105
Reasoning and Thinking
A study of the classical topics in logic- induction, deduction, definition, and explanation. Examples and exercises from across the curriculum - from mathematics to literature to biology - help students apply logical principles to their course of study. The course is about thinking, and how to think. 3 credits

PHIL111
Ethics
A critical examination of the foundations of ethical theory; contributions of eminent philosophers of ethics are evaluated. The source material used consists of analytic studies from great religious thinkers and philosophers. Students learn to begin to formulate an intellectual basis for their own ethical behavior. 3 credits

PHIL115
Philosophy of Religion East and West
The nature and meaning of religion in different cultures is investigated and the major ideas of different religions are studied. Exploration and analysis of psychological, sociological and anthropological implications of mystical, legalistic, and secular forms of religion. 3 credits

PHIL125
Basic Problems of Philosophy
Investigation of enduring problems in the area of semantics, epistemology, religion, and ethical theory through presentation of philosophers influential in developing the major historic and contemporary positions. Nature of philosophical analysis and judgment emphasized 3 credits

PHIL140
Existentialism
A study of an influential modern philosophical movement, including such philosophers and writers as Dostoevski, Kierkegaard, Nietzsche, Heidegger, Jaspers, Camus, Sartre, and Buber. Includes an analysis of the influence of this movement on contemporary deconstructionism and post modernism. 3 credits

PHIL145
Aesthetics
An examination of the major philosophical issues raised in connection with music, the visual arts, literature and poetry, craft and contemporary media art. Topics include the concept of beauty, critical evaluation, artistic truth and meaning in the arts. Traditional as well as contemporary viewpoints will be addressed. 3 credits

Photography
See Visual Arts

Physical Education
See page 89.

Physics

PHYS106
Physics A
A non calculus study of the fundamental laws and properties of matter, mechanics, heat, and sound. Emphasis is on the mathematical solution of problems based on an understanding of the underlying physical phenomena. 4 credits
Prerequisite: MATH120 (C or better).

PHYS107
Physics B
A continuation of Physics A. Topics include electricity, magnetism, geometrical and physical optics. 4 credits
Prerequisite: PHYS106 (C or better).

PHYS112
Engineering Graphics
For engineering or electronics majors. Emphasizes the ability to develop, read, and interpret engineering drawings, sketches, and graphs, and to solve engineering problems by graphical means. Exercises in drafting techniques and skills are included, but primary objective is development of effective communication through graphical means. 3 credits
Prerequisite: MATH120 (C or better) or Math Placement Test score of 7 or better

PHYS121
Physics I
A calculus-based course for engineering and science majors. Topics include Newtonian mechanics of particles and rigid bodies, gravity, mechanical vibrations, and thermal physics. Elements of modern physics are integrated into the curriculum. 4 credits
Prerequisite: MATH140 (C or better).

PHYS122
Physics II
A continuation of Physics I. Topics include electricity, magnetism, mechanical and electromagnetic waves, geometrical and physical optics. Elements of modern physics are integrated into the curriculum. 4 credits
Prerequisite: PHYS121 (C or better).

PHYS201
Solid State Electronic Devices
The purpose of this course is to help students grasp the terminology, concepts, processes, products, and equipment commonly used in the manufacturing and application of solid-state electronic devices. 3 credits
Prerequisite: CHEM101 (C or better) and PHYS106 (C or better)

PHYS202
Nanofab Statistics and Technology
This course will connect the educational experience at the community college with the nanofabrication capstone semester at Penn State University. Topics covered will be an overview of semiconductor manufacturing, careers in nanofabrication, and current and proposed applications of nanofabrication and the basic concepts of statistics in process control. 2 credits

PHYS222
Mechanics I (Statics)
Develops vector algebra for application to problems involving force systems, equilibrium, and structures in two and three dimensions. Applies methods of calculus to problems involving centroids, fluid statics, cables, beams (external and internal effects), friction, and virtual work. 3 credits
Prerequisite: PHYS121 (C or better) and MATH141 (C or better).

PHYS223
Mechanics II (Dynamics)
A continuation of Mechanics I. Development of a thorough understanding and working knowledge of vector calculus, which is then applied to problems in the following areas: second moments, particle kinematics and dynamics, rigid body kinematics and dynamics, and work-energy concepts. 3 credits
Prerequisite: PHYS222 (C or better)

Political Science

POLI101
Political Internship
A hands-on opportunity to work in a legislative office thereby augmenting the political science classroom learning experience. Interaction with constituents and those in public office will heighten student understanding of the political process and the relationship of citizen and government. 3 credits

POLI111
American National Government
An examination of the workings of American government at the national level. A consideration of who gets what, when, how and why. An introduction to effective citizenship, suitable for all students. 3 credits

POLI112
American Political Issues
An analysis of government policies, examining various approaches to welfare, the economy, urban affairs, race relations, national defense, and foreign policy. 3 credits

POLI120
American State and Local Government
The problems, structure and major functions of government at the state and local levels. Emphasis is on the political processes in the suburban, urban, and state political systems. 3 credits

POLI130
Introduction to Political Science
An introduction to what we know about government and politics, emphasizing the techniques by which we have come to know what we know. Intended for students planning to major in social science and other serious students of government and politics. 3 credits

POLI212
International Relations
The study of international relations. An introduction to geopolitics, emphasis on diplomacy, crisis solving techniques, ideology, nationalism, and international problem solving.
3 credits

Printmaking
See Visual Arts

Psychology

PSYC100
Psychology of Personal Awareness
This course seeks to increase personal growth through a study of healthy personality. Students examine definitions of healthy personality, the historical views of adjustment, biological and historical views of adjustment, biological and social factors in adjustment, theories of personality, ego-adjustment mechanisms, assertiveness training, and various methods of achieving a healthy adjustment to societal and individual stresses. 3 credits

PSYC105
Introduction to Group Dynamics
This course focuses on the communication behavior of individuals within group structures in both therapeutic and task formats. Didactic and experiential techniques are used to explore the stages of group development and life, decision-making techniques, norms, structures, leadership, authority, membership and the intra-and interpersonal dynamics within small groups. 3 credits
Prerequisite: COMP110 (C or better)

PSYC110
Introduction to Psychology
Introduction to Psychology is the scientific study of the psychological factors which influence the behavior of individual organisms, both animal and human. 3 credits

PSYC120
Human Sexuality
This course seeks to foster healthy attitudes toward sexuality by providing knowledge and having discussions about the formation of sexual attitudes and myths, the physiology of human sexual systems, psychological aspects of sex roles, love and human sexuality, sexual minorities, and the legal aspects of sexuality. 3 credits

PSYC125
Stress Management
This course emphasizes the development of self-regulation skills and the sharpening of time management skills. The stress management approaches include cognitive, meditative, and biofeedback aided strategies. 3 credits

PSYC130
Psychology Applied to Business
This course focuses on the application of psychological principles and research methods to the study of human behavior in various environmental settings, such as business, industry, and government. 3 credits

PSYC160
Addiction and Substance Abuse
Analyzes the development, intervention, and treatment of drug abuse, alcoholism and codependency. Family dysfunction and its results are examined, as well as specialized techniques in counseling. Various intervention strategies are discussed. 3 credits
Prerequisite: PSYC100 (C or better) or PSYC110 (C or better)

PSYC180
Human Growth and Development
A survey of development and growth from conception through adolescence. The physical, emotional, intellectual, and social processes of maturation are examined. Emphasis is on the adjustment of the individual to his or her peer group, social institutions, the community, and the home. 3 credits
Prerequisite: PSYC110 (C or better)

PSYC181
Developmental Psychology - Life Span
The intellectual, emotional, social, and physiological development of the human being. Development will be studied from preconception through adulthood and aging. 3 credits
Prerequisite: PSYC110 (C or better)

PSYC185
The Psychology of Adulthood and Aging
Examines developmental and psychological needs of the young, middle-aged, and older adults. The developmental tasks encountered during these stages, such as deciding on a career, choice of marital states, life management, and adjusting to a decline in physical ability, are studied in the light of current research and theory 3 credits
Prerequisite: PSYC110 (C or better)

PSYC190
Educational Psychology
A study of the nature of the learning process and application of the principles of psychology to the problems of learning and teaching. Individual differences, special problems of learning, and evaluative techniques are among the classroom topics covered. Field experiences are provided to acquaint students with an authentic teaching-learning environment. 3 credits
Prerequisite: PSYC110 (C or better)

PSYC200
Social Psychology
This course emphasizes those findings and theories of psychology which aid in the understanding of socially significant behavior. Areas of psychology are emphasized to the extent that they contribute to an understanding of human behavior on a social level. 3 credits
Prerequisite: PSYC110 (C or better)

PSYC215
Introductory Psychological Statistics
This course includes studies and exercises within the following areas: scales, graphic representations, central tendency and variability, probability, the normal distribution and standard scores, correlation techniques, hypothesis testing, basic nonparametric techniques, analysis of variance and covariance, and elementary experimental design. This course includes a 2 hour weekly computer lab time. 4 credits
Prerequisite: PSYC110 (C or better) and MATH115 (C or better)

PSYC270
Experimental Psychology
This course introduces the student to the basic principles of experimental design through a description of experimental investigations in various subject areas such as perception, learning, memory and social psychology. It also focuses on the skill of scientific report writing and includes scheduled laboratory experiences. 4 credits
Prerequisite: PSYC110 (C or better)
Corequisite: PSYC215

PSYC280
Psychology of Abnormal Behavior
This course presents a summary of the field of abnormal behavior. It analyzes current theories which attempt to explain the development of personality and the cause of mental illness. Also discussed are diagnostic and therapeutic procedures and the techniques currently used. 3 credits
Prerequisite: PSYC110 (C or better)

Reading

READ050
Effective Problem Solving
A pre-college level course designed to help students develop personal decision making, critical thinking, and problem solving skills. Students will learn to identify realistic educational, and personal goals, and develop plans of action to achieve them. Transferability determined by transfer institution 3 credits

READ090
Developmental Reading
This course focuses on the fundamentals of reading; dictionary skills, expansion of sight vocabulary, and improvement of basic comprehension skills. Students are also introduced to the study skills, habits, and attitudes that promote academic success. Individual and group tutoring, counseling, and computer-assisted learning are available. 3 credits
Prerequisite: Reading Placement Test score of 23-35 or Level 1.

READ110
College Reading and Study Skills
This course focuses on the reading and learning skills needed to succeed in college. Topics include: Improving comprehension, developing reading flexibility, developing vocabulary, mastering text books, taking notes, managing time, taking tests, setting academic goals and assessing self-images. Tutoring, counseling, and computer learning assistance are provided. 3 credits
Prerequisite: Reading Placement test score of 36-41 or Level 2

READ115
College Success Seminar
This course helps students identify, acquire, and adapt the skills necessary for academic and personal success. Emphasis is on self-assessment, self-management, goal-directed behavior, effective study strategies, and relevant information concerning college resources. The course includes intensive, individualized advising. The focus of instruction varies based on the specific population enrolled. 1 credit

Real Estate

REAL101
Real Estate Fundamentals
A basic course designed to provide the student with an awareness of the practice of real estate in Pennsylvania. The course should familiarize the student with the language, principles, and laws that govern the real estate profession. Emphasis is on the fundamental concepts of land, property rights in realty and the practices, methods and laws that govern in the conveyance of these rights. (Real Estate Fundamentals and Real Estate Practice are the two courses required to qualify for the Pennsylvania Real Estate Salesperson Examination.) 2 credits

REAL102
Real Estate Practice
The course focuses on the role of a real estate agent in the field of residential brokerage. The student is introduced to all facets of the real estate business. The course is designed to acquaint the student with the basic techniques, procedures, regulations, and ethics involved in a real estate transaction along with a working knowledge of the necessary forms and documents. 2 credits
Prerequisite: REAL101

REAL104
Real Estate Licensing Prep Course
Experimental
A course designed for students who have completed the educational requirements for real estate licensing in Pennsylvania, and who are preparing to take or re-take the state licensing exam. The course will emphasize strategies that lead to passing the exam, including practical test taking, question analysis, and practice. 1 credit
Prerequisite: REAL101 and REAL102; or evidence of successful completion of comparable course presented to the Deapartment of Business Studies

REAL200
Appraisal - Residential Property
This course deals with basic appraisal concepts related to residential properties. Topics include, the nature of real property, the appraisal process, economic trends and neighborhood analysis, site analysis, building cost estimates, cost approach, income approach, sales comparison approach, reconciliation and the appraisal report. 2 credits
Prerequisite: REAL101 and REAL102 or permission of the Department of Business Studies

REAL201
Appraisal - Commercial Property
This course deals with appraisal concepts related to income producing properties. Topics include, real estate markets, impact of money and capital markets, highest and best use analysis, income capitalization, income and expense analysis, yield capitalization, cost and direct sales comparison, internal rates of return and measures of investment performance. 2 credits
Prerequisite: REAL200 or permission of the Department of Business Studies

REAL210
Residential Property Management
This course covers the fundamental principles involved in the management of residential property including asset management, management agreements, residential leasing, physical management of the asset, mathematics of property management, laws and ethics. 2 credits
Prerequisite: REAL101 or REAL102 or permission of the Department of Business Studies

REAL211
Commercial Property Management
This course covers the fundamental principles included in the management of non-residential property including defining the property and property management, the management agreement, fiscal management of the asset, non-residential tenants, physical management of the asset, laws, ethics and mathematics related to commercial property management. 2 credits
Prerequisite: REAL201 or permission of the Department of Business Studies

LAWS210
Real Estate Law
Instruction in ownership, contractual limitations, property right protection, reality and personalty fixtures; fee simple, life estates and remainder interests, tenancy, partnership and corporate realty; liens such as mortgages, judgments and attachments, contracts, and their complexities, deeds, bonds and mortgages, leases, transfer and closing of title and conveyancing 3 credits
Prerequisite: REAL101 and REAL102; or LAWS100 or LAWS110 or permission of the Department of Business Studies

LAWS215
**Advanced Real Estate Law
and Conveyancing**
Experimental
This course provides an in depth
review and understanding of real estate
related contracts and the drafting of
such contracts and other documenta-
tion, including leases and condominium
documents. Also reviews zoning mat-
ters, judgments and liens, mortgages
and title insurance, and the roles of
fiduciaries, brokers, and title agents.
3 credits
Prerequisite: LAWS210

Science

SCIE101
Physical Science
An introduction to the phenomena of
motion, force, energy, matter, sound,
electricity, magnetism, and light.
Emphasis placed on studying nature's
basic laws and how they govern human
experience. 3 credits

SCIE102
Astronomy
A survey of our knowledge of the
structure, formation and evolution of
Earth, the solar system, the stars, and
the galaxies. The course will focus on
the logical development of ideas and
concepts within the framework of sci-
ence. 3 credits

SCIE103
Earth Science
This course offers an examination of
Earth and its dynamic systems. It
focuses on how our continents, oceans,
and atmosphere interact and change.
The movement of continents, the build-
ing up and wearing away of land mass-
es, and Earth's climate provide central
themes. The effects of organisms, par-
ticularly humans, on the cycles and bal-
ances in nature are considered.
3 credits

SCIE105
Conservation Ecology
An in-depth examination of the history
of environmental conservation theory,
environmental law and regulatory
agencies. The field of ecological
restoration from its inception to pres-
ent day will be emphasized. The
processes of site reclamation, remedia-
tion, restoration, and ecological recov-
ery will be compared. Field trips are
required. 4 credits

SCIE106
**GIS for Land Use Planning and
Environmental Technology**
An overview of geographic information
systems (GIS) with a focus on develop-
ing and using a database for environ-
mental applications. Land use planning
as a means for minimizing nonpoint
source pollution will be emphasized.
Field trips for ground truthing are
required. 3 credits

SCIE107
**Introduction to Environmental
Monitoring and Sampling**
An examination of environmental sam-
pling techniques for air, soil, water and
biological resources. Various statistical
methods of analysis will be explored.
Point source versus nonpoint source
pollution will be compared.
Establishing suitable monitoring sched-
ules will be emphasized especially
regarding sites that have undergone
restoration. Field trips are required.
4 credits

Sculpture
See Visual Arts

Social Services

SSWK110
**Introduction to Social
Services/CAC**
This course serves as an introduction to
the field of Social Services. The course
focuses on the Social Services delivery
system in the context of contemporary
social problems and solutions. Ethical
principles, techniques, and methods of
helping are presented. 3 credits

SSWK111
**Case Management and
Documentation/CAC**
This course will teach students the
requirements of case management and
documentation in a number of different
formats. The material is specific to
Social Services and particularly the field
of addiction. It is a writing intensive
course and fulfills the Core Writing II
requirement. 2 credits

SSWK115
**History of Alcoholism and
Addiction**
This course will present the history of
alcohol and drug use in various cul-
tures. The history of regulation by gov-
ernment in the U.S. and the current
state of legislation in this country
today. The history and development of
the self-help movement and various
treatment approaches will be presented.
2 credits

SSWK120
**Social Services - Interviewing,
Assessment, and Referral/CAC**
This course is a continuation of the
Introduction to Social Services. The
course focuses on developing an under-
standing of the fundamental counseling
theories as well as interviewing, assess-
ment and referral skills. SSWK120
competencies and skills will be prac-
ticed in class. 3 credits
*Prerequisite: SSWK110 (C or better) or
permission of the Department of Social &
Behavioral Science*

SSWK130
**Ethical Issues in Addiction
Treatment/CAC**
This course presents the Certified
Counselor's Code of Ethics as well as
the Code of Ethics affirmed by other
clinicians in the Social Services field.
Students will learn about clients' rights,
confidentiality, legal responsibilities,
and other aspects of ethical conduct.
2 credits

SSWK140
HIV/AIDS and Addiction/CAC
This course is geared to those who
work with people at high risk of
becoming HIV+. Participants acquire
valuable skills and information for ini-
tiating and enhancing HIV disease pre-
vention work with adolescents and
adults. New skills are practiced in
small group role plays. 2 credits

SSWK150
**Introduction to Family Dynamics
in Addiction/CAC**
This is an introductory course designed
to familiarize the student with the basic
concepts of family dynamics in relation
to addiction. Intergenerational patterns
of addiction in the family will be
explored. In addition, other issues to be
addressed will include: patterns of
functioning, prescribed roles of individ-
ual family members and how the sys-
tem operates internally and externally
with other institutions such as the com-
munity, school, employers, etc.
2 credits

SSWK165
High-Risk Youth
This course focuses on the high-risk
youth and adolescent populations.
Core issues dealt with are defining
high-risk youth and behaviors, identifi-
cation of precipitating factors: individ-
ual, family, psychosocial and develop-
mental. Behaviors will be examined as
will interventions, treatment issues,
treatment planning available resources,
and ancillary services. 2 credits

SSWK171
Sexual Orientations - LGBT Issues in Counseling/CAC
This course will present information relating to the development and experiences of sexual orientation with an emphasis on sexual minority populations. It will include information on the continuum of sexual orientation development. The focus will be on myths. realities, homophobia and sensitive intervention techniques of sexual minorities. 2 credits

SSWK211
Struggles with Intimacy/Codependency/CAC
This course will cover the basic definitions of codependency, an overview of the individual characteristics and the systems affected. Students will have the opportunity to understand formal treatment modalities and informal self-help resources, as well as issues related to gender, minorities, age, and profession. 2 credits

SSWK215
Loss and Grief
This course will give students an opportunity to gain an understanding of the multiple losses individuals experience during their life, including loss of health, divorce, death, and grief. Students will explore coping skills, empathic behavior and styles of mourning with respect to one's individual needs and cultural differences. 3 credits

SSWK230
Intervention Strategies/CAC
Being proactive in response to alcohol and drug abuse is the focus of this course. Students will learn to define intervention, identify key steps and become aware of the legal and ethical issues relevant to interventions. 3 credits

SSWK235
Multi-Cultural Issues in Counseling
Issues of cultural diversity surround all individuals in modern society. This course will strive to enhance the multi-cultural sensitivity necessary for cultural competency in all counseling including addiction counseling. Both didactic and experiential methods will be included. The course will emphasize a positive focus on human diversity within the context of clients, professionals, and other key influences in our complex society 2 credits

SSWK250
Family Therapy with Addicted Families/CAC
This course will examine in depth the historical prospective of family therapy with addicted families. Several models of family therapy will be discussed and the use of genograms as an effective tool for developing strategies for treating addicted families. 2 credits

SSWK255
Drugs, Alcohol, Violence, and Crime
This course is designed to explore the relationship of crime and violence to alcohol and narcotics use. Characteristics of individuals likely to use illicit drugs will be examined in the conflict between individual freedom and society's desire to control drug use, as well as facts and myths regarding the role alcohol and other drugs play in violent behavior. Strategies to combat the growing problem will be identified. 2 credits

SSWK265
Mental Health and Addiction - Dual Diagnosis/CAC
This course offers students the opportunity to gain a better understanding of the dual dynamics present in the majority of clients who seek treatment for chemical abuse in outpatient or inpatient settings. Assessment techniques and methods of treatment will be examined. Case vignettes will be presented for discussion and evaluation. 2 credits

Sociology

SOCI110
Introduction to Sociology
An introduction to the basic concepts in the field of sociology, with emphasis upon the application of these concepts to the understanding of American institutions: politics, economics, religion, education, marriage and the family. 3 credits

SOCI120
Introduction to Cultural Anthropology
The study of human culture and its role in the determination of man's behavior. The relationship of kinship, political structure, economics, and religious institutions within a variety of cultural systems. 3 credits

SOCI130
Contemporary Social Problems
A systematic study of changing American social problems and controversies. Selected topics such as poverty, crime, drug abuse, problems of the family, problems of the aged, changing sex roles, and the abortion debate are examined. 3 credits

SOCI140
Peoples of America
The sociological and historical study of ethnic, racial and religious minorities in the United States. Attention is given to past and present status of these groups as it relates to an understanding of intergroup dynamics in today's society. 3 credits

SOCI150
Criminology
The sociological relationships involved in the causes and prevention of crime and juvenile delinquency and in the treatment of criminal offenders. 3 credits

SOCI160
Marriage and the Family
This course examines the institution of marriage and the family through history and across cultures with emphasis on the contemporary family. Topics such as the changing family, love, mate selection, marital communication, divorce, gender roles, and domestic violence are studied. 3 credits

Student Services

STUS110
Career Decision Making
Occupational and educational research is presented to acquaint the student with the requirements for and avenues toward entering or changing careers. A study of the decision-making process, goal setting, fundamental job-finding skills, resume writing, and interviewing techniques. Students will participate in an in-depth look at personal and job characteristics. 3 credits

Visual Arts

Foundation Year Studies

VAFA100
Drawing Fundamentals
This is an introduction to the concepts and techniques of drawing. The course stresses disciplined draftsmanship. Students analyze the structure and appearance of natural forms. Relying on their perception, observation, and memory, they apply basic drawing skills. Black and white media are utilized to explore space, value, and volume. 3 credits

VAFA101
2-D Design Fundamentals
Students will learn abstract and representational two-dimensional design concepts. Projects will emphasize creativity, conceptualization, problem solving, skill building, expression, execution, teamwork, research techniques and presentation. Black, white, and gray media will serve as the basis for learning the vocabulary, concepts, and principles of two-dimensional design. 3 credits

VAFA102
3-D Design Fundamentals
This foundation course covers the elements and principles of three-dimensional form in space and lays the groundwork for future 3-D courses. The materials employed will introduce basic technical skills, and a conceptual approach will be emphasized. The relationship between two- and three-dimensional thinking will be stressed. 3 credits

VAFA103
Drawing Composition
This course will analyze the systems of perspective, spatial illusions, flat planes, and composition to examine the elements of the structural arrangements of form and space. The approach of both Western and non-Western cultures will be appraised. Students will practice appropriate drawing techniques and work with various media. 3 credits
Prerequisite: VAFA100 or permission of the Deaprtment of the Arts

VAFA104
2-D Design Color
Students learn basic color concepts including theory, perception, chromatic relationships, phenomena, terminology, physics, psychology and harmony. Projects will emphasize perception, creativity, conceptualization, problem solving, skill building, expression, execution, teamwork, research techniques and presentation. Work in paper and pigment will serve as the basis for learning the principles of color. 3 credits
Prerequisite: VAFA101

VAFA105
3-D Design Materials/Modeling
This course combines the study and examination of process-based forms and figurative based-forms. Students will be introduced to drawing and modeling the human body. Students will also be introduced to various tools, materials, and techniques in the application of design to tactile forms in space. 3 credits
Prerequisite: VAFA102
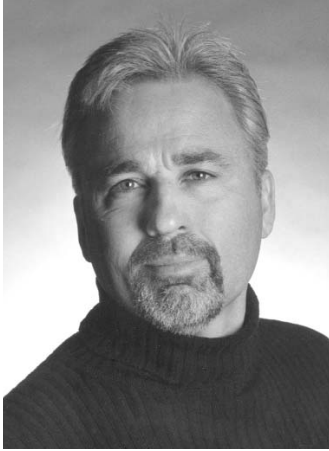
JERRY MILLEVOI ('78) has been captivating clients with his truly unique photography for more than two decades, while his work has sold in more than 40 countries. The Doylestown resident credits Bucks for sparking his creative energies before he continued on to the College of New Jersey to earn his bachelor's degree.

"Before transferring to a four-year institution, Bucks County Community College provided me with the opportunity of self-discovery. My decision to enter a creative field was largely due to the availability of interesting courses that were offered at Bucks."

"We are the only community college in the country accredited by both the National Association of Schools of Art and Design and the National Association of Schools of Music. Our facilities and faculty provide our students with the best learning-centered arts programs in Bucks County."

John Mathews, Assistant Academic Dean, The Department of the Arts

VAFA201
Portfolio Seminar
Students will learn how to move from the role of the student artist to that of the professional. Students will develop their portfolio and present their work. They will explore some business aspects of the art world and understand the standards of work expected by 4- and 5-year transfer institutions. 3 credits
Prerequisite: Successful completion of 30 credits of coursework in declared Visual Arts major or permission of the Department of the Arts.

Studio art supplies can be expensive. See page 124 for details.

Art History

VAFA191
Art History Before 1450
This survey course covers painting, sculpture, and/or architecture from the Paleolithic period through the age of Gothic cathedrals. Students gain a formal understanding of ancient, classical, and medieval art. They interpret selected examples of Western art using a variety of analytic methodologies, including cultural, religious, social, political, and/or economic context. 3 credits

VAFA192
Art History After 1450
This survey course covers painting, sculpture, and/or architecture from the Renaissance through Impressionism. Students gain a formal understanding of Western art by major artists of the fifteenth through nineteenth centuries. They interpret selected examples of art using a variety of analytic methodologies, including cultural, religious, social, political, and/or economic context. 3 credits

VAFA193
History of Modern Art
This survey course covers painting, sculpture, and/or architecture from the late-nineteenth century up to the present. Students gain a formal understanding of major twentieth-century stylistic movements. They interpret selected examples of Modern art using a variety of analytic methodologies, including cultural, religious, social, political, and/or economic context. 3 credits

VAFA194
American Art History
This survey course covers the history of American painting, sculpture, architecture, photography, and other significant arts and crafts from the settlement period to the present. Students will gain a formal understanding of American art. Students will also examine American art from cultural, social, and economic perspectives. 3 credits

VAFA195
Non-Western Art History
This course surveys the art and architecture of India, China, and Japan, from the earliest times to the 19th century. Indian art is presented in the context of Buddhist, Hindu, and Islamic traditions. Relationships between Chinese and Japanese art are examined. Influence in Islamic and Western culture is also explored. 3 credits

Ceramics

VAFA181
Introduction to Ceramics
Lectures, demonstrations, and practice introduce students to the historical, cultural, scientific, creative, and expressive basis of ceramics. Developing a personal viewpoint as an outgrowth of the ceramic process is encouraged by emphasizing historical perspectives, design, basic pottery skills, and exploration as a path to personal discovery. 3 credits

VAFA282
Ceramics II
Emphasis is placed on developing a consistent body of work stressing wheel work and hand building. Laboratory and practical study of clays and glazes are explored. Slide presentations, lecture, and demonstrations expose students to the history of world ceramics and current techniques used by today's ceramic artists and industry. 3 credits
Prerequisite: VAFA181

Drawing: Second Year

VAFA200
Drawing Anatomy
Through drawing, students study the design and function of the figure. The proportions and architecture of the human form are analyzed. Insight into the construction of the body is achieved through skeletal and muscular studies and conceptual applications of 3-D form. A selection of masterworks is emulated. 3 credits
Prerequisite: VAFA100 and VAFA102 or Permission of the Department of the Arts

VAFA202
Figure Drawing
The student will integrate and review the drawing experiences of the previous drawing classes. The figure will be expressed within complex situations dealing with spatial concepts and composition through extended problems. These exercises will encompass relationships to interior spaces, landscape, and still life situations. 3 credits
Prerequisite: VAFA100 and VAFA102 and VAFA200, or permission of the Department of the Arts

VAFA203
Drawing Individual Projects
This is an advanced class in painting, drawing, and mixed media. The final project will be based on interrelated ideas selected by the student with the approval of the instructor. Finished work, as well as preliminary studies, will be part of the professionally presented final project. 3 credits
Prerequisite: VAFA100 and VAFA102 and VAFA200 and VAFA202, or permission of the Department of the Arts.

Glassblowing and Stained Glass

VAFA147
Introduction to Glassblowing
Students are introduced to basic studio techniques of forming molten glass through the use of various tools, equipment, and processes. They learn basic technical skills required for the production of glass objects and develop aesthetic sensitivity for the material. Studio procedures including maintenance, safety, and construction are also covered. 3 credits

VAFA148
Glassblowing II
This course advances the processes and concepts in the forming of molten glass through the use of various tools, equipment. Students in this class are expected to have basic knowledge of studio operation and glassblowing techniques. 3 credits
Prerequisite: VAFA147

VAFA149
Architectural Stained Glass Windows
Students are introduced to the techniques and skills used in the production of architectural stained glass windows by working on actual windows. The traditional techniques of cartooning, pattern making, color selection, cutting, glass decoration, and installation help students see architectural stained glass windows as engineering and design marvels. 3 credits

VAFA249
Stained Glass II
This course further develops ideas introduced in VAFA149. The additional techniques of plating, painting, gold staining, etching, and slumping will be introduced. Students will continue to concentrate on the production of architectural stained glass windows. 3 credits
Prerequisite: VAFA149

Studio art supplies can be expensive. See page 124 for details.

Graphic Design and Illustration

VAGD100
Introduction to Desktop Publishing
This course provides training in fundamental use of a digital layout program. Students explore basic graphic design elements and principles to develop page architecture. Students also learn basic image gathering and management techniques. This course will prepare students for taking more advanced desktop publishing and graphic design courses. 3 credits

VAGD101
Layout and Typography
Course provides a foundation in typography and layout for advertising, editorial design, marketing, and other publication materials. Students will work with traditional methods and current software applications to develop page layout and design skills through a series of projects. 3 credits

VAGD102
Illustration - Drawing and Digital
This course introduces drawing strategies, concepts, and specialized illustration techniques used by designers and illustrators. Students will create illustrations in both traditional and digital formats. Emphasis is on realistic modeling approaches and rendering skills, as well as expressive and historical perspectives that an illustrator-designer must have. 3 credits
Prerequisite: VAMM100 or VAFA100 or the permission of the Department of the Arts

VAGD200
Visual Literacy
This course focuses on developing working methods and strategies for producing effective design solutions. The course introduces formal and practical design concepts, skills, and applications necessary to work in the field of graphic design. Visualization of ideas, rendering techniques, design principles, typography, and contemporary graphic design processes will be explored. 3 credits
Prerequisite: VAMM100

VAGD201
Graphic Design
This course expands upon the fundamental concepts and principles of visual literacy. Students explore and develop illustrations and layouts associated with advertising, editorial, and marketing projects. The techniques, skills, and procedures used in graphic design are taught with a view toward professional development. Students work from concept to finished artwork. 3 credits
Prerequisite: VAGD200

VAGD202
Digital Pre-Press and Production Technologies
This course provides an overview of pre-press file preparation and direct output to commercially printed materials. The technical skills required to prepare files for 1-color, 2-color, and process printing are covered. Computer-to-plate technology, die cuts, proofing systems, paper, binding methods, and commercial printers are investigated. 3 credits
Prerequisite: VAMM100 and VAGD100 or permission of the Department of the Arts

VAGD203
Desktop Publishing II
Students continue to strengthen their aesthetic and problem solving skills. They explore color, typography, and advanced layout methods in depth, while enhancing the professional skills and proficiency needed in graphic design. Students also learn how to integrate multiple software programs to develop a more professional, visual cohesiveness in their work. 3 credits
Prerequisite: VAMM100 and VAGD100 or permission of the Department of the Arts

VAGD204
Publication Design
Students study concepts and formats used in the design and production of print publications. Working in a computer environment, students focus on a unique design solution for a particular consumer, trade, or corporate publication. Emphasis is on management and system operations used in the design and production of extended publications. 3 credits
Prerequisite: VAMM100 and VAGD100 or permission of the Department of the Arts

VAGD205
Cooperative Education/Graphics
This course emphasizes on-the-job experience and provides students an opportunity to review their career objectives and to understand the responsibilities associated with professional graphic design. Periodic meetings between the College Coordinator and the student are held to review the application of the student's skills in a work setting. 3 credits
Prerequisite: Permission of the Department of the Arts required.

Software required to complete assignments can be expensive. Students may plan extra time to use campus computing labs to complete course projects.

Jewelry

VAFA107
Introduction to Jewelry and Metalsmithing
Students are introduced to the basic techniques necessary for the design and fabrication of jewelry and small three-dimensional metal forms. This course is the foundation for further exploration into jewelry design and metalsmithing as a vehicle for self expression. 3 credits

VAFA108
Jewelry II
This course will emphasize the refinement of technical skills necessary to fabricate complex design concepts. Students will be encouraged to explore various methods and materials which will be incorporated into the design and construction of several major works. 3 credits
Prerequisite: VAFA107

VAFA109
Jewelry/Lost Wax
This course will introduce the ancient art of metal casting and its contemporary application to the production of fine jewelry or small sculptural objects. 3 credits
Prerequisite: VAFA107

Studio art supplies can be expensive. See page 124 for details.

Multimedia and Web Design

VAMM100
Digital Imaging
This studio course presents in-depth PhotoShop and Illustrator techniques for image creation and manipulation. Peripherals, file formats, resolution requirements, media storage, and digital photo processing will be explored. Emphasis is on image-making methods used to create raster and vector graphics for print and for the web. 3 credits

VAMM110
Web and Interactive Design
This course is an introduction to the XHTML coding and techniques used to create websites. Students learn to design and develop interactive websites using both editors and hand coding skills. Project management and design skills will be introduced. The semester will culminate in the development of a website. 3 credits
Prerequisite: VAMM100 or equivalent knowledge with permission of the Department of the Arts or Corequisite: VAMM100 or equivalent knowledge with permission of the Department of the Arts

VAMM120
Interface Design
The theoretical foundation needed to design user interfaces for digital projects will be established. Topics discussed will include human computer interaction, current trends, and basic methods for design, as well as project management techniques. Software will be used to create the menus and navigation systems needed. 3 credits

VAMM130
3-D Modeling Concepts
Three-dimensional concepts and design techniques will be presented through lecture and demonstration. The student through studio experience will use these concepts to design and create a digital 3-D environment. Software used in the course includes 3D Studio Max, Illustrator, and PhotoShop. 3 credits
Prerequisite: VAMM100 or equivalent knowledge with permission of the Department of the Arts or Corequisite: VAMM100 or equivalent knowledge with permission of the Department of the Arts.

DONNA L. WOOLLEY, shown here with her pen-and-ink drawing of Tyler Hall, went directly from earning her AA in fine arts in 1980 to working as a commercial and noncommercial artist. Her art has been published in ads in The Wall Street Journal and several magazines, while her drawings are sold on sets of note cards available in museums and at historic sites throughout Bucks County.

"Bucks far exceeded my expectations of a college. My experience was very fulfilling. The teachers really gave me the confidence to go out there and pursue my goals. Not just in the art area, but English, psychology, sociology. They really prepared me for the workforce."

VAMM209
Multimedia Concepts I
Through lecture and studio work students will learn to create multimedia projects. Students will import or create video clips, sound bytes, still imagery, and copy to produce a digital multimedia project. Software, such as Flash, PhotoShop, Illustrator, Fireworks, and Avid Xpress will be used in this course. 3 credits
Prerequisite: VAMM100 or equivalent knowledge with permission of the Department of the Arts.

VAMM210
Multimedia Concepts II
Through lecture, demonstration, and hands-on studio assignments, scripting concepts and techniques needed to enhance projects with interactive features will be taught. The course will provide students with the skills needed to develop an advanced interactive multimedia project. 3 credits
Prerequisite: VAMM209 or equivalent knowledge with permission of the Department of the Arts.

VAMM230
3-D Animation
Three-dimensional animation techniques will be presented through lecture and demonstration. In the studio, students will build on the concepts of 3-D modeling to expand their project to include motion scripting of fully mapped and lighted scenes. Software used in the course includes 3-D Studio Max, Illustrator, and PhotoShop. 3 credits
Prerequisite: VAMM130 or equivalent knowledge with permission of the Department of the Arts.

Software required to complete assignments can be expensive. Students may plan extra time to use campus computing labs to complete course projects.

Painting

VAFA171
Introduction to Painting
This course introduces and explores various problems in painting often seen in the work of beginners, but also students with some experience. The medium is determined by the instructor. Students will paint from models, still life, landscape, and imagination. The student's individual point of view will be an emphasis. 3 credits
Prerequisite: VAFA100 is recommended but not required.

VAFA271
Painting II
This course is a continuation of Introduction to Painting. The student will work from the traditional subject matter with the emphasis upon development of individual concepts and imaginative statements. A major aim is to develop aesthetic values and quantitative judgment in terms of creative painting and critical appraisal of any art work. 3 credits
Prerequisite: VAFA171

Photography

VAFA110
Digital Photography Fundamentals
Students will be introduced to digital-based photographic imagery. The course will examine the potential inherent in the methods, techniques, and applications of digital photography as a means of personal expression. Students will produce a digital portfolio of images for presentation on the web or on CD. 3 credits

VAFA151
Introduction to Photography
Students learn the basic photographic processes, from making an exposure to making a final print. Students will use the camera and darkroom techniques in black and white still photography to explore the visual world. The course is designed to treat photography as a medium of personal expression. 3 credits

VAFA157
Photo II
This course emphasizes the development of a critical eye and the use of photography as a form of self expression and an artistic medium. Students are expected to have a working knowledge of the photographic process. Students will produce photographs as fine art and refine advanced technical and printing techniques. 3 credits
Prerequisite: VAFA151

VAFA210
Digital Photography II
Experimental
Digital Photography II will continue to explore the potential of digital photographic imagery and will concentrate on advanced image editing methods. A central aim of the course will be creating a portfolio of high quality printed images. The course will additionally emphasize the use of photography as an artistic medium. 3 credits
Prerequisite: VAFA110 or Corequisite: VAFA110

VAFA257
Large Format Photography
This course introduces students to the operation of view cameras in formats from 4x5. Students learn about lens selection, the use of camera swings and tilts, and processing procedures for sheet film. Students will also consider the work of many photographers who continue to work with cameras of this size. 3 credits
Prerequisite: VAFA157

Studio art supplies can be expensive. See page 124 for details.

Printmaking

VAFA160
Introduction to Printmaking
Students explore a wide variety of printmaking processes including intaglio, relief, lithography, and serigraphy. Students focus on the comprehension of techniques and materials and their relationship to the printed image and visual concepts. 3 credits

VAFA161
Printmaking/Silkscreen
Students will experience screenprinting processes using water-based inks. They will explore a variety of techniques, including photo silkscreen, cut paper stencils, direct drawing techniques, color registration, and textile printing. Students will gain an understanding of these various techniques and will develop their individual imagery. 3 credits

VAFA165
Book Arts
Students will gain skills in and understanding of the processes involved in basic design of traditional and non-traditional book formats. 3 credits

VAFA167
Papermaking
This course provides an introduction to both Western and Eastern handmade papermaking processes through the exploration of a variety of fibers and techniques. Students will learn the basics of fiber preparation, papermaking history and terminology, sheet formation, stencil lamination, and pulp painting. 3 credits

VAFA260
Printmaking II
Students explore printmaking processes with an emphasis on creative expression and the development of individual imagery. Students will determine the visual content of their work while adding to their knowledge of printmaking processes through the exploration of more advanced techniques. 3 credits
Prerequisite: VAFA160

VAFA261
Printmaking III
This course provides advanced exploration of content introduced in the Intermediate Printmaking. Students develop personal imagery and build knowledge of printmaking processes and techniques. They examine print history and current trends in printmaking. A variety of media, including monoprinting, intaglio, relief printing, screenprinting, and lithographic processes, may be used. 3 credits
Prerequisite: VAFA160 and VAFA260

Studio art supplies can be expensive. See page 124 for details.

Sculpture

VAFA141
Introduction to Sculpture
This course introduces basic sculpture techniques, such as carving, casting, modeling, and welding, with emphasis on understanding issues of line, plane, shape, and volume. Materials such as plaster, metal, clay, and wood are utilized to help the student understand the form and content of sculpture. 3 credits

VAFA242
Sculpture II
Students develop an understanding of the aesthetics and vocabulary of sculpture by expressing their personal vision. They explore and determine the visual content of their work and increase their knowledge of sculpture history. Works are created through casting, fabricating, using mixed media, and/or may be developed for a specific site. 3 credits
Prerequisite: VAFA141

VAFA246
Sculpture/Foundry
This advanced course emphasizes foundry practices. Initial work is done in foundry wax or Styrofoam. Topics covered are procedures in ceramic shell or investment and burnout of wax preparatory to casting in metal. Basic foundry procedures are followed and studied. Finish and treatment of metal castings are also explored. 3 credits
Prerequisite: VAFA141 or VAFA105

Studio art supplies can be expensive. See page 124 for details.

Woodworking

VAFW100
Basic Woodworking
This elective course introduces the beginning student to the structual, functional, and sculptural properties of wood and to the traditional techniques used by professional cabinetmakers. Hand tool skills are emphasized and will be incorporated by means of practice projects and a finished piece of the student's design. 3 credits

VAFW101
Fine Woodworking I
This course represents a concentrated study of wood furniture construction and design. Carcass construction is emphasized. The student is expected to develop control over the material and skill in the use of hand tools in particular, as well as power tools. 6 credits
Corequisite: VAFW102 suggested

VAFW102
Design in Woodworking I
The purpose of this course is to familiarize the student with basic drawing techniques used in the conception, development, presentation, and execution of furniture design and to introduce design criteria, including function, form, structure, and balance. 3 credits

VAFW103
Fine Woodworking II
This course is a continuation of the development of furniture construction techniques and design skills begun in VAFW101. Frame construction is emphasized, and there is an increased use of power tools. Jigs and fixtures are introduced. 6 credits
Prerequisite: VAFW101
Corequisite: VAFW104 suggested

VAFW104
Design in Woodworking II
This course is intended to further the development of the woodworking student's design sense and to improve sketching, drafting, and rendering skills learned in VAFW102 (Design in Woodworking I). Particular focus will be on chair design. 3 credits
Prerequisite: Recommended VAFW102

VAFW133
Woodcarving - Furniture
Students will study the relationship of carving as it applies to furniture decoration and embellishment. Through the use of lectures/demonstrations and practical studio exercises, students will explore the areas of low to high relief, tool care, and basic design formats. 3 credits

VAFW134
Furniture Finishing
This will be a hands-on study of past and present finishing techniques used in the furniture industry. Classical and contemporary methods of surface care will be discussed and demonstrated. Particular emphasis will be on safety and environmental issues. 3 credits

VAFW135
Architectural Woodworking
This survey course focuses on the design, construction, and joinery requirements necessary in furniture and cabinet construction when man-made panels are employed. Also covered are built-in cabinetry and the concerns of fitting finished work into an existing space and modern KD (knock down) and 32-millimeter systems. 3 credits
Prerequisite: VAFW101 or VAFW100

VAFW136
Bending and Veneering
The construction of design shapes will be explored from their historical beginnings and brought to today's technological level. This course will focus on the techniques of strip lamination, as well as steam bending to create curved shaped parts in furniture designs and wooden objects beyond sculpting. 3 credits
Prerequisite: VAFW101 or VAFW100

VAFW137
Chair Construction
This comprehensive course will cover the structural, design, and historical basis of good seating devices. Students learn to develop designs and construct models and finished pieces, using classical and contemporary guidelines that satisfy client needs and reflect personal creativity. 3 credits
Prerequisite: either VAFW101 or VAFW100; and VAFW138; VAFW104 Recommended

VAFW138
Table Systems
This will be a survey course in the specialized woodworking area of table design and construction. All the classical and contemporary shapes and construction techniques will be explored in student exercises with particular emphasis on how structural demands impact on design. 3 credits
Prerequisite: Recommended: VAFW101 or VAFW100

VAFW139
Production Techniques
Students learn the process and skills required to successfully design and employ industry production techniques in small and large woodworking shops. Projects stress design solutions leading to greater efficiency, cost effectiveness, and safety while utilizing aesthetics, historical reference, and production traditions. 3 credits
Prerequisite: Recommended: VAFW101 or VAFW100

VAFW145
Conceptual Furniture
This course is for individuals who are interested in designing and making furniture that is more conceptually and less technically oriented. Functional furniture is the goal but experimental ideas, construction, and finishes (including painted finishes) are the focus. 3 credits
Prerequisite: VAFW100 or VAFW101 or VAFW138 or VAFA102

VAFW180
Woodturning
This course is an exploration of the historical and contemporary basics of lathe work. Both spindle (between center) and bowl (faceplate) will be explored. Students learn how to use a variety of lathe tools and how to sharpen and care for them. Students will design and make a variety of lathe-turned objects. 3 credits

VAFW181
Woodturning II
This course provides an in-depth exploration of lathe turning in the traditional, as well as the contemporary context. Multi-axis spindle turning, split turning, and turning in conjunction with processes off the lathe, including carving, shaping, surface ornamentation, and joinery will be explored.
3 credits
Prerequisite: VAFW180

VAFW190
History of American Furniture
This survey course provides a broad background in furniture history and related architecture style. As appropriate, furniture is analyzed in the context of craft, connoisseurship, socio-economics, regionalism, historical influences, pattern books, elements of style, and architecture. American furniture is emphasized, though connections to European and Eastern traditions are also demonstrated. 3 credits

VAFW280
**Cooperative Education -
Fine Woodworking**
On-the-job experience coupled with observation occurs in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the College Coordinator and the student are held to review actual experience and observation in light of the theory and skills learned academically. 3 credits
*Prerequisite: Permission of the
Department of the Arts and VAFW103*

Studio art supplies can be expensive. See page 124 for details.

Women's Studies

WMST110
Introduction to Women's Studies
Women's studies critically examines the totality of women's experiences from both historical and contemporary perspectives. Its goal is to unveil, document, restore, and validate the diversities of women's lives, traditions, identities, and voices through feminist perspectives, integrating knowledge from various disciplines to analyze issues and public policies affecting women's lives.
3 credits
Prerequisite: COMP110 (C or better)

WMST280
**Cooperative Education -
Women's Studies**
On-the-job experience and observations in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the faculty coordinator and the student are held to review actual experience and observation in light of the theory and skills learned academically.
3 credits

HLTH200
**Introduction to
Women's Health Issues**
This course is an introduction to the personal and social concerns of women's past and present health trends. Emphasis will be placed on the historical perspective of women's health, as well as exploration of physiological and spiritual barriers to women's health. As in all health classes the holistic model of wellness will be examined to ascertain the future of women's health. 3 credits

Woodworking
See Visual Arts

Admissions Policy

Any person may apply for admission to the College. Bucks County Community College admits as regular students only persons who have a high school diploma; have the recognized equivalent of a high school diploma; or are beyond the age of compulsory school attendance in the state in which the institution is physically located. Admission to some majors is limit ed by available facilities, the number of faculty, or other factors. The College may guide the enrollment of entering students in an effort to improve their opportunity to succeed in college. Admission for selected curricula is considered first for residents of Bucks County and then for residents of the Commonwealth of Pennsylvania.

Applying for Admission

Applicants for admission must submit an official Application for Admission and a nonrefundable application fee of $30 to the Office of Admissions, Records and Registration. Students who are intending to receive financial aid must also have a final official copy of their high school transcript or an official copy of their GED scores on file in the Office of Admissions. In order to be deemed official, the transcript must be sent directly to the Office of Admissions from the issuing institution. A transcript marked "issued to student", hand carried by student or third party, unsealed, or missing the Registrar's signature or school seal, will be marked as unofficial. A transcript is considered final official when procedures for official transcripts have been followed and listed is a date graduated for high school and a degree conferred for college.

It is important to note that Assessment Testing is mandatory for all students who are planning to enroll at the College on a full-time (12 or more credits) basis. However, part-time (1-11 credits) students are strongly encouraged to participate in assessment testing as soon as possible. Students who wish to participate in Assessment Testing must first make application to the College.

The results of the Assessment Testing have no bearing on a student's acceptance to the College; rather they are used for academic advising and program planning that will help to ensure student success. For further information regarding these tests, please turn to page 131.

Application Deadline

Students should apply for admission as early as possible to ensure optimal course availability. Applications are accepted on a rolling admissions basis.

Specific Admissions Concerns Re-admission

Students who seek readmission are encouraged to complete an application for readmission to ensure the reactivation of student status. Students must fulfill all other admission requirements before admission can be considered by the College..

Applicants with Previous College Experience

Applicants who attended other colleges and are in good standing may be considered for admission to the College. Applicants must fulfill the College's admission requirements and provide an official transcript from each college attended. This transcript must come directly from the applicant's former college and must be sent to the Director of Admissions, Records, and Registration at the College. Applicants who left other colleges involuntarily will be considered for admission on an individual basis.

High School Enrichment Program

The College allows select seniors from Bucks County high schools to enroll part-time during the day. This program expands educational opportunities and allows college credits to be earned before high school graduation. For acceptance into the program a student must submit an official copy of their transcript showing class rank in the top 40%, no final grade in high school below a "C" and they must also provide written approval from the high school.

Early Admissions for High School Students

The Early Admissions Program enables select high school seniors to attend the College on a full-time basis.

The College recognizes that certain high school students may benefit from beginning college study earlier than the traditional college entry date. Criteria for acceptance in the program For acceptance into the program, a student must submit an official copy of their transcript showing class rank in the top 20%, no final grade in high school below a "C" and they must also provide written approval from the high school.

Special Admissions

The Special Admissions Program allows select Bucks County high school juniors and seniors to enroll in one evening course per semester at the College. The program provides students the opportunity to enrich their fulltime high school education with a college course. For

acceptance into the program, a student must submit an official copy of their transcript showing no final grade in high school below a "C" and also provide written approval from the high school.

The College's Scholars Program offers 11th and 12th grade Bucks County high school students the opportunity to take college level courses in Liberal Arts. By earning credits now, students can get a head start on life after high school. Classes are held in participating high schools. Students can earn up to 15 undergraduate credits by graduation. These courses are transferable to other colleges and universities. Pennsylvania's Dual Enrollment Program allows school districts to artner with eligible postsecondary partners to offer high school juniors and seniors, who show they are ready, the chance to earn college credit while completing their high school requirements. Contact the high school for additional information.

Disability Services

Support services are available to students whose disabilities affect their functioning.
The College assures that reasonable accommodations are made depending on a student's needs. Students are strongly urged to contact the Director, Disability Services, 215-968-8463 (V), 215-504-8561 (TDD) prior to enrollment in order to be fully aware of these services and the extent to which they meet their individual needs.

International Student Applicants

Non-immigrant students, including those requiring a Certificate of Eligibility (Form I-20), must complete or provide the following documentation:

- BCCC International Student Application.

- A non-refundable application processing fee (US $30.)

- Certified and English translated academic records of secondary and post secondary education.

- Official results of TOEFL (Test of English as a Foreign Language) if English is not your native language.

- Affidavit of financial support and a bank statement reflecting in U.S. dollars, the funds available to the student.

- Immunization records against measles, mumps and rubella (MMR).

In order to allow the time needed to process applications for students requiring an I-20, the Admissions Office must receive application materials by the following deadlines:

July 1 - for the Fall semester
November 1 - for the Spring semester

April 15 - for Summer courses

Other non - U.S. citizens seeking admission to the College, including Resident Aliens, should follow the regular application process.

Please contact the Admissions Office for application materials and information or download the information from the College's website at www.bucks.edu.

Senior Citizens

Bucks County residents aged 65 and over may enroll tuition-free in credit courses on a space-available basis. To qualify for this waiver, students must register during the period designated by the College in its semester registration publication. Tuition is waived but all other applicable fees must be paid at registration. Proof of age and Bucks County residency may be required.

Students may elect to pay full tuition to secure a seat but, in doing so, forfeit their tuition waiver for the semester. Students who choose this option should report to a scheduled registration.

Residency Verification

All applicants for admission and enrolled students are legally bound to certify the county and state of their legal residency and are obligated to the College for the established tuition and fees.

Bucks County Community College adheres to the Regulations of the State Board of Education of Pennsylvania, Chapter 35, Community Colleges, which defines residency and domicile. The regulations define domicile as "the place where one intends to and does, in fact, permanently reside. A copy of the regulations is available in the Office of Admissions, Records, and Registration (Pemberton Hall). If requested to prove residency or to establish residency in Bucks County, documentary evidence from disinterested persons is required.

Examples of factors which may provide convincing evidence include the following:

- copy of a signed lease or proof purchase of a permanent independent residence

- payment of appropriate State and local taxes

- agreement on company letterhead for permanent full-time employment in the county

Ownership of property or a business in Bucks County while not actually residing in the county does not qualify a person to attend the College as a county resident.

A student's residence is determined at the time the student makes application for admission, readmission, or registration. If you are visiting or living with a relative who is not your parent or guardian, you are not considered a legal resident of Bucks County.

However, the College reserves the right to challenge a student's residence at any time if there is reason to suspect that the student's address is incorrect.
In order for a student to be classified or reclassified as a Bucks

County resident for a particular semester, the classification or reclassification must be approved by the Office of Admissions, Records and Registration by the end of the third week of classes. Any questions concerning residency should be directed to the Assistant Dean, Enrollment Services, 215-968-8117.

College Credit for Technical School Students

Bucks County Community College has developed articulation agreements with several area vocational high schools:

- Bucks County Technical High School
- Eastern Center for Arts & Technology
- Middle Bucks Institute of Technology
- Northern Montgomery County Technical Career Center
- Upper Bucks County Area Vocational Technical High School
- Western Center for Technical Studies

Individuals who complete technical school programs in:
- Air Conditioning/ Refrigeration Technology
- Automotive Collision Technology
- Automotive Technology
- Building Trades Technology
- Carpentry/Masonry Technology
- Cinema/Video
- Collision Repair Technology
- Computer Programming
- Computer Technology
- Cosmetology
- Criminal Justice
- Diesel Technology
- Early Childhood Education
- Electrical Technology
- Fine woodworking
- Graphic Design
- Hospitality/Food Services/ Chef Apprenticeship
- Machine Tool Technology
- Multimedia
- Networking Technology/ Electronics
- Outdoor Power Equipment Technology
- Plumbing/Heating Technology
- Public Safety
- Retail Management
- Tool and Die
- Welding Technology

can earn a specified number of credits in related majors at BCCC. In these areas, the course of study at the Technical School has been compared with the course of study at BCCC. Credit is granted for the mastery of common topics.

Vocational students in programs listed above should work through their instructors at the vocational school to pursue program articulation and should arrange to have their transcripts sent to the Office of Admissions, Records and Registration. The appropriate academic departments will evaluate these credits and will inform the Office of Admissions, Records and Registration which courses may be brought in for credit on the Bucks County Community College transcript.

Individuals who are pursuing (or have completed) a Registered Apprenticeship Program can earn credits under the evaluation guidelines of the American Council on Education. This is accomplished by a detailed evaluation of the individual's training record.

Other area vocational technical high school students and/or previous vocational school graduates may be interested in pursuing an Associate Degree in Occupational Studies.

If you have questions regarding the Occupational Studies Program, call the Department of Business Studies, 215-968-8227 or the Office of Career and Technical Programs Office, 215-968-8212.

Advanced Placement

The College participates in the Advanced Placement Program of the College Entrance Examination Board (CEEB). Under this program, the College grants credit and advanced placement to students with completed college-level courses in approved secondary schools with a score of three (3) or better in the Advanced Placement Tests of the CEEB.

Applicants for credit for advanced placement should request the CEEB to send their test scores to the Assistant Dean, Enrollment Services. Students are notified of the action taken on advanced placement and credit.

Evaluation of Transfer Credits

To have credits from prior colleges and universities evaluated, the student must provide an official transcript to the Office of Admissions, Records and Registration. Please note that the official transcript must be sent via the previously attended institution.

Unofficial and/or "student copy" transcripts will not be accepted for credit transfer. However, they can be reviewed for possible assessment testing waivers and/or an informal, unofficial evaluation. Please refer to page 132 for acceptable exemptions from assessment testing.

As a service to the student, all official transcripts will be automatically evaluated provided that:

1. the student possesses a student number (student numbers are assigned when initial application is made to the College).

2. the evaluation does not require further information (i.e. course descriptions, syllabi). If further information is needed, the student will be contacted by the Office of Admissions, Records and Registration.

Once an evaluation is completed, the student will receive a Transfer Evaluation Report for each institution attended.

Evaluation of Military Experience

The College evaluates previous military experience in accordance with the recommendations of the American Council on Education (ACE) through the Guide in the Evaluation of Educational Experience in the Armed Forces. Veterans seeking credit for previous military experience must submit one of the following documents to the Assistant Director of Admissions who is located within the Office of Admissions, Records and Registration.

1. DD-295 Evaluation of Learning Experiences During Military Service.

2. Army/American Council on Education Registry Transcript (AARTS) (commonly referred to as a SMART transcript).

3. DD-214 Certificate of Release or Discharge From Active Duty.

Once an evaluation is completed, the student will receive a Transfer Evaluation Report that documents the credit granted for prior military experience.

Foreign College or University Experience

Credits will be accepted from a foreign college or university after a course-by-course evaluation is conducted by an approved Credential Evaluation Service. A list of acceptable services is available in the Office of Admissions.

If a student has had English composition at the foreign college or university, the student must score a 6 on the English component of the BCCC assessment test to be awarded credit for English Composition. For further information, please contact the Office of Admissions, Records and Registration or on the web at www.bucks.edu/international

External Credit

External credits are credits earned outside of Bucks County Community College. Currently, the College accepts external credits from the following sources:

1. transfer credits from other accredited colleges and universities.

2. military experience.

3. business related non-collegiate courses (ACE/PONSI approved).

4. advanced placement.

A maximum of 30 credits may be earned through these sources. Please note: credit will be granted only for courses that pertain to the student's program of study and/or is needed as a prerequisite for higher level course work. Only courses with a grade of a C - or better will be considered

Internal Credit

Internal credits are earned at the College and satisfy the degree requirements of completion of not fewer than thirty semester credit hours at the College. These internal credits may be earned through Portfolio Assessment (LE), Credit by Examination through department examinations (CREX), the College Level Examination Program (CLEP), and the Defense Activity for Non-Traditional Education Support Program (DANTES). The CLEP and the DANTES examinations may also be accepted as external credits by the College.

Prior Learning Assessment Program

Through the Office of Experiential Learning, BCCC students may apply to earn college credit toward their associate degrees for relevant college level knowledge acquired through non-academic or non-traditional means. Such knowledge must be demonstrable. Credit is granted for courses that pertain specifically to students' programs of study.

The Coordinator, Experiential Learning helps students select the best method to demonstrate the college equivalency of their knowledge, and guides them through the process. The Coordinator's office is located in suite 14 on the first floor of the Rollins center or 215-968-8161 or 215-968-8195, or on the web at http://www.bucks.edu/pla

Methods for Earning Academic Credit through Prior Learning Assessment

1. **Courses Taken at Work** BCCC awards credit for employer, union, or professional association courses which have been evaluated and recommended for credit by the American Council on Education's (ACE) College Credit Recommendation Service, and by the Program on Non-collegiate Sponsored Instruction (PONSI). Check with Experiential Learning for relevant courses.

2. **Credit through Testing** A variety of examinations that be used to obtain college credit by demonstrating one's knowledge in particular subject:

a) **CREX - Credit through Departmental Examination**

Students admitted to the College may challenge certain courses through Departmental examinations. Students however, may not take CREX for a course they are in or have had. For advice on preparing for these BCCC exams, students should contact the Assistant Academic Deans of the relevant college department. BCCC courses open to challenge by CREX exam see: http://www.bucks.edu/catalog/crex.html

b) **CLEP The College-Level Examination Program**

CLEP provides students the opportunity to demonstrate college-level achievement through a program of nationally recognized exams in undergraduate college courses. CLEP examinations cover material taught in courses that most students take as requirements in the first two years of college. If a BCCC student wishes to take a CLEP exam for a class that he or she withdrew from, the student may not take the exam until 60 days after the official withdrawal date was recorded. If there is no offical withdrawal recorded, the 60 days begins from the last date of that semester. If you earned a grade of F in a class at BCCC, that grade will remain on your transcript and continue to calculate in your GPA even if you later earn credit for that course through a CLEP exam.

CLEP study guides for each examination are available for download from the CLEP website: http://www.collegeboard.com/student/testing/clep/about.html or to consult in the BCCC Library. They are also available to buy from the college bookstore. For BCCC courses open to challenge by CLEP exam see: http://www.bucks.edu/catalog/crex.html

CLEP Application forms are available online http://www.bucks.edu/lleap/clepapp.html, or at the Testing Center.

c) **DANTES - Defense Activity for Non-Traditional Students Education Support Program**

The DANTES standardized subject tests were previously limited to the military. The program is now available to civilians. Test content has been reviewed by the Office on Educational Credit and Credentials of the American Council on Education.

-For BCCC courses open to challenge by Dantes exam see http://www.bucks.edu/catalog/crex.html

- Application forms are available online http://www.bucks.edu/plalleap/dantesapp.html, or at the Testing Center.

Life experience may translate into college credits.

d) **NYU Foreign Language Proficiency**

New York University (NYU) offers proficiency examinations in over 50 languages for use at colleges and universities nationwide. These exams measure students' abilities in three skill areas necessary for everyday communication: listening, reading, and writing. Students may be eligible to take an NYU Proficiency exam in lieu of foreign language coursework. Application forms are at http://www.bucks.edu/pla/nyu.pdf or 215-968-8460) or at the Testing Center.

3. **Credit through Licenses and Certificates**

Students who have already attained certain licenses or certificates within their chosen profession or areas of interest may be able to earn credits towards their BCCC Associate degree.

BCCC grants credit for current professional licenses or certificates that have been evaluated and approved for credit by the College. See http://www.bucks.edu/pla

Students who have earned one of the licenses or certificates listed on this website must submit to the office of Experiential Learning copies of the license or certificate and current renewal card (if appropriate) in order to receive credit. In addition, for health-related certifications and licenses, an official transcript of the course completed must be sent to the Office of Admissions from the hospital or agency through which they were completed.

Apprenticeships

Trainings and journeyman's papered and unpapered learning. Some of these learnings are the ACT120, Fire Training School, Paramedic, and Machining Trades, Chef Apprentice, EMT and other certificate programs. Experiential Learning invites discussion about what has been learned so we can find out how to put that towards your educational objectives.

Students with TECHNICAL SCHOOL QUALIFICATIONS (such as NOCTI) see the 'College Credit for Technical School Students' heading on previous page.

4. **Credit Through Portfolio Assessment**

Portfolio assessment is open to currently enrolled students. Such students may challenge the need to take a BCCC college course by demonstrating college-level knowledge in the subject matter by preparing a portfolio according to certain predetermined guidelines.

Students interested in pursuing this method of earning college credit are required to make an appointment with the Coordinator, Experiential Learning.

Affiliation with Thomas Edison State College (NJ)

Bucks County Community College is part of the Degree Pathways Program designed for graduates of an associate degree program. There is no out-of-state fee or tuition.

Options for maximizing transfer credits to a four-year degree include: traditional coursework, portfolio assessment, credit by examination, CLEP and DANTES.

For information contact Experiential Learning at 215-968-8161.

Shared Majors

Bucks County Community College students may elect to take courses at Philadelphia, Montgomery or Delaware County Community Colleges under this plan. Students who elect to enroll at these Community Colleges must be authorized by the Director of Admissions, Records and Registration and will pay the host college sponsored student rate for courses that they take at the host college.

Shared Program opportunities include:

Delaware
Automated Manufacturing Tech.
Biomedical Technology

Philadelphia
Amer. Sign Language/Interpreter
Dental Assisting/ Hygiene
Diagnostic Medical Imaging

Montgomery
Automotive Technology
Dental Hygiene
Medical Laboratory Technology
Computer-aided Drafting & Design

Interested students should contact the Office of Admissions at the host college of the major they wish to pursue.

BCCC and Mercer County Community College Students can enroll in unique programs that are not offered at their home colleges for in-state tuition rates. For more information visit www.buck.edu/transfer.

Statewide Majors

Act 31 provides State support to Community Colleges for approved occupational-technical programs. Some of these programs are designed as Statewide Majors and are open to any resident of the Commonwealth of Pennsylvania.

The following is a list of majors offered at nearby Community Colleges. The offering college determines the tuition rate to be charged for out-of-county students. If you would like more information on a particular major, write to the college at which it is offered.

Bucks County Community College
275 Swamp Road
Newtown, PA 18940
• Fine Woodworking
• Historic Preservation

Delaware County Community College
Route 252 & Media Line Road
Media, PA 19063
• Facilities Management
• Insurance Claim Adjuster
• Total Quality Control

Harrisburg Area Community College
3300 Cameron Street Road
Harrisburg, PA 17110
• Auctioneering
• Pharmacy Technology

Lehigh Carbon Community College
2370 Main Street
Schnecksville, PA 18078
• Occupational Therapy Assistant
• Physical Therapist Assistant

Northampton Community College
3835 Green Pond Road
Bethlehem, PA 18017
• Funeral Services Management
• Interior Design
• Library Technician Assistant

BCCC Course No.	BCCC Course Title	Credit Hours	Type of Exam	Min. Score
Department of the Arts • Hicks 123 • 215-968-8425				
VAFA100	Drawing Fundamentals	3	CREX	
VAMM100	Digital Imaging	3	CREX	

Examination requires performance or demonstration.

Department of Business Studies • Penn 401 • 215-968-8227				
ACCT103	Introductory Accounting	3	CREX	
ACCT105	Principles of Accounting I	4	CLEP	50
ACCT106	Principles of Accounting II	4	DANTES	50
HRIM110	Financial Management in Tourism & Hospitality	3	CREX	
HRIM121	Advanced Food Preparation and Management	3	CREX	
MEDA120	Medical Terminology	3	CREX	
MGMT100	Introduction to Business	3	DANTES	47
MGMT120	Business Mathematics	3	DANTES	45
MGMT130	Business Law (formerly LAWS130)	3	CLEP	50
MGMT160	Risk and Insurance	3	DANTES	47
MGMT230	Principles of Management	3	CLEP	50
MKTG100	Principles of Marketing	3	CLEP	50
OADM140	Keyboarding/Typewriting	3	CREX	
OADM225	Microsoft Word Beginning	3	CREX	

Department of Mathematics, Computer/Information Science Founders 113 • 215-968-8305				
CISC100	Introduction to Computers	3	CREX	
CISC105	Windows/DOS Concepts	4	CREX	
CISC110	Introduction to Information Systems	3	CREX	
CISC113	Visual Basic Programming I	3	CREX	
CISC115	Computer Science I	3	CREX	
CISC143	Essentials of Networking	4	CREX	
MATH101	Mathematical Concepts I or II	3	CLEP	50
MATH102	Mathematical Concepts I and II	6	CLEP	65
MATH115	Elementary Statistics	3	CREX	
MATH120	College Algebra	4	CLEP	50
MATH122	Trigonometry and Analytic Geometry	3	CLEP	50
MATH125	Pre-Calculus Mathematics	4	CLEP	50
MATH140	Calculus I	4	CLEP	50
MATH141	Calculus II	4	CLEP	65

Course No.	Course Title	Credit Hours	Type of Exam	Min. Score
Department of Health, Physical Education & Nursing Gym 102 • 215-968-8451				
HLTH103	Life and Health	3	CREX	80
HLTH120	Nutrition	3	CREX	80
NURS101	Nursing I	6	CREX*	
NURS102	Nursing II	6	CREX*	

* Available to students transferring from other nursing programs, and/or Licensed Practical Nurses. Challenge examination may be retaken only one time.

Department of Language & Literature • Penn 101 • 215-968-8150				
COMP110	English Composition I	3	CLEP	50
FREN110/111	Elementary French I and II	6	CLEP	50
FREN201/202	Intermediate French I and II	12	CLEP	65
GRMN110	Elementary German I	3	CLEP	50
GRMN111	Elementary German II	3	CLEP	54
GRMN201	Intermediate German I	3	CLEP	58
GRMN202	Intermediate German II	3	CLEP	63
JOUR276	Feature Writing*	3	CREX	
JOUR275	News Editing and Copyreading*	3	CREX	
LITR231	Survey of American Literature I	3	CREX	
LITR232	Survey of American Literature II	3	CREX	
SPAN110	Elementary Spanish I	3	CLEP	50
SPAN111	Elementary Spanish II	3	CLEP	55
SPAN201	Intermediate Spanish I	3	CLEP	60
SPAN202	Intermediate Spanish II	3	CLEP	66

Examination requires performance or demonstration.

Department of Social & Behavioral Science • Penn 301 • 215-968-8270				
ECON111	Principles of Economics: Macro	3	CLEP	50
ECON112	Principles of Economics: Micro	3	CLEP	50
HIST111	History of Western Civilization I	3	CLEP	50
HIST112	History of Western Civilization II	3	CLEP	50
HIST151	US History I	3	CLEP	50
HIST152	US History II	3	CLEP	50
HUMN111	Humanities I	3	CLEP	50
HUMN112	Humanities II	3	CLEP	50
POLI111	American National Government	3	CLEP	50
PSYC110	Introduction to Psychology	3	CLEP	50
PSYC180	Human Growth and Development	3	CLEP	50
PSYC190	Educational Psychology	3	CLEP	50
SOCI110	Principles of Sociology	3	CLEP	50

To find the CLEP Exam equivalencies, go to http://bucks.edu/pla/clepequiv.html

Tuition/Expenses

Tuition and Fees per Semester*

Tuition/Fee	Bucks County Resident	Out-of-County Resident	Out-of-State Resident
per semester credit hour	$92	$184	$276
Activity Fee			
1-6 credit hrs.	3	3	3
7-11 credit hrs.	6	6	6
12 or more credit hrs.	12	12	12
Capital Fee per semester credit hour	0	10	20
College Services Fee	25	25	25
Technology Support Fee per semester credit hour	17	17	17

Fall 2006

Expenses Per Semester

Tuition and fees are subject to change by action of the Board of Trustees of Bucks County Community College.

Tuition and fees are due, in full, each semester on or before registration. In addition to the tuition and fees listed below, some courses or majors require additional expenditures for travel, supplies, materials, performance tickets, and the like. Additional expenses are shown with the course description where applicable.

All tuition and fees due and payable at time of registration.

Out-of-county residents who receive permission and county financial support to attend the College do so at the resident tuition rate.

All full-time students who register for more than 18 credits must have the approval of their academic advisor.

Some courses are billed at a different rate than the credits awarded. Such courses are noted in the course descriptions listing.

Sample Cost Illustration

12 semester hour credits @ $92 each credit =	$1104
Activity Fee (12 or more credit hours)	12
Capital Fee (County Resident)	0
College Services Fee	25
Technology Support Fee ($15 per credit hr)	204
Illustrative Total (per semester)	$1345
Other Fees/Costs	
Return Check Fee	25
Deferred Payment Fee	25

Studio Art Supplies

In addition to tuition and fees, students enrolled in studio art courses can anticipate required expenses for materials. For several classes, listed below, the College will facilitate the process of ordering required supplies. Studio supply costs that follow are intended to assist the student in obtaining artist's materials, but will not comprehensively cover all materials required.

Students enrolled in the following courses will incur an expense of $20 each:
VAFA 102, 105, 141, 160, 165, 167, 260, 261

Students enrolled in the following courses will incur an expense of $50 each:
VAFA 151, 157, 161, 181, 257, 282, 285

Students enrolled in the following courses will incur an expense of $75 each:
COMC 145, 146, 245

Students enrolled in the following courses will incur an expense of $150 each:
VAFA 147, 148, 246

Expenses for studio courses not listed will likely be comparable, and will be the responsibility of the individual student.

Tuition and Fees

Tuition

This is the basic charge for full-time and part-time students to cover approximately one-third (1/3) of their actual college costs. Educational costs are subsidized by the Commonwealth of Pennsylvania and the County of Bucks (approximately 1/3 each except for out-of-county and out-of-state residents who pay two-thirds (2/3) and 100 percent, respectively).

Activity Fee

This fee is assessed to all students, dependent upon the number of credits taken. It supports all student activities and organizations such as the campus newspaper and athletic events.

Capital Fee

This fee is assessed to out-of-county and out-of-state students as a contribution to the costs of land, buildings, and equipment furnished by the Commonwealth of Pennsylvania and the County of Bucks.

Application Fee

This one-time non-refundable application fee of $30 for admission processing is required of all applicants.

Nursing Fees

In addition to tuition and fees, the following are estimates of other expenses incurred by students in the nursing major: nursing fee, $100/course (1st year), $150/course (2nd year); student uniforms, $160; laboratory fees $20/course both years; malpractice insurance $15/course covered and billed by college both years; NCLEX-RN Assessment tests (required each semester). Application for NCLEX-RN examination, Permit-to-Practice, PA Licensure Examination, graduation nursing pin (price varies based on pin selected). Additionally, students will have various fees for achievement tests and conferences that they must attend. Fees listed are subject to change.

Graduation Fees

This charge is assessed to cover a portion of the costs of graduation ceremonies and diplomas. $20 fee.

Credit by Examination for Nursing

This charge is assessed for each course for which a student wishes

to test competency. The charge covers the cost of the special examination and grading of the examination. $30 per course.

Transcript

This charge covers the handling and printing of transcripts for students. $2 fee.

College Services Fee *(per semester)*

A general services fee covering registration, parking decal, computer use, etc. $25 fee.

Technology Support Fee

This fee is assessed to cover the cost of technology resources. It supports Internet access, network services, web registration and other web-based services. $15 per credit hour.

Tuition Refund Policy

Tuition and fees paid for classes cancelled by the College due to insufficient registrations are fully refundable. Other tuition refunds are generally granted under the following official policy of the College.

1. An official withdrawal or drop of courses becomes effective upon receipt of written notice from the student in the Office of Admissions, Records and Registration.

2. Official withdrawal or drop from courses prior to the first day of a term: 100 percent tuition refund, activity fee, capital fee and college services fee. *(Note: application fee non-refundable)*

3. Official withdrawal or drop from courses during the published Add/Drop period of the term: 50 percent refund of tuition only.

There are no refunds after the published Add/Drop period of a term.

All Title IV aid recipients, who totally withdraw from classes at or before the 60% point in the semester, will have a calculation performed to determine the amount of unearned aid that must be returned. Based on the withdrawal date recorded in the Office of Admissions, Records and Registration, we determine how many calendar days a student has attended in the semester. We divide the calendar days attended by the calendar days in the semester to get the "percentage

completed." Total disbursed aid is then multiplied by this percentage completed to determine "earned aid." If "earned aid" is less than disbursed aid, we must perform another calculation to determine how much of the "unearned aid" has to be returned by Bucks County Community College and how much has to be returned by the student. Once the amount of unearned aid that needs to be returned is determined, it must be returned to the Title IV aid programs in the following order:
- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Perkins Loans
- Federal PLUS Loans
- Federal PELL Grant Program
- FSEOG Program
- LEAP (if known Title IV)

Military Duty Tuition Refund

A student unable to complete any semester by virtue of being called to Military Reserve Duty, other than a training obligation scheduled prior to the beginning of the semester, shall be granted, at his/her option, a complete drop or complete withdrawal or an incomplete for all courses in that semester. A student dropping all courses will receive a 100% refund, including fees. A student withdrawing will receive no refund. A student electing incompletes will be expected to complete courses within the time frame and policy prescribed by college policy. A student receiving financial aid or veteran benefits may be required to elect a particular option in accord with established policies.

Tuition Refund Appeals

No refunds will be made after the first week of the semester (or equivalent during summer sessions or modular courses). However, students may appeal their refunds if extenuating circumstances prevented them from dropping from classes by the refund deadline. The deadline for submitting appeals to Admissions, Records and Registration is by the last day of the semester that the student is appealing.

Students may appeal their refunds (if extenuating circumstances occur) by submitting the appropriate appeal form to the Admissions, Records and Registration office.

Indebtedness to the College

The College uses a standard collection process for unpaid indebtedness to the College. In addition, student transcripts are withheld and the College will deny registration and readmission to students who:
1. are indebted to the College.
2. have failed to return books or equipment loaned to them.

Payments of Tuition and Fees

Students are expected to pay all tuition and fees due at the designated time(s) before classes begin each semester. Failure to pay or attend classes neither cancels registration nor reduces the amount due, and the student may be subject to additional processing charges. To have courses and charges removed, submit written and signed notification to the Admissions office by the deadline. Deadlines are published in the credit course brochure each semester.

Students may pay by cash, check, or credit card at the Bookkeeping/Student Accounts office, Tyler Hall, Room 209, during regular business hours, or at the Evening Programs office, Founders Hall Lobby, Monday through Thursday, 8:30 a.m. to 8:00 p.m.; Friday, 8:30 a.m. to 4:00 p.m. Students may also pay by credit card online at www.bucks.edu

Any checks returned to the College for insufficient funds will be assessed a return check fee in the amount of $25.

Tuition Payment Plan

Students unable to pay the full amount of tuition and fees at time of registration may inquire about the College's Payment Plan Agreement Program. Under this program, students enrolling for at least six credits may be able to defer payment of 50% of their tuition charges and fees upon completion and approval of a payment plan agreement form. There is a $25 charge for this service. The program does require payment of 50% of tuition and fees at time of registration. For details, contact Student Accounts, 215-968-8039.

Financial Aid

Financial aid is any grant, scholarship, loan or employment opportunity with the express purpose of helping a student meet educationally-related expenses while attending college. During the 2004-05 academic year, approximately 2353 students received some form of financial aid. The total amount of financial aid received by these students exceeded $8.7 million

Financial Aid Office

The Financial Aid Office is located in the Charles E. Rollins Center, lower level. Office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday during the fall and spring semesters. The Office is also open in the evening during the first week of classes.

Dean's Academic Scholarships

A limited number of Dean's Academic Scholarships are awarded annually for the fall semester only to students meeting nomination and selection criteria. Information about the award is available in the offices of Admissions, Records and Registration, Financial Aid, and the Dean of Academic Affairs. The application deadline is May 1st,

Application Deadlines

Financial Aid Applications are accepted at any time during the year, with preference given to applications received by May 1st for students entering in the fall semester and by November 1st for new students entering for the spring semester.

Applications received after these dates will be considered Late Applications and will be reviewed after all on-time applications have received consideration. Late awards are dependent upon available funds.

Assuming that you apply by the above dates, properly complete the application, and we need no additional information or

verification, you will be notified of your eligibility status prior to the start of the semester(s). If verification is required, additional information may be requested including a verification form and tax returns. The student must comply with verification requirements before any financial aid is processed. If corrections are required as a result of verification, the Financial Aid Office can make changes to a student's federal methodology electronically. If changes are made electronically, the Financial Aid Office will receive the corrected electronic ISIR.

Application Forms

Students applying for financial aid MUST complete:

• a Free Application for Federal Student Aid (FAFSA).

PHEAA may request additional information from any student who would like to be considered for a PHEAA grant.

Eligibility

Eligible students are notified by mail. The majority of awards are made during the months of May, June, July, and August for students entering for the fall semester, and November and December for students entering for the spring semester. Eligible students receive a Financial Aid Award Letter, outlining awards being offered, and terms and conditions of the awards. This award letter may also be accessed via WebAdvisor. Most awards are based upon financial need, and eligible students generally are awarded a combination of types of awards, referred to as a "financial aid package." This "package" is usually a combination of grant/scholarship, loan, and work-study opportunities.

Non-eligible students are notified in writing of the reasons why aid was refused, and may appeal this decision by directing a request for reconsideration, in writing, to the Financial Aid Office.

A sample budget, used for financial aid purposes during 2005-2006, for an in-county commuter student living with parents is listed below:

Tuition and Fees	$3125
Room and Board	1500
Books and Supplies	1250
Transportation	2400
Personal Expenses	1350
TOTAL	**$9625**

General Application Eligibility Criteria

To apply for assistance, students MUST:

• be U.S. citizens or permanent residents;

• provide the College with either a high school transcript or a high school equivalency diploma;

• be enrolled or planning to enroll for at least six (6) credits for most programs; Federal Pell Grant eligibility has been extended to less than half-time students.

• be enrolled in a major on a degree- seeking basis leading to an Associate of Arts Degree or Certificate offered by the College. (NOTE: Students enrolling on a non-degree seeking basis are not eligible for financial aid. Some financial aid programs will not cover the College's Certificate Programs. Contact the Financial Aid Office for details.)

• not be in default status on a previously secured student loan;

• not owe a refund due to an overpayment received from a federal or state student aid program;

• be making satisfactory academic progress.

Enrollment Status

Eligibility for financial aid awards is contingent upon enrollment status throughout the semester. Some programs require students to maintain full-time status. Other programs require that students maintain at least half-time enrollment. In most cases, award amounts are dependent upon enrollment status. Adjustments in enrollment status either between or

during semesters will result in adjustments to award amounts or cancellation of awards.

Satisfactory Academic Progress

To continue to be eligible for financial aid, a student is required, by federal regulations, to maintain satisfactory academic progress in the course of study he or she is pursuing. This policy was written to comply with current federal regulations and became effective with the 2005-2006 academic year.

1. A student's academic progress will be checked at the end of each semester. All prior semesters are reviewed whether or not a student has received financial aid during each semester.

2. Students who have attended Bucks County Community College for less than (2) two academic years must maintain a grade point average which complies with the following scale:

Credits Attempted G.P.A.

Includes "F" grades, Withdrawals (W), Incompletes (I) and Transfers (TR)

Credits Attempted	G.P.A.
0-8	no minimum
9-16	at least 1.00
17-30	at least 1.60
31-45	at least 1.75
46 or more	at least 1.85

Once a student attends Bucks County Community College for two (2) academic years* a student must have a grade point average consistent with graduation requirements. A grade point average that is considered to be consistent with graduation requirements is at least 2.00.

3. In addition to the GPA requirement, a student must successfully complete sixty-seven (67%) percent of attempted credits during each semester of enrollment at the College. Total credits attempted include grades of F, Withdrawals (W), Incompletes (I) and Transfer Credits (TR).

* For example, a student who attends fall 2004 spring 2005, summer 2005 and fall of 2005 has attended two (2) academic years for purposes of this policy. (Combined summer sessions will be treated as one semester.)

4. Once a student attempts more than 150% of the credits that it normally takes to complete his/ her program of study, he/she is no longer eligible for financial aid. Exceptions may be made for students who have changed their major. If a student wishes to be considered for such an exception, the student must complete an appeal form in the Financial Aid Office. If an exception is made to the maximum time frame for a student, due to a change in major, the Financial Aid Office will notify the student of the academic plan which must be followed.

5. Repeat courses will be counted towards total credits attempted and total credits completed for determining the required 67% credit completion rate referred to in item #3 of this policy. Repeat courses will also be counted towards the 150% maximum credit limit referred to in item #4 of this policy. Finally, the grade earned by retaking a course is the grade, other than W, counted in the cumulative grade point average.

6. If lack of academic progress results from either the death of a relative of the student, an injury or illness of the student, or other special circumstances, this policy may be reconsidered on a case-by-case basis. For special consideration, a student must complete an appeal form in the Financial Aid Office.

7. Students not meeting the satisfactory academic progress requirements may be reinstated for financial aid once they have enrolled at their own expense and successfully completed the number of credits prescribed by the Financial Aid Office in the "no progress" letter sent to students. In addition, they must also meet the grade point average requirement referred to in item #2 of this policy.

Class Attendance

To be eligible to receive financial aid, students must be attending class(es) on a regular basis. *Failure to attend classes is not considered to be an official withdrawal from class(es) or the College.* It is the student's responsibility to notify the Admissions Office of intent to withdraw from class(es) or the College. Students who stop attending class(es), but fail to notify the Admissions Office, will be required to repay any financial aid refund received to cover educational expenses during the time of non-class attendance.

Enrollment in a study abroad program approved for credit may be considered enrollment at Bucks County Community College for the purpose of applying for Title IV assistance. Please contact the Financial Aid Office for further information.

Withdrawal from the College

Financial aid recipients withdrawing from the College should contact the Financial Aid Office. This will ensure that all matters regarding financial aid awards, refunds, and student loan obligations are taken care of prior to leaving the College. It is the policy of Bucks County Community College not to grant leave of absences. Students are considered to be withdrawn at the time they are no longer in attendance. A student will be considered an unofficial withdrawal if such student receives financial aid and fails to earn a passing grade in at least one class in which he/she was enrolled. In this case, the Financial Aid Office will perform a Return to Title IV calculation and remove any unearned financial aid received by the student. If the removal of unearned financial aid results in an outstanding balance, the student will be unable to re-enroll until such time that the outstanding balance has been paid. Students not contacting the Financial Aid Office will be billed for any

unearned financial aid received, and will be unable to re-enroll until such time that the resulting balance has been paid. Students with Federal Perkins Loans (formerly National Direct Student Loans), Nursing Health Professions Student Loans, and Federal Stafford Loans (formerly Guaranteed Student Loans) must contact the Financial Aid Office so that exit counseling can be conducted.

Please contact the Financial Aid Office if you are interested in receiving information regarding exit counseling required to be provided to student borrowers of a Federal Stafford Loan or Federal Perkins Loan. You may also contact the Financial Aid Office to receive terms and conditions of deferments of loans for service in the Peace Corps, under the Domestic Volunteer Service Act of 1973 or comparable volunteer service for a tax-exempt organization of demonstrated effectiveness in the field of community service. Finally, you may request, from the Financial Aid Office, information regarding the terms of any loans received, sample loan repayment schedules and the necessity for repaying loans.

Payment of Financial Aid Awards

The College pays all financial aid scholarship, grant, and loan awards by direct credit to student accounts on a semester basis. Payments are credited to student accounts as soon as possible after students have returned all required forms and classes have started. Dropping credit hours and/or course withdrawal may result in the revision or cancellation of financial aid awards.

You may be able to charge your books if you have financial aid awards in excess of the amount needed to pay tuition and fees. To take advantage of this service, please contact the Financial Aid Office during the first week of class during any semester.

Financial Aid Refunds

Financial aid awards in excess of the amount needed to pay any outstanding balance owed to the College are refunded directly to students. Late financial aid awards are processed as soon as administratively possible, and late refund checks are issued to students throughout the processing year. In general, students can expect to receive their refund check within 14 days of the date their financial aid is paid to their student account, assuming that classes have started, and there is no change in enrollment or other eligibility criteria.

Change in Financial Circumstances

Students may request reconsideration of their financial aid awards at any time during the year. Such requests must be made in writing, and must explain, in detail, any changes which have occurred since the original application for financial aid. Requests for reconsideration are reviewed periodically and students are notified in writing.

Reapplication for Financial Aid

All students must reapply for financial aid each year. New applications are generally available each January for the ensuing academic year. Preference is given to applications received by May 1st for the fall semester and November 1st for students entering in the spring semester. Applications received after the deadlines are processed as soon as administratively possible, dependent upon available funding.

The College participates in all major federal and state financial aid programs. Descriptions of the various programs, including eligibility requirements, application procedures, and possible award amounts are summarized below. Award amounts and eligibility requirements are subject to change by state and federal legislation.

Job Location Program

Students who are interested in securing part-time jobs during the semester are encouraged to contact the Financial Aid Representative in the Financial Aid Office. Students eligible for the Federal Work-Study Program may be placed in open positions within a few days. Although the majority of the open positions are filled at the beginning of each semester, a number of openings become available each month. Students not eligible for a part-time job through the Federal Work-Study Program will be referred to other College services assisting students with job location while enrolled. For additional information, schedule an appointment to see the Financial Aid Representative in the Financial Aid Office.

Please contact the Financial Aid Office if you are interested in receiving our informational brochure on the Federal Work-Study Program which outlines general conditions and terms applicable to the FWS Program.

	Program	Source	Who is Eligible to Apply
BUCKS PROGRAMS	Federal Pell Grant	Federal Government Program	Applicants must be: 1. U.S. citizens or permanent residents. 2. enrolled or planning to enroll for at least six (6) credits, half-time status. 3. Federal Pell Grant eligibility is extended to less than half-time students. 4. enrolled in a major on a degree-seeking basis. 5. not in default status on a previously secured student loan. 6. making "satisfactory academic progress." 7. a recipient of a high school diploma or a high school equivalency diploma (GED).
	Federal Supplemental Educational Opportunity Grant Program	Federal Government - 75% Other - 25%	
	Federal Work-Study Program	Federal Government - 75% Bucks - 25%	
	Federal Perkins Loan Program	Federal Government - 75% Bucks - 25%	
	Dean's Academic Scholarships	Bucks	Students with high academic achievement are nominated by the Bucks Faculty and Administration.
	Trustee's Grant	Bucks	Full-time students who are Bucks County residents and demonstrate exceptional financial need.
	Happ-Grover Fund of the Bucks County Foundation	Happ-Grover Fund of the Bucks County Foundation	Students enrolled on at least a half-time basis who are from the Central Bucks County School District.
OTHER PROGRAMS	PHEAA Grants Pennsylvania Higher Education Assistance Agency Grants	Commonwealth of Pennsylvania	Students enrolled on at least a half-time basis (at least 6 credits) enrolled in majors leading to the AA Degree. NOTE: *One-year Certificate Programs are ineligible according to State Regulations.*
	Federal Stafford Loan Program (both subsidized and unsubsidized)	Federal Government and Commonwealth of Pennsylvania	Students intending to enroll on at least a half-time basis (six credit hours).
	Federal PLUS Loan	Federal Government and Commonwealth of Pennsylvania	Parents of dependent undergraduate students. Students must enroll at least half-time.
	Restricted Scholarships		

Contact the Financial Aid Office at Bucks to secure application forms.

Award Amounts	How Eligibility is Determined	How to Apply
Yearly amounts range from $400 to $4,050 at Bucks. (Dependent upon eligibility and enrollment status.)	Eligibility is based on the federal methodology needs analysis, student's enrollment status, and cost of attendance.	Complete: A Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed on-line at www.fafsa.ed.gov
Yearly awards range from $100 to $1000 at Bucks.	Based upon program guidelines and available funds. Preference given to students applying before May 1st for the fall semester and November 1st for new students entering in the spring semester.	
Amounts are determined by hourly rate of pay and number of hours per week. Awards generally range from $1,000 to $4,500 per year.		
Amounts range from $250 to $2,000 per year at Bucks.		
Scholarship received for the fall semester of the Academic Year. Maximum award: full-time tuition and fees.	Final selection is determined by the Dean of Academic Affairs. Restricted to legal residents of Bucks County.	Contact the Office of the Dean of Academic Affairs for additional information.
$100 per year.	Final eligibility is determined by the Financial Aid Office.	Complete the Free Application for Federal Student Aid (FAFSA) by May 1st.
Yearly awards range from $200 to $1,000.	Eligibility is based on federal methodology needs analysis, student's enrollment status, GPA, and residence in the Central Bucks County School District. Final eligibility is determined by the Financial Aid Office.	Complete the Free Application for Federal Student Aid (FAFSA).
Yearly grants are based upon a percentage of tuition and fees.	Awards are determined by a State formula based on financial need.	Complete the Free Application for Federal Student Aid (FAFSA) by May 1st.
Maximum amounts for dependent students: Academic grade level 1: $2,625 per academic yr. Academic grade level 2: $3,500 per academic yr. **Maximum amounts for independent students:** Academic grade level 1: $6,625 per academic yr. Academic grade level 2: $7,500 per academic yr.	Final eligibility is determined by the lending institution and AES/PHEAA, based upon certification information provided by Bucks. Eligibility is based upon cost of education, expected family contribution, and other financial resources received by the student.	Complete: 1. Loan application which may be secured from a participating local bank. Contact the loan office and ask for a student loan application. Students may also apply on-line for a loan by accessing AES/PHEAA's website at www.aessuccess.org. 2. A Free Application for Federal Student Aid (FAFSA).
Loan amount may not exceed cost of attendance minus financial aid student received.	Final eligibility is determined by the lending institution and AES/PHEAA, based upon certification information provided by Bucks. Eligibility is based upon cost of education, expected family contribution, and other financial resources received.	

Listing of restricted scholarships in the Library at Bucks, and in the Financial Aid Office.

Registration Guidelines

Contact an academic advisor before registering to ensure proper course selection.

Course Registration

Dates for course registration are announced by the Office of Admissions, Records and Registration. Currently enrolled students are mailed registration information from that office. Dates and locations for registration are also published in each semester's registration brochure and at www.bucks.edu. Eligible students should register on the BCCC website.

Before registration, students should meet with an appropriate academic advisor. The following steps should be taken before the advising appointment:

• Students should become familiar with the required courses for their majors. This information can be found in this Catalog and in the Academic Evaluation available to registered students each semester. Students can obtain the Academic Evaluation through WebAdvisor , which is accessed from www.bucks.edu;

• Students intending to transfer should consult the catalogs of colleges they may wish to enter and if possible, bring those catalogs to the advising appointment;

• Students who have attended other colleges should bring copies of those transcripts and any other relevant material;

• Students should prepare a trial schedule of classes they wish to take during the upcoming semester.

Registration for new students who have been formally accepted to the College begins as early as April for the fall semester or December for the spring semester. Only accepted students who have completed placement testing will be invited to this registration. In addition, new full-time students are invited to participate in the new student and parent orientation program prior to course registration.

Students who choose not to follow formal acceptance procedures may register later, at one of the open registrations scheduled during the weeks before the start of each semester.

Late Registration

Late registration is conducted during the drop/add period only and students are responsible for completing any course work they may have missed.

Academic Advising

Students are directed to academic advisors who teach in their majors. and encouraged to seek advising to set goals, plan their educations, and make decisions.

The advisor is a source of information about institutional policies, procedures and programs, and helps students use College resources for integrating academic pursuits with personal and vocational goals. It is best to meet with advisors well before course registration periods so that adequate time and attention can be devoted to student concerns, apart from the urgency of registration itself. Advisors are prepared to assist students in considering career choices, transfer of courses, selection of transfer colleges, major requirements, and course choices.

Obtaining Advising

Advisor approval is required for all students wishing to register for a full time course load. Part time students may seek advising, but advisor approval is not required for their registration.

Students are urged to contact advisors in their offices or by telephone or email (www.bucks.edu/advising)

Or, contact Student Planning Services, Rollins first floor, 215-968-8182 for information on how to connect with your academic advisor.

Each term, all registered students are provided a list of faculty advisors in their major.

All students new to the College are invited to be advised and registered as part of the initial enrollment process.

Students must arrive to advising sessions with their computer-generated Program Evaluation which matches courses completed against courses needed to satisfy degree requirements.

Choosing Courses

Course Scheduling

Students should expect to schedule courses during other than morning hours. The large number of students, a limited number of classroom and other instructional spaces, parking, and food service capacities combine to make it impossible for all students to attend the College during the popular morning hours. Courses, therefore, are also scheduled during afternoon and evening hours and on Saturdays, and are open to all students. In addition, courses are offered through on line Learning.

Course Selection

The ultimate responsibility for course selection rests with the student. The advisor's function is to help the student identify degree/course requirements, alternatives and to evaluate options.

The Web Advisor Search and Register feature is the most convenient way for students to find available courses at times and locations convenient to them.

Prerequisites

A prerequisite is a course condition or requirement which must be met before enrolling in a course. Students are not permitted to enroll in a course without first satisfying the prerequisite. Courses requiring prerequisites are so noted in the College Catalog and course schedules. Requests for the waiver of prerequisites are considered by Assistant Academic Deans.

Corequisites

A corequisite is a course which is required to be taken simultaneously with another. For example: Preparatory Chemistry (CHEM090) must be taken in conjunction with College Algebra (MATH120).

Course Syllabus

A copy of the syllabus for each course offered by the College is available for reference by students in Department offices, the Office of the Vice-President and Dean of Academic Affairs, the Library, and online.

Course Format

Every instructor is required to distribute a course format to students in a class. The course format contains information on the teaching methods to be employed in the class, student evaluation criteria and devices, required instructional materials, and other information pertinent to the organization and conduct of the class.

Student Schedules

Class schedules are mailed to each registered student at the address currently on file in the Office of Admissions, Records and Registration.

Identification Cards

Identification Cards are required for all full-time and part-time students. Cards are issued by the Library and will be used for library and equipment check-out, as well as for admission to College activities. Loss of the I.D. Card should be reported immediately to the Library. There will be a replacement fee charged to reissue an I.D. Card.

Placement Testing

Placement Testing is required of all full-time, first-time students and part-time students registering for their 16th credit. These tests include:

The Writing Sample, used to determine writing course placement, is required of all students who are planning to register for English Composition I (COMP110) or Business Letter and Report Writing (OADM110).

The Mathematics Placement Test is used to determine the level at which a student is best prepared to begin the study of mathematics.

The Reading Test measures vocabulary and comprehension.

The Chemistry Placement Test measures comprehensive, basic chemical vocabulary and math applications.

American English as a Second Language Students for whom English is their second language must take the *American English as a Second Language (AESL)* assessment, which consists of a writing sample, a 45 minute grammar test, and a reading test. An oral interview may also be required.

The purpose of placement testing is to assess the level of student learning and skills for placement at the appropriate level in courses. If test results do not meet the standards of college-level courses, students are required to register in courses that help them to improve their learning and skills and increase their opportunity to succeed in college work.

The placement tests are given on regularly-scheduled days and at other times when demand is adequate. **Placement tests may not be taken a second time.** Test scores are entered on transcripts for College use but are removed from those transcripts sent to off-campus locations, such as other colleges or employers.

Test scores are valid for placement purposes for three years. If a student does not enroll in the College within three years, new testing will be required.

Who Must Be Tested

• All applicants and reapplicants for full-time status;

• All part-time students planning to register for their 16th credit;

• Students with a degree or course work from a foreign country's college or university;

• All students planning to enroll in reading, writing, or math courses, or CHEM121.

Exemptions from Testing (Waivers)

• Applicants, reapplicants or current students with a bachelor's degree from an accredited institution within the U.S. are exempt. These students are expected to provide official transcripts to the Office of Admissions, Records and Registration.

• There are no exemptions to the Placement Testing requirement for Chem 121.

• Applicants or current students with previous college-level courses in English composition or mathematics with a grade of C or better are exempt; final grades of "pass" or "satisfactory" are not eligible for exemption. These students are expected to provide proof of their courses and grades to the Office of Admissions, Records and Registration. *(Exception does not apply to foreign college credits)*

• Students 65 years of age or older are exempt.

Waivers can be granted by the Director of Admissions, Records and Registration, 215-968-8419.

Testing Accommodations

If testing accommodations are necessary as a result of a physical or learning disability, notify the office of Disability Services, in advance, 215-968-8463 (V/TDD).

Use of Test Results

Depending upon assessment test scores, students may be required to enroll in one or more of these courses:

- AESL101 - Writing Skills for International Students
- AESL103 - Reading Skills for International Students
- AESL105 – Oral Communication Skills for International Students
- READ090 - Developmental Reading
- READ110 - College Reading and Study Skills
- COMP090 - Basic Writing I
- COMP107 - Introduction to Rhetorical Skills
- MATH090 - Fundamentals of Mathematics
- MATH095 - Basic Algebra
- CHEM100 - Preparatory Chemistry

Students who test into the above courses should complete them as quickly as possible at a required rate of no less than one per semester of enrollment.

Reading Placement:

Score	Required Reading Course
23-35 Level 1 (with an ESL score of 3)	AESL103 Reading Improvement for International Students (a required course, must be taken the semester immediately following test)
23-35 Level 1	READ090 Developmental Reading (a required course, must be taken the semester immediately following the test)
23-53 Levels 1,2, or 3	READ115 College Success Seminar (a strongly recommended course but not required)
36-41 Level 2	READ110 College Reading and Study Skills (a strongly recommended course but not required)

Students with a reading score below 36 are limited in their enrollment to certain courses until they pass READ090 with a grade of C or better. All academic advisors have the list of currently approved courses for READ090 students. Students enrolled in AESL103 must next register for READ090 unless they take the assessment reading test at the end of AESL103 and score at Level 2 or 3. Students must pass READ090 with a grade of C or better and an assessment score of Level 2 or 3. Students enrolled in READ090 must next register for READ110 unless they take the reading assessment test at the end of READ090 and score a level 3 and receive a C or better.

Inquiries about the reading test, scores, or course placement should be directed to the Reading Coordinator in the Department of Language and Literature, 215-968-8252.

Writing Placement

	Required Writing Course
ESL Score of 3	AESL101 American English as a Second Language (students who score into AESL101 are also required to take AESL103 and AESL105)
2	COMP090 Basic Writing
4	COMP107 Introduction to Rhetorical Skills
6	Depending upon major: COMP110 English Composition I or OADM110 Business Letter and Report Writing

Students placed in AESL101 must complete satisfactorily (C grade or better) AESL101, AESL103, and AESL105 in order to move on to other courses. Inquiries about AESL courses, AESL scores, or AESL course placement should be directed to the AESL Coordinator in the Department of Language and Literature, 215-968-8018.

Students placed in COMP090 must complete the course with a C grade or better before they are permitted to register for COMP 107. Students placed in COMP107 must complete the course with a grade of C or better before they are permitted to register for COMP110 or OADM110.

Each student planning to take COMP110 English Composition I or OADM110 Business Letter and Report Writing is required to write a multi-paragraph placement essay.

Each essay will be read by two readers and scored 1 (lowest) - 6 (highest), corresponding to standards established by the Department of Language & Literature. A student who receives a 6 should take COMP110 English Composition I or OADM110 Business Letter and Report Writing, depending on major.

Failure to write the placement essay means a student is not permitted to take COMP110 English Composition I or OADM110, Business Letter and Report Writing. If a student is required to take COMP090 or COMP107, registration for COMP110 or OADM110, Business Letter and Report Writing is not permitted until successful completion of the earlier writing course with a grade of C or better.

Inquiries about assessment test scores and course placement should be directed to the Department of Language & Literature, 215-968-8150.

Mathematics Placement

Score	Entry Level Mathematics Course
1	MATH090 Fundamentals of Mathematics
3	MATH095 Basic Algebra
5	Depending upon major: MATH103 Intermediate Algebra or MATH110 Mathematics for Technology I or MATH101 Mathematical Concepts I or MATH102 Mathematical Concepts II or MGMT120 Business Mathematics
7	Depending upon major: MATH115 Elementary Statistics or MATH117 Quantitative Methods I or MATH120 College Algebra
9	Depending upon major: MATH122 Trigonometry or MATH125 Pre-Calculus (if Trigonometry was previously studied) or MATH140 Calculus I (with appropriate high school background)

In general, a liberal arts major could take either MATH101 or MATH102. Each course is independent of the other and either may be taken before the other.

MATH117 is not a preparation for calculus. It is for students in majors in business, biology, information science, and social science.

Students are not permitted to register for a course higher than the score level indicates but may register for lower level courses.

Inquiries about the mathematics placement test or course should be directed to the Department of Mathematics, 215-968-8305.

Chemistry Placement

In order to enroll in CHEM121, students must take and pass the chemistry placement exam irrespective of any prior courses they have taken or degrees they have completed.

Inquiries about the chemistry placement test or course should be directed to the Department of Science & Technology, 215-968-8350.

Transfer of Bucks Courses to Other Schools

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Transfer Services, second floor, Charles E. Rollins Center, 215-968-8030, offers materials and counseling helpful to students planning transfer. Students should consult with Transfer Services as early as their first semester at BCCC rather than waiting until they are close to degree completion. Since policies and procedures may change at transfer institutions, students should maintain contact with the Transfer Services and with their transfer school's admissions representatives during the course of their study at Bucks County Community College.

Course Audit

Students auditing courses are expected to attend classes regularly although they do not take examinations or receive a grade or credits for the courses. Standard tuition and fees are charged for audit registration. If space is limited, preference in registration will be given to those seeking academic credits.

Students wishing to audit the same course more than once must petition the Chairperson of the Department in which the course is offered for permission to register for the course. Under no circumstances, however, may the same course be taken for audit more than three times.

Students may register to audit courses or change their registration from audit to credit only during the specified drop/add period.

How to Make Changes after Registration

Changes of Curriculum

Students who wish to change their majors must complete a Curriculum Change form available in the Office of Admissions, Records & Registration and at www.bucks.edu. The form must be returned to the Admissions Office.

Drop and Add

Each semester begins with a period when courses may be added or dropped with no grade being recorded. Students must complete and submit the required forms to have any drop/add changes officially recorded. Dates for this drop/add period (and related refund percentages) are published in each semester calendar.

Once the drop/add period ends for a semester, no further adds or late registration is permitted. Students may still withdraw from courses (with a grade of "W" recorded and no refund) until the date specified in the semester calendar. Any request to change to or from "audit" status must be submitted by the end of the drop/add period.

A course that begins later than the first week of a semester is known as a modular course. A modular course may be dropped or added no later than one day after its start date. Full refund for a modular course ends the business day before the course begins. Fifty percent refund is given for a modular course dropped no later than one business day after its start date.

The drop/add period is intended to aid students in adjusting their schedules or courses due to unforeseen circumstances or academic considerations. Students are responsible for promptly completing missed assignments if they enter a course after it has begun.

Withdrawal

Instructor-Initiated. An instructor may withdraw students from courses for lack of attendance until the deadline for mid-term grades. Students will be notified by the Office of Admissions, Records and Registration when a instructor has withdrawn them from class(es). Students may appeal the withdrawal to the Committee on Academic Performance if they believe the instructor-initiated withdrawal is unjustified.

Student-Initiated. From the second week of classes (or its equivalent in summer sessions) until the deadline for student-initiated withdrawal (published in each term's course registration brochure), students may withdraw from a course with a grade of W recorded on the transcript. The course instructor's signature is not required. No courses may be added. A grade of F will be given for withdrawals made after the deadline.

Failure to attend class is not an official withdrawal. Students who discontinue class attendance and who do not complete the official withdrawal procedures may receive a grade of F.

Students may withdraw from a course(s) by completing the appropriate form in the Office of Admissions, Records and Registration. Students who are unable to withdraw from class(es) in person may do so by sending written notice, by letter, or appropriate form, to the Office of Admissions, Records and Registration. The withdrawal becomes effective the day that the Office of Admissions, Records and Registration receives written notice. It must be received before the deadline which is stated in the College calendar.

Withdrawal after the Deadline

Any student who needs to withdraw from class after the withdrawal deadline, as listed in the College Catalog, must provide evidence of the circumstances which require the late withdrawal. The student must file a petition for withdrawal with the Committee on Academic Performance. Petition forms are available in the Office of Admissions, Records and Registration and in the Office of the Evening Director. If the appeal is denied by the Committee, the student may not withdraw from class. If the appeal is upheld and the instructor agrees with the Committee's decision, the grade will be changed to a withdrawal.

No appeal for a change of a grade to W will be considered after three years have elapsed since the end of the semester or session in which the grade was received.

Students completely withdrawing from the College must secure a clearance from the Financial Aid Office prior to submitting a withdrawal form.

Grading System

Each instructor will explain the grading system used in a course. Students are responsible for obtaining a clear understanding of the system.

Grades	Numerical	Quality Points
A Excellent	90-100	4
B+	87-89	3.5
B Good	80-86	3
C+	77-79	2.5
C Average	70-76	2
D+	67-69	1.5
D Lowest Passing Grade	60-66	1
F Failure	Below 60	

W Withdrawn

I Incomplete *(A grade of F is automatically recorded if course work is not completed within thirty calendar days after the start of the following academic year semester.)*

AU Audit

Advisory Grades

At the midpoint of each semester an S (Satisfactory) or U (Unsatisfactory) grade is reported for each student officially enrolled in a course. This grade is advisory only, indicates the quality of the work up to that point of the semester, and is not a permanent part of the academic record.

Satisfactory Academic Progress

To continue to be eligible for financial aid, students are required by federal and state regulations to make satisfactory academic progress towards the completion of their major.

To continue to receive financial aid from the federal aid programs, students must adhere to the "Satisfactory Academic Progress" policy outlined in the Financial Aid section of this catalog.

To continue to receive financial aid from the Pennsylvania Higher Education Assistance Agency (PHEAA), state regulations require that students be in good academic standing and progress an academic grade level for each year of assistance received. For the PHEAA Grant Program, students must successfully complete (Grade A,B,C, or D) at least twenty-four (24) credits for each academic year of state grant that is received.

Course Load

A full time course load is 12-18 credits. A part time course load is 1-11 credits. Students wishing to register for more than 18 credits in a semester must obtain approval for the overload from the Department Assistant Academic Dean.

Grade Changes and Challenges

The College provides an appeal procedure for students who believe that a recorded grade is not the one earned in a course. Students should first see the course instructor to resolve the matter. If resolution is not achieved, then the Department Assistant Academic Dean should be consulted. The final step in the appeal process is the Committee on Academic Performance. It should be noted that only the instructor of a course makes a grade change. Other steps in the appeal process are advisory. Students are urged to retain all graded work until final grades have been received from the College.

No appeal for a change of a grade will be considered after three years have elapsed since the end of the semester or session in which the grade was received.

Student Academic Scale

Acceptable: A cumulative grade point average (C.G.P.A) of 2.00 or greater.

Academic Alert: An indication that students are experiencing academic difficulty and are "at risk" of not successfully completing their academic program.

Enrollment restricted to a maximum of 12 billable credit hours for the Fall and Spring semesters and a maximum of 6 billable credits in any summer session.

Students enrolled at the College are governed by this student academic scale:

Cumulative Grade Point Average (C.G.P.A.)

Cumulative Credits Attempted	Probation	Academic Alert	Acceptable
0-8	-	.00-1.99	2.00
9-16	.00-0.99	1.00-1.99	2.00
17-30	.00-1.59	1.60-1.99	2.00
31-45	.00-1.74	1.75-1.99	2.00
46-	.00-1.84	1.85-1.99	2.00

A student's cumulative grade point average is determined by dividing the number of credits attempted into the quality points. For example:

	Credits	Grade	Quality Points
COMP110 English Composition I	3	B	3 x 3 = 9
PSYC110 Introduction to Psychology	3	C	3 x 2 = 6
MATH101 Mathematical Concepts I	3	C	3 x 2 = 6
BIOL101 Biological Science I	4	B+	4 x 3.5 = 14
HLTH103 Life and Health	3	B	3 x 3 = 9
	16		44

Thus, the Cumulative Grade Point Average is 44/16 = 2.75.

Academic Probation: A second level warning category. Students falling into this category are in serious academic difficulty and "at risk" of academic dismissal.

Enrollment is restricted to a maximum of 7 billable credit hours for the Fall and Spring semesters and a maximum of 3 billable credits in any summer session, as well as other conditions as specified by the College. Appeals to enroll above the 7 credit limit will be heard by the Academic Performance Committee. Guidelines denoting acceptable and unacceptable appeals will govern all Academic Probation students.

Students who fall into one of the above categories and who pre-register for an upcoming semester will be restricted according to the conditions stated. Students who improve their academic status may adjust their schedules accordingly.

Academically Dismissed: A student who is on "Academic Probation" for two consecutive semesters and who earns less than a 2.0 semester G.P.A. will be separated from the college for the subsequent (fall or spring) semester. Further, the student will be prohibited from registering for any summer or intersession course while academically dismissed.

Students who have been dismissed must apply for readmission to the college. Permission to register (with attendant conditions) will be determined by the Academic Performance Committee. A formal appeal for reinstatement must be submitted to the Academic Performance Committee in the semester preceding the student's intended re-enrollment. Readmitted students will be designated "Academic Probation" and the conditions described for that category will apply.

A mandatory period of separation of two semesters will be required for students who are "Academically Dismissed" for a second time. If a student is "Academically Dismissed" for a third time, a three year period of separation will be required, at which time the student may be eligible for the "Academic Restart" program.

Credits Attempted: Includes all academic credits taken at Bucks County Community College for which the final grades of A, B+, B, C+, C, D+, D, F were recorded. If a student repeats a course, the most recent grade will take precedence over the former in determining credits attempted. (See Repeating Courses.)

Credits Earned: Includes all academic credits taken at Bucks County Community College for which the final grades of A, B+, B, C+, C, D+, D, CX, P were recorded. Credits earned also include credits accepted through CLEP, AP, and other means.

Quality Points: Are determined by multiplying the academic credit hours of a course by the quality point value of the grade received (A=4, B+=3.5, B=3, C+=2.5, C=2, D+=1.5, D=1, F=0).

Academic Restart

This program is for students who attended Bucks in the past and compiled an unsuccessful academic record. The Academic Restart program provides certain students with an opportunity to redirect their academic goals or renew their college careers. This one-time-only option permits students to reset the Bucks County Community College grade point average (GPA) and the cumulative credits earned total to zero.

In order to be eligible for this program, you must meet these criteria:

• You have not been enrolled at Bucks County Community College for a period of three (3) consecutive years. The effective date of the restart is the semester you return to the College after the three year absence.

• You were never granted the Academic Restart option previously.

• You must take the College's battery of placement tests administered by the Office of Testing

Test scores are valid for placement purposes for three years. If a student does not enroll in the College within three years or register and fulfill courses tested into, new placement scores will be required.

Completing the Semester, Completing the Major

Final Examinations

Final examinations, for those courses in which instructors require them, are scheduled during the week following the last day of classes. Examination periods are two hours long.

The schedule of final examinations is posted throughout the campus several weeks before the end of classes and instructors giving final examinations in their courses announce in class the day, hour, and place of the examinations.

Students with conflicts in their final examination schedule take one of the examinations during the scheduled time and arrange in advance with the department office to take the other at another time. All final examinations are to be completed by the close of the final examination period.

If students must miss a final examination, notice should be given to the instructor or Department office in advance to avoid a failing grade on the examination. The instructor will determine if and when the final examination will be given.

Repeating Courses

Students may repeat courses in which they earned grades of D or F to improve these grades. Students wanting to repeat a course in which a C or higher grade was earned must petition the Department Assistant Academic Dean in which the course is offered for permission to register for the course.

The grade earned by retaking a course is the grade, other than W, counted in the cumulative grade point average. The previous grade will continue to be recorded on the transcript but the semester hour and quality points will not be used in computing the total semester hours or cumulative grade point average.

Revisions in Major

(see page 6 "Degree Requirements")

Honors Lists

The academic distinction of students is recognized by placement on either the President's Honor List or the Dean's Honor List.

For the President's Honor List, full-time students are recognized when they have completed twelve or more semester credit hours with a semester grade point average of 4.0. Part-time students are recognized at the end of the semester when they have completed a unit of at least twelve semester credit hours with a unit grade point average of 4.0.

For the Dean's Honor List, full-time students are recognized when they have completed twelve or more semester credit hours with a semester grade point average of 3.5 or higher with no grade below C. Part-time students are recognized at the end of the semester when they have completed a unit of at least twelve semester credit hours with a unit grade point average of 3.5 or higher with no grade below C.

A student on the President's Honor List will not be included on the Dean's Honor List.

If a part-time student who has not yet accumulated a unit of twelve semester credits enrolls as a full-time student, he or she is evaluated at the end of the full-time semester. If he or she then returns to part-time status, the accumulation of a new unit of twelve credit hours begins.

Graduation

Students anticipating graduation should report to the Office of Admissions, Records and Registration during the first month of the semester in which they expect to graduate.

Students expecting to earn a degree, certificate, or complete a major must complete the specific requirements of that major as listed in the College Catalog. The waiver of any course requirements must be exceptional and educationally justifiable. An official waiver must be approved by the appropriate Academic Department and the Academic Dean and must be forwarded to the Office of Admissions, Records and Registration before any substitution will be considered.

Teacher Certification

In Public Schools

Credits earned at Bucks County Community College are not acceptable for the renewal of the Instructional I (provisional) Certificate and conversion to the Instructional II (permanent) Certificate. According to Section 49.84 of the Certification Regulations, credit "must be earned at a State approved baccalaureate degree granting institution."

In Private Kindergartens, Private Nursery Schools, and Private Child Day Care Centers

Assistant teachers may become certified after two years of successful teaching experience and 24 additional credits. This experience must be accomplished through the supervision of a certified director or someone holding a comparable public school certificate. The additional credits and experience must be completed after the issuance of the assistant teacher certificate and be related to early childhood education.

Online Learning Office
Phone: 215-968-8052
FAX: 215-968-8148
Email: learning@bucks.edu
IM: learningatbucks

Online Learning encompasses face-to-face, hybrid, and eLearning courses that use online technologies for instruction. Courses previously designated as "distance learning" have been divided into two categories to more clearly describe what students can expect.

• eLearning courses are taught completely online. Some may have a single on-campus orientation meeting.

Your classwork and interactions with your instructor and fellow students occur primarily online. Online instruction may be supplemented with printed or online textbooks and perhaps videos/DVDs or CD-ROMs. Email, discussion groups, and chat rooms provide a high degree of student-to-student and student-to-instructor interactivity.

Some eLearning courses may allow students to proceed at their own pace. Others follow a schedule provided by the instructor.

• Hybrid courses meet on campus more than once, but replace some on-campus meetings with online instruction. Some courses may have as few as two or three on-campus meetings; other may meet weekly or on a more regular basis.

Not all hybrid courses have the same requirements for number, days, and times of face-to-face meetings. Additionally, hybrids may meet at any of our campus locations.

• Face-to-face courses meet on campus on a regular basis, but also have online instructional components.

Many of our face-to-face courses use online extensions to provide additional notes, research, assignments, and links to further reading and study resources. Some instructors are also conducting quizzes and assessments online.

eLearning and Hybrid courses are fully accredited college courses. The credits earned and requirements fulfilled by them are identical to those for face-to-face sections of the same course. Application and registration procedures, tuition/fees, assessment tests and prerequi-sites are also identical to face-to-face classes. All courses have specific beginning and ending dates. eLearning and Hybrid courses appear exactly the same as face-to-face courses on transcripts.

Technology Requirements

Students in online courses should have regular access to a computer with CD-ROM and Internet connection. Comfort using a word processing program, web browser and email is also recommended. All three BCCC campuses, Newtown, Upper County, and the Bristol Center, have computer labs available for student use.

Who Should Take eLearning and Hybrid Courses?

Self-motivated and self-disciplined students who can handle college level work and who are comfortable studying independently are successful in these courses. Online Learning provides the flexibility that mature students need to juggle their many responsibilities while advancing their career and personal goals in a more convenient manner. Successful eLearning and hybrid students include those with full-time jobs, homemakers with young children, the elderly, those on rotating work schedules, the disabled, and anyone who has difficulty traveling.

Are eLearning & Hybrid Courses Right For You?

If you answer yes to the following questions, then an eLearning or hybrid class may be for you:

• I need this course – NOW!

• I am self-motivated to study and self-disciplined at completing assignments without close supervision.

• I have time available each week to devote to the coursework.

• I have reliable access to an internet-connected computer with a CD or DVD drive.

• I usually have no difficulty understanding texts and written assignments.

• I am comfortable using, or learning to use, technology.

• I am comfortable communicating through email and/or discussion boards.

• I can attend an on-campus orientation meeting if one is scheduled (eLearning).

• I can attend all scheduled on-campus meetings of the course (Hybrid).

There is a strong correlation between a student's success in online classes and his/her maturity, past educational performance, and motivation. Students who are aware of the additional work and discipline required to excel in an online class are much more likely to succeed in that environment.

Some students mistakenly sign up for online courses believing that these courses will be easier or the workload lighter because they do not hold regular face-to-face meetings. In reality, eLearning and hybrid courses often require more work and self-discipline than their face-to-face counterparts. For example, students should plan a minimum of 6-9 hours per week for each 15 week (standard semester) online course, 8-12 hours per week for each 10 week (modular) course and 12-15 hours per day for each Intersession course. Students with weak study skills or who are marginally motivated are advised to register for face-to-face classes with more traditional classroom instruction and preset meeting times.

Find Out More

Full descriptions of all eLearning and Hybrid courses, including the specific technology and meeting requirements for each course, can be found on our website at http://www.bucks.edu/online.

To help you decide whether a specific course is right for you, feel free to contact the instructor directly to discuss the specifics of the class. For support or general questions regarding Online Learning, please visit the website or contact the Online Learning Office.

Professional and Workforce Development Programs

These programs assist students in acquiring new skills and/or enhancing their existing knowledge in a variety of career areas.

Professional Development

In addition to providing professional development programs that can increase competencies in a variety of skill areas, Continuing Education and Workforce Development offers specific programming to assist individuals in maintaining their professional credentials:

- Act 48 for Educators (for PA certified educators)
- Allied Health Professionals
- Certified Alcohol Counselors
- Certified Public Accountant
- Child Development Associates
- Food Service
- Insurance
- Management
- Nursing
- Real Estate
- Tax Collection

Workforce Development Programs

Upon successful completion of the following training programs, students will receive a certificate from Bucks County Community College. Programs noted with an asterisk (*) also prepare individuals for industry standard certification or state licensure examinations.

- Child Development Associate
- Computer Training and Software Applications
- Contractor
- Gerontology
- Group Exercise Instructor*
- Homeland Security Training
- Human Resources
- Harp Therapy
- Hypnotherapy
- Information Technology*
  – Cisco Networking Academy
  – Vue Testing Center
  – MCSE
  – SQL Server (MCDBA)
  – Security
  – Web Development and Design
  – MOS
- Leadership and Supervision
- Non-Profit Management
- Nurse Aide Training*
- Payroll Management
- Personal Trainer*
- Pharmacy Technician*
- Practical Nursing*
- Project Management
- Purchasing Management
- Radiography*
- Technical Writing
- Thanatology
- Training and Development

Personal Growth and Enrichment

Opportunities for personal growth are offered in art, language, culture, health, fitness and travel. Weekend courses and summer camps for children provide a variety of enriching experiences which are both fun and challenging, as do special programs for seniors. Foreign language classes are also offered in various elementary schools within Bucks County in their "before and after" school programs. For complete information on our programs, call the Office of Continuing Education at 215-968-8409.

Fire and Emergency Services Training

The Bucks County Public Safety Training Center coordinates local and state level fire training in 67 counties in Pennsylvania. For complete information, call 215-340-8417.

The College provides education and support for paramedic and emergency medical technician training for the County. For complete information, call 215-340-8400.

Information Technology Academy

The IT Academy provides the community with cutting edge, career focused training that prepares our diverse student population for vendor and vendor neutral certification in an increasingly technology oriented society. Certified instructors focus on practical, hands-on, real world applications throughout our courses. The IT Academy promotes career awareness, skill development, and workplace experiences within the Information Technology field. To see a current list of program offerings, please visit:www.bucks.edu/itacademy

Nursing and Allied Health

Continuing Education for Nursing and Allied Health is responsive to the needs of the healthcare community for career training, enhancement and advancement. Our course offerings provide quality educational opportunities for a variety of practice specialties for those who wish to continue their professional and personal development.
This includes:
- Continuing Education for Nurses
- Courses for Primary Caregivers
- CPR and First Aid (certification and recertification)
- Holistic Therapies
- Massage Therapy for Healthcare
- Nurse Aid
- Practical Nursing
- Radiography

The Division of Continuing Education and Workforce Development provides topical programming that meets the personal and professional needs of residents, businesses and organizations in Bucks County.
The division provides courses and programs on our three campuses, at the Public Safety Training Center, as well as on-site at businesses, schools and other community locations. Courses are offered at convenient times on weekdays, weekends, evenings, and online.

The College is an approved provider of continuing education credits. For information on programs and customized services, call 215-968-8324.

Adult Education Programs

are offered to county residents seeking to upgrade their basic skills or prepare for the GED exam. For program information call 215-968-8553. Employment assistance is available at the Team PA CareerLink sites in Perkasie 215-258-7755 and Bristol 215-781-1073.

Cultural Programs

Each year the Cultural Programs Office presents a variety of musical and theatrical programs of the highest quality aimed at providing the entire family with opportunities for cultural enrichment. Other College organizations sponsor concerts, art exhibits, poetry readings, music and theatre programs, as well as film and lecture series for both students and the public. For a complete brochure listing these events, call 215-968-8087.

Business and Industry Services

The Center for Workforce Development provides customized training services for employers seeking to increase productivity, improve quality, and retain employees through workforce education. Areas of expertise include:
- Business Writing
- Business Mathematics
- Computer Software Applications
- Customer Service Training
- Diversity Awareness
- Effective Communications
- Executive Management
- English as a Second language
- First Aid and CPR/AED Certification
- Nurse Aide Training
- Presentation Skills
- Project Management
- Skills Assessments
- Spanish for the Workplace

- Supervisory and Leadership Training
- Teambuilding
- Train-the-Trainer
- Employee Safety

Services are delivered at your location or one of our sites located throughout Bucks County. We offer relevant, flexible, short-format workshops designed to meet your specific objectives, and scheduled at your convenience. Call 215-968-8006 or go to www.bucks.edu/cwd

Online Learning

Our ACT Center offers over 3500 self-paced online courses in the following areas:
- Computers and Information Technology
- Industrial Technology and Safety Skills
- Management and Leadership
- Professional and Personal Development
- Adult Literacy/Employability Skills

We also offer online certification and license testing, workplace assessments, and educational and career guidance. Please visit us online at www.bucks.edu/actonline

Licensed Practical Nursing Program

The LPN program is accredited through the Pennsylvania State Board of Nursing. For information on this program, please call the Program Director, Dr. Patricia Duick, 215-504-8543

Radiography Program

The Radiography Program is a two year program accredited by the Joint Review Committee on Education in Radiologic Technology. For more information, please contact the Program Director, Gail Hoffman at 215-504-8644

It is never too soon to begin planning your transfer. If you plan to continue your education at another institution, you should become familiar with the transfer process as early as your first semester at Bucks.

Start your Bachelor's degree at Bucks.

Transfer Services

Transfer Services is located in the Rollins Center, 2nd floor, 215-968-8030 or on the web at www.bucks.edu/transfer. Counselors and a library of resources are available to assist BCCC students with decision making for the transfer planning process.

2+2 Transfer Programs

Financing the cost of a four-year college degree is a major investment for most families. You can decrease your financial commitment with one simple decision. Attend Bucks County Community College for the first two years of study toward your degree. Then transfer your Bucks credits to the four-year college or university of your choice.

You can transfer the maximum number of credits possible if you plan from the beginning.

• Decide on the major you would like to study at the four-year college. If you are unsure of a major, Career Services has the staff and resources to help you make a decision. While you are exploring these options you can begin taking the liberal arts courses that will be required by all colleges regardless of the major you pursue. Career services is in Rollins Center, 215-968-8195.

•Consult the catalogs and websites of the schools you are considering. Consult with Transfer Services for help with selecting the courses that will fulfill the requirements for the Bachelor's degree as well as meet the requirements for your Associate's degree

You should be aware that –

• if you have a deficiency in a basic skill and must take certain courses to prepare for college-level work, these courses may not transfer;

• certain occupational programs of study prepare students for immediate employment rather than for further education and so courses in these programs may not transfer to some four-year colleges;

• a course in which you receive a D grade may not transfer;

• too many courses in your major or in one area of study may not fit into the requirements of the program you plan to follow at the four-year college;

• a lack of knowledge of the requirements for the four-year degree or for your major at the four-year college may result in your taking courses that are not appropriate for the major that you plan to study.

Information about Course Equivalents can help you choose transferable courses. A number of colleges have given us information specifying which Bucks courses transfer to their colleges.

Certain schools have Direct Transfer Agreements with BCCC. These agreements guarantee a student a place in the junior class of the four-year school. In some of the schools this agreement applies to all majors. In others, it applies only to certain programs. To qualify for these agreements, a Bucks student must complete certain courses before transferring.

Course Equivalency and Direct Transfer Agreement information is available at Transfer Services, second floor Rollins Center, 215-968-8030 and at www.bucks.edu/transfer

Academic Passport

Academic Passport is another sort of direct transfer agreement with the school of The State System of Higher Education (PASSHE) universities : Bloomsburg, California, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock and West Chester. Students who complete an AA degree in a major which includes 30 credits of liberal arts courses will be able to transfer into a related major at a PASSHE university and can expect to receive credit towards graduation for all course work required in the Associate's Degree.

Temple University at BCCC

Temple University offers courses at BCCC that lead to a four-year degree from Temple in Education or Nursing. In addition, BCCC and Temple have signed Dual Admissions and Core-to-Core Agreements. Under the Dual Admissions Agreement students admitted to an Associate Degree program at BCCC will also be provisionally admitted into a Bachelor's Degree program at Temple and may be eligible for scholarships. The Core-to-Core Agreement assures that students completing an Associate Degree from Bucks will satisfy all Temple's core requirements with the exception of two upper-level writing intensive courses.

Occupational Programs

Occupational programs are designed primarily to prepare graduates for entry-level employment in positions that require both theoretical knowledge and practical skills. Bucks offers occupational programs in fields as varied as accounting, nursing, chef apprenticeship, networking technology, paralegal, medical assistant, microcomputer applications, graphic design, and fine woodworking.

Although occupational programs are designed for students seeking employment immediately after completion, many of the courses in these programs will transfer to baccalaureate colleges and universities. Transfer of these courses is made easier because of the College's accreditation by Middle States Association of Colleges and Schools, the Business Studies Department's accreditation by the Association of Collegiate Business Schools and Programs and approval of the American Bar Association, and the College's accreditation by the National Association of Schools of Music and the National Association of Schools of Art and Design. Consult with the Transfer and Job Resource Center for the transferability of courses.

All occupational programs are guided by advisory committees. Practitioners in the various fields meet with college faculty to discuss the skills and abilities needed for the job market. These advisory committees and the ongoing evaluation they provide ensure that the College's occupational programs are relevant and up to date.
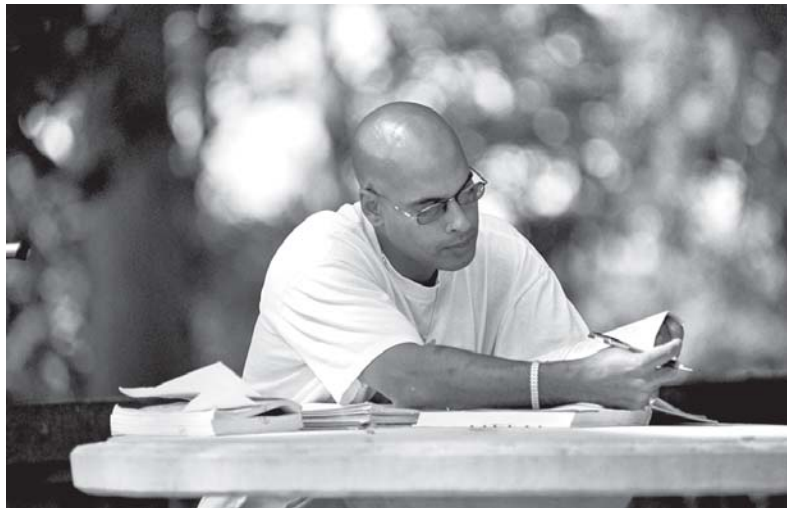
Occupational degree programs require four or more semesters of full-time study for completion and include courses that provide both concentrated study in a particular field and general education designed to broaden a student's knowledge and skills beyond the area of concentration. Occupational certificate programs usually require two or more semesters for completion, and all the required courses focus on occupational skills.

www.bucks.edu/transfer

The Library, which houses more than 150,000 titles, is open seven days a week during the semester.

Learning Resources

Learning Resources provides academic support for students and professional development for faculty and staff members. Resources include Library Services, Online Learning (see page 138), Instructional Design, Media Services, Learning Technologies, TLC (Technology Learning Centers), Web Services, and Tutoring. The Professor, Teaching & Learning Technologies assists the College community with hardware and software purchases by developing technology recommendations that meet instructional goals.

Library Services

The Library's extensive web site can be found at www.bucks.edu/library. The Library's electronic catalog can be searched on or off campus via the Internet. It not only allows you to search for book titles, but includes access to over 5500 electronic books. Access to thousands of full-text journals, newspapers, and databases is available to you by connecting to the Library's proxy server. After clicking on the database you wish to search, a student number serves as the username and your 6 digit birthdate is the password. Databases that can be accessed remotely through the library proxy server include:

• *Biographies Plus Illustrated*- biographical profiles with images and links

• *Cinahl*-nursing and allied health

• *Contemporary Authors*-a biobibliographic guide to current writers in fiction, general nonfiction, poetry, journalism, drama, motion pictures, television, and other fields.

• *Ebscohost*-full-text journal articles and indexes. Provides multiple full-text databases: general, business, health, newspapers, among others

• *Education Full-Text*- iournal articles and indexes on education

• *Grove Art Online*-all aspects of the visual arts from prehistory to present

• *MLA Bibliography* by the Modern Language Association of America- includes literature, languages, linguistics, folklore

• *Lexis-Nexis Academic*- citations and full text information in five research categories: news, business, legal research, medicine, and general reference

• *Literature Online Reference Edition* (LION)- full-text collection of English and American literature featuring criticism, leading reference titles and biographies

• *Oxford English Dictionary*- OED Online

• *Oxford Reference*- huge general reference database

• *Opposing Viewpoints*- provides information on social issues from diverging points of view

• *PsycArticles*-full text database of psychology articles

• *Safari Tech Books Online*- computer and information technology books online

BCCC libraries are located in Newtown, Perkasie, and Bristol, with computers available for research and office applications. Reference assistance is available by calling 215-968-8013 or by using Reference Desk Online via the library web site. Other contacts:

Newtown: 215-968-8009

Upper County Campus: 215-258-7721

Bristol Center: 215-781-3941

or visit www.bucks.edu/library for hours and additional information.

TLC (Technology Learning Center)

The TLC offers walk-in help or help by appointment for faculty, staff, and students in all computing technologies used on campus, including the Microsoft Office suite, Internet Browsers, Web Advisor, WebCT, WebMail, and basic MAC skills.For more information call 215-968-8337.

Learning Technologies

The Learning Technologies staff provides user and operational support for more than 1300 instructional microcomputers in labs, classrooms, and academic offices in the College. Support is also provided to students, faculty and staff via Helpdesk, at "8191" for on-campus callers, and at 215-968-8191 for outside callers. Their engineering staff provides technical support, installation, maintenance, and repair to the College's audio, video, presentation and microcomputer equipment.

Media Services

Media Services provides a wide range of instructional support to the academic programs both on and off-campus. Audio visual, computer presentation, and video equipment are provided for use in the instructional program, for special events, and for use by campus organizations.

The Visual Information Service (VIS) is a system of providing timely information to the College community. Television monitors located in public areas of the campus display student programming as well as messages about campus activities, meetings, and emergency closings.

Online Learning

In addition to assisting students in online learning, this office also provides application software support and user training in course management tools, graphics, text and word processing, database management and spreadsheets, electronic mail, internet and intranet access and other applications used by faculty and staff. For more information call 215-968-8002.

Tutoring Center

In order to help the learning process, the College provides a Tutoring Center where students taking courses involving mathematics, writing, reading, study skills, American English as a Second

Language, foreign languages, accounting, and compter science can obtain free and user friendly tutorial assistance. Online and telephone tutoring are available for math and writing. The Tutoring Center is located in Library 121.

Please note: All tutoring is supplemental to the classroom and should not take the place of class attendance. Tutoring is available at both the Bristol Center and Upper County Campus. Call 215-968-8218 or visit www.bucks.edu/tutor for information.

Accounting: Tutors are available to provide tutoring in most of the accounting courses offered in the Business Department. Call 215-968-8307 or 215-968-8218 for accounting tutor hours.

Computers: Computer tutoring is available for certain computer courses. Call 215-968-8307 or 215-968-8218 for hours and information.

Mathematics: Professional tutors, instructional assistants, and qualified student tutors are available to help both day and evening students. Help is available from arithmetic to calculus. In addition, supplementary instructional packages designed for individual self-study are available to all students. These are especially useful for reviewing topics that occur in connection with science courses. Call 215-968-8307 or 215-504-8617 for additional information.

Reading, Study Skills, and American as a Second Language: Professional tutors, instructional assistants, and qualified student tutors are available day and evening to provide supplementary assistance in reading efficiency, note taking for college courses, and preparation for taking tests in all disciplines. Call 215-968-8044 for additional information.

Writing: Professional tutors, instructional assistants, and qualified student tutors are available to provide assistance to both day and evening students who wish to improve and expand their writing skills. Questions are answered about research papers, essays, reports, book reviews, paragraphs, summaries, and business letters. Individualized supplementary instruction is offered in theme organization, punctuation, spelling, sentence structure, grammar, correct English usage, and term paper documentation. Call 215-968-8044 or 215-968-8218 for additional information.

All tutoring services are also available for Online Learning students at the main campus, the Bristol Center and at the Upper County Campus. For information on telephone tutoring and online tutoring, call the phone numbers listed above under the appropriate subjects.

Science Learning Center: Located in Founders Hall, Room 231A, instructional assistants and qualified student tutors are available to provide help in chemistry, physics, and biology.

Web Services

Web Services is responsible for developing and maintaining the College's web site and intranet resources.

Bookstore

The College Bookstore, located on the first floor of Pemberton Hall, is a self-service operation for service to students, faculty, and staff. In addition to the required materials for all classes, the Bookstore carries stationery supplies, clothing, gift items, and greeting cards.

Bookstore hours the first week of a semester are 8:30 a.m. to 9:00 p.m. Monday through Thursday; 8:30 a.m. to 4:00 p.m. Friday, and 10:00 a.m. to 2:00 p.m. Saturday. The second week store hours are 8:30 a.m. to 7:00 p.m. Monday through Thursday; Friday and Saturday are the same as the week before. The remainder of the semester store hours are 8:30 a.m. to 7:00 p.m. Monday through Thursday and 8:30 a.m. to 4:00 p.m. Friday; closed Saturday.

Refunds, under certain conditions, are allowed. See policy posted in Bookstore and KEEP YOUR RECEIPT.

The Bookstore conducts a used book buy-back at the end of each semester. Watch for dates in *The Centurion*, posted on bulletin boards throughout campus, or advertised on Visual Information Services (VIS) television monitors.

Act 101-GOALS (Graduation Opportunity and Learning Skills)

The ACT 101 GOALS Program provides supportive services for new and returning students who demonstrate initiative, motivation, and potential to succeed but whose backgrounds indicate a need for academic and financial assistance. In accordance with the Pennsylvania Department of Education guidelines, each student must be enrolled in six or more credits and be eligible for financial aid. (Economic eligibility is based upon income and financial aid applications). Preference is given to full-time students.

Individuals who have been out of school two to twenty years, are single parents, recently received their GED, need developmental education courses, or had average or below average high school records are a few examples of GOALS students who benefit from free tutorial and counseling services.

As GOALS participants, students attend a workshop that will introduce them to college before classes actually start – something that will give them an idea of what college is all about ahead of time. Once classes begin and during the entire time that students are enrolled, they will receive one-to-one tutoring and confidential counseling upon request.

Other services include study skills and personal growth workshops; individualized attention to major, course, and career choices; mutual support groups and a private study lounge.

The GOALS Office is located in the Charles E. Rollins Center, Room 22, and is open 8:30 a.m. to 5:00 p.m. Monday through Friday and in the evening by appointment. For assistance or information, call the GOALS Office, 215-968-8025.

KEYS Program (Keystone Education Yields Success)

KEYS is a grant funded program of the PA Department of Public Welfare (DPW). It has been designed to provide the opportunity for PA TANF (Temporary Assistance for Needy Families) cash recipients to enroll in Pennsylvania's community colleges. KEYS students may be enrolled on either a part-time or full-time basis. DPW and PA's community colleges provide a KEYS Facilitator to work with TANF students and help them get the services and support they need to be successful in college and achieve their career goals.

Bucks County Community College KEYS staff will provide career counseling, tutoring and academic support including help with financial aid, and discuss other supportive services available through the County Assistance Office, as well as assist in connecting the student to other community agencies.

How to enroll in KEYS: If you are currently enrolled at any of the Bucks County Community College campuses and are receiving TANF cash benefits, or if you are receiving TANF cash benefits and are not currently enrolled at BCCC, but would like to learn more about the program, contact the BCCC KEYS Facilitator, or your case worker at the County Assistance Office.

Bucks County Community College KEYS contact information: Newtown Campus, Cottage #1, 215-504-8621.

Adult Student Services

The Adult and Multicultural Student Services office participates in recruitment, workshops, and special programs regarding College programs for adults in the community and workplace. This office also provides information to potential students on initial steps towards enrollment, registration, and on how to become a successful adult student at Bucks. Referrals are made to other College departments and programs for further information and counseling, as appropriate. Retention activities include gathering and interpreting College data on student retention and the development/support of orientation events, special workshops, and other initiatives to help ensure adult student continuance and success.

The Adult and Multicultural Student Services office is located on the first floor of the Charles E. Rollins Center, Room 14. The office is open from 8:30 a.m. - 4:30 p.m., Monday through Friday. Appointments may be made for evening hours, if required. For assistance or information, call 215-968-8107/8137.

Occupational Programs Support Services

For a description of support services for special populations in occupational programs, see pages 10 and 141.

American English as a Second Language Program

The American English as a Second Language (AESL) Program offers quality courses and services to residents and employers in Bucks County. The program provides students with multi-level AESL courses in grammar, reading, writing, listening, and speaking skills, and with services in advising, assessment, and placement. Credit courses in AESL are listed on page 75. Non-credit AESL courses are listed in the Continuing Education brochure. For further information about credit AESL courses, please

call the AESL coordinator at 215-968-8018. For further information about non-credit AESL courses, please call 215-968-8186. For further information about noncredit AESL in the workplace, call the Workforce Development training at 215-504-8621.

Career Services Center

The Career Services Center provides career planning services and occupational information resources for choosing a major, setting occupational goals, and conducting an effective job search. The Center offers several kinds of assistance.

• **The Career Center** staff provide individual career advising, to help people through the career planning and job search process.

• **Computer-Aided Career Guidance Programs and Personality and Interest Inventories** are utilized to clarify occupational interests, abilities, values, and priorities. Based on this information students identify occupations that match their interests and abilities.

• **The Career Center Library and web pages** offer valuable information regarding occupational research, job market projections, job hunting strategies, educational programs, resumé writing and interviewing techniques.

Job Search Assistance

The **Career Services Center manages an active** On-line Job Board at www.collegecentral.com//bucks.

• Employers have the ability to post job openings and review student resumes on-line.

• Students can post their resumes and access full- and part-time job openings on-line.

• Job openings for full-time/part-time and temporary/regular positions are posted at the Center web page. Use of the CASE on-line job search is available in the Career Services Center.

• An alumni mentoring component allows students to network with BCCC alumni in various career fields.

• The Center hosts mini job fairs throughout the semester and two large scale job fairs each year. Employers are encouraged to schedule visits to BCCC campuses to recruit students for available internships or job opportunities.

• Students can establish a reference file to be sent out to prospective employers and/or four-year colleges.

• The Career Services staff reviews and critiques student and alumni resumes and conducts mock interviews by request.

The Career Center is located on the second floor of the Charles E. Rollins Center and is open Monday through Friday, 8:30 a.m. to 4:30 p.m., and some evenings during the fall and spring semesters. Please call the Center, 215-968-8195 or visit www.buck.edu/careercenter/ For a description of support services for special populations in occupational programs see page 10.

Child Care

The Early Learning Center, now certified by the National Association for the Development of Young Children, is the child development center serving students, faculty and staff of the College. It offers quality licensed care for children between the ages of 2 and 6.

Two programs, Toddler and Preschool, are housed in the Center located behind Founders Hall. All children may attend from a minimum of two days a week, three hours a day, to a maximum of five days a week, from 7:30 a.m. to 4:30 p.m. A $25 registration fee and a $2.50 insurance fee are charged for all children per semester. Toddlers ages 2 to 3, not necessarily toilet trained, are charged hourly with a maximum daily rate. Preschoolers, ages 3 to 5, must be toilet trained and are charged hourly with a maximum daily rate. There is a discount for two or more children from the

same family. Registration for classes must be completed before registration for child care. Child care registration is held at specific times on a first-come, first-served basis.

Drop-in care is available for pre-schoolers. For information, call 215-968-8180.

Advising and Counseling Services

The College offers advising and counseling services to meet the individual needs of its students. Counseling offers an opportunity for educational planning which includes decision making about major, career and personal goals.

Appointments may be made in advance or students may walk in and be seen on an availability basis. Appointments are recommended; call Student Planning Counseling 215-968-8182. Rollins room 8.

Disability Services

Students with disabilities may request reasonable accommodations through this office. Services can include interpreters, note takers, readers, library assistance, adaptive technology and testing modifica-tions. Specialized tutoring may be available to those with learning disabilities. Students are strongly urged to contact this office for information prior to registration by calling 215-968-8463 (V) or 215-504-8561 (TDD).

Students who need special parking should contact The Office of Security and Safety, 215-968-8394.

Evening Programs

The Evening and Off-Campus Programs Office provides services and information to students and faculty during the evening and weekend instructional periods.

Students may obtain all necessary forms relating to their academic majors and enrollment from this office. They may also make tuition payments and schedule conferences through this office.

The office, in the Commons of Founders Hall, 215-968-8081, is open Monday through Thursday-

8:30 a.m. to 8:30 p.m.; Friday-8:30 a.m. to 4:30 p.m.; and Saturday-8:00 a.m. to 12:00 p.m.

Multicultural Student Services

The Multicultural Student Services office develops and implements programs and services for the purpose of recruitment, retention, and education of under-represented cultural groups and international students.

This office works with college personnel and the student body to develop initiatives and actions designed to define cultural diversity on campus and provide leadership as required to make the vision a reality. The director acts as a student advocate. The office is located in Room 14 on the first floor of the Charles E. Rollins Center. For more information, call 215-968-8107/8137.

Security and Safety

This department is staffed by trained officers who patrol campus buildings and grounds on a 24-hour-daily basis and provide security and safety to the College community. Security and Safety officers render services that include motor vehicle registration and assistance, traffic control, routine campus-wide safety checks, emergency assistance and also act as sources for directional and general information. The Office of Security and Safety is located in Cottage 4.

In case of illness or accident on campus requiring medical attention, please call the Office of Security and Safety at 215-968-8395. Officers are trained in CPR, First Aid, and are equipped to handle emergencies of all types.

Campus Crime Information

Campus Security statistics required by the College and University Security Information Act of Pennsylvania and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of the Federal Government are available at the Office of Security and Safety and other campus

locations, and on the web at *www.bucks.edu/security/Security Report.pdf*.

A daily log of reported complaints, statistical data and the Security Information Report are also published on the College's website.

Parking Lot Emergency Assistance

Each major campus parking area is equipped with an emergency two-way communication system that allows immediate access to a staff member of the Office of Security and Safety. These emergency radio/phones are housed in white boxes identified by blue lights and large signs. Campus buildings and grounds are patrolled 24 hours a day by a trained staff of officers.

Testing Office

This office provides testing services for BCCC students and community members at the Newtown, Bristol and Perkasie campuses. The main office is located in Library 214, Newtown campus. Most testing is done on a walk-in basis and services include:

• Placement testing in reading, writing, math, AESL, chemistry, and foreign language.

• Administration of the CLEP, Dantes, GED, Praxis, Microsoft Office Specialist Certification exams, WorkKeys and various job training and certification examina-tions through ACT.

• Exam proctoring for Online Learning students.

In addition, this office functions as a clearinghouse for efforts in tracking and monitoring student retention. Testing can be reached at 215-968-8460.

Transfer Services

Transfer Services staff members assist students with transfer planning for transferring to four year colleges and universities. Counseling is available at Rollins 2nd floor, 215-968-8030. Students planning to transfer should see page 140 and visit *www.bucks.edu/transfer*

Free tutoring services are available to ensure college success.

Veterans Affairs

The Office of Veterans Affairs is designed to serve the needs of veterans on campus. It is the link between the Veterans Administration and the veteran. All students must register with the office to receive G.I. Benefits and to initiate any action concerning the Veterans Administration. The Office, located in Pemberton Hall, is part of the Office of Admissions, Records and Registration.

How to Register with the Office of Veteran Affairs:

1. Complete an Application for Educational Benefits (form 22-1990) for Chapter 30 and 1606; Complete an Application for Survivors' and Dependents' Educational Assistance (form 22.5490) for Chapter 35; or complete a Request for Change of Program or Place of Training (form 22-1995) if you have received benefits from another institution prior to enrolling at BCCC.

2. Attach a copy of your DD-214 (Chapter 30) and/or your Notice of Basic Eligibility (NOBE - Chapter 1606) to the application.

3. Submit forms to the Office of Veteran Affairs.

Each semester you would like to receive your benefits, you must notify the Office of Veteran Affairs. You can do this by: (a) Submitting a copy of your class schedule (Registration Form). (b) Submitting a Veteran Certification Form (Available at the front desk).

All certifications will be processed after the last day of drop and add for the semester. Due to security risks, the Office of Veteran Affairs will not process requests for advance payment. However, Tuition Deferments are available for all veterans receiving benefits, who have no outstanding financial obligation to the College.. The deferment is effective until the end of the following semester, however, the College expects that regular payments be made when payments are received from the VA. All deferments must be requested using the proper deferment form and will be approved by the Veterans

Coordinator. Deferment forms are available in the Office of Admissions

The Women's Center

The Women's Center works to increase student understanding of gender issues and to enhance student education through programs and resources addressing the diverse backgrounds and experiences of all people. The Center provides a welcoming environment that fosters the informal exchange of ideas, experience, and information.

The Women's Center is located in the Rollins Center, Room 118A. Call 215-968-8015 for more information.

Information Network Services Center

Information Network Services (INS), is located in Pemberton Hall, and provides primary support for the College's administrative systems, telecommunications equipment and voicemail systems, and network equipment and systems. With Academic Computing and Media Services, Information Network Services provides technical support for students, staff and faculty in the use of the College's computer systems.

INS supports multiple servers, including HP-UNIX and Microsoft Windows 2000 and NT servers. The servers house the College's web page, email, student and administrative systems, web registration and related services, student programming, document imaging, and online course management systems. The servers are connected to the campus-wide Ethernet-based network, running multiple network protocols. INS also supports the Internet connections to the College's Internet Service Provider.

INS provides primary desktop support to administrative offices throughout the College. This support includes assistance with the selection, procurement and deployment of desktop and notebook computers. INS also installs and supports Microsoft

Office products, email systems, and virus protection software in administrative offices.

The Software Services group in INS is primarily responsible for development, support and training for the College's administrative systems, including student records, applications, registration, assessment test scoring, tuition and billing, grading, schedules, transcripts, degree audits, financial aid, budget, general accounting, accounts payable, accounts receivable, human resources and payroll, and the foundation office's gift and pledge processing. INS also supports web-based registration, and other online services such as student records, degree audit, test scores, grades, transcripts, class rosters, and schedules.

Food Service

The campus food service operation is under the direction of a private contractor, CulinArt Inc. Located in the Charles E. Rollins Center, the Cafeteria has a seating capacity of 1,000. A variety of hot and cold food is available. The food service is open, except on holidays, from 7:30 a.m. to 8:45 p.m. Monday through Thursday; from 7:30 a.m. to 1:30 p.m. on Friday and 7:30 a.m. to 1:00 p.m. on Saturday. When College is not in session, and on holidays, hours are variable and posted in advance. Vending machines for candy, pastries, hot and cold beverages, and sandwiches are available at all times.

Housing

The college has no on-campus housing facilities and does not supervise or approve student housing. Any agreements concerning rent or conditions of occupancy are made between students and landlords. All housing arrangements must be made by students. A listing of available housing is maintained in hard copy form in the Student Life Information Center and published electronically on the Student Life Information Center Webpage.

Student Life Programs

Getting Involved in student activities can lead to success in many areas of life both during and after one's term as a student.

Getting Involved brings the obvious benefits of peer contact, productivity, and meaningful leisure time. But in addition to that, students participating in activities, clubs, or organizations also gain the opportunity for practical application of their classroom skills to a working project and the experience that can round out their resumés.

Getting Involved in activities, clubs, or organizations is of proven interest to employers. The personal contacts one makes when active in student life programs may serve as the foundation for lifetime friendships and networking sources.

The staff of the Student Life Office assists students in supplementing academic experiences with experience in service, social, and recreational pursuits. The Office not only helps students in programming extracurricular activities, those viewed primarily as active, fun, or social, but also helps in programming co-curricular activities, those which are related to academic pursuits at the College and which help improve skills in communication, organization, and leadership and demonstrate acceptance of responsibility.

Student Life Information Center

The Student Life Information Center is located on the lower level of the Charles E. Rollins Center. It is a centralized clearinghouse of information, keeping abreast of what is happening on all BCCC campuses and disseminating this information to students, staff, and the general public. Student Life Information Center is the place to purchase tickets to College events, purchase SEPTA tokens, sign up for a club or organizations and events, pick up the College newspaper, *The Centurion,* and much more!

Student Life Information Center assists students in finding activities to fit into their busy school or work schedule. Getting involved will enhance the College experience and may serve as the foundation for lifetime friendships and networking sources. For more information, call 215-968-8261.

Student Judicial Process

Bucks County Community College is committed to the integrity and personal growth of each individual. Choosing to join the community obligates members to make positive contributions to the community and be accountable for their own behavior. As adults and members of the community, students are expected to conduct their lives in a manner that is consistent with good citizenship. The Student Life Office holds students accountable to the Code of Conduct which is found under Student Records, Rights & Responsibilities. The staff in the Student Life Office will respond promptly and fairly to all behavioral problems in a confidential and neutral manner.

Student Government Association

The Student Government Association is the elected representative student structure of the College. The functions of this organization include the representation of student interests, the coordination of campus activities for clubs and organizations, and the planning of social activities through the administration of the College Activity Fee.

The Student Association is composed of several standing committees. The Student Government consists of five officer and five councilor positions.

Elections are conducted by the Student Government through the Election Committee. Elections are conducted for officers and representatives positions.

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The Director of Student Life is the advisor for Student Government.

Union Program Board

UPB is dedicated to promoting educational, cultural, social, and recreational activities for all Bucks County Community College students. Whether it's Spring Fling, coffee house music performers, coffee and donut nights, or welcome week festivities, the board strives to maintain a diverse programming through the efforts of its officers and committees.

Leadership Development

The Student Life Office provides many opportunities to develop responsible leadership in holistic lifelong learning though collaboration with academic departments, community agencies and the campus community. There is a a wide variety of leadership development programs that currently exist on campus. This enables students to grow and succeed in the various aspects of their lives.

Volunteer Service

Helping those in need can also help you. The Student Life Office assists students in connecting with community agencies in efforts to promote volunteer work. When one volunteers in the community, one gains new friends, life experience and additional information for your college application or job resumes.

Bulletin Boards

Information about the use of bulletin boards must be obtained from the Student Life Office in the Charles E. Rollins Center. In order to prevent damage to painted and finished surfaces, only bulletin boards may be used to post notices. All postings must be approved by the Student Life Office prior to being posted.

New Student Orientation

Orientation is designed for any new student to successfully make the transition to college life. Whether one has just graduated from high school or is a returning student, the Orientation experience will familiarize them with BCCC student services and facilities as well as prepare them for studying and succeeding in the college environment.

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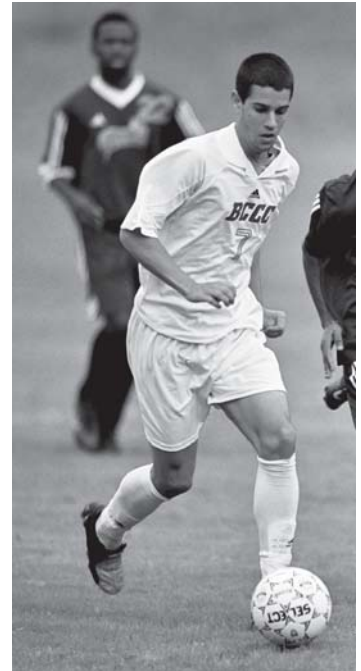
Clubs and Organizations

All students are urged to participate in any student organization. There are few restrictions involved in forming student clubs. There are no limitations to club size and any number of individuals may form an organization after obtaining a faculty or staff advisor and completing necessary paperwork. An organization must be officially recognized by the Student Government and the College prior to requesting and utilizing College facilities for activity purposes. The College will establish priority for use of its facilities.

Further information about forming clubs/organizations or participating in activities is available at the Student Life Office website or in the Student Life Office, located on the lower level (Room 12) of the Charles E. Rollins Center, Newtown Campus 215-968-8257.

Adelante Club The purpose of this club is to offer cultural and ethnic diversity of the Latino culture. Plus dance experience and social skills, and social qualities of diverse countries.
Advisor: Margarita Marengo

Anime Club The purpose of this club is to offer an enrichment of the Japanese culture through anime (Japanese animation) to the students of BCCC. The purpose of this club is also to gather together fans and those interested in the genre and culture. *Advisor: Kimiko Manes*

BC3 Sculpture Club The objectives of this club is to function as a co-curricular group whose focus is to further their knowledge and understanding of 3 dimensional art, it's ideation and processes. They meet every second Friday of the month at 2 pm in 3D Arts Center.
Advisor: Jon Burns

Black Student Union The purpose of this club is to provide a positive support unit for African American students here at Bucks, and serve as a cultural, educational and social resource for the college. To promote, plan, and integrate school and community activities that stimulate intellectual, social and moral growth of the African American community at Bucks. *Advisor: Matt Cipriano*

Break Dancing Club The purpose of this club is to learn to Break Dance and spend time with students with the same interest. Meetings on the gym stage.
Advisor: Matt Cipriano x8257

Bristol Center Programming Council coordinates and schedules cultural and social events for the student body of the Bristol Center.
Advisor: Warren Cumming, 215-781-3939

Bucks County Printing Society The purpose of this club is to support printmaking and papermaking as vital contemporary art forms and encourage the appreciation of the printed image and all related media. They meet Thursdays at 7 pm in Hicks 106.
Advisor: Caren Friedman x8671

The Centurion, the College's student newspaper, reports campus activities, student opinions, and community news. Students gain valuable experience in all aspects of newspaper production. Students interested in writing for the paper, should contact the newspaper's office in the Rollins Center, Room 128. The Centurion is published weekly during the fall and spring semesters.
Advisor: Tony Rogers x8265

Caving, Camping, Climbing, & Conservation (the 4 C's) The purpose of this club is to offer Caving, Camping and Climbing to students of Bucks in regards to the conservation and protection of the wildlife and environment.
Advisor: Holly Madison x8089

Clay Club The purpose of this club is to create an environment that enables its members to grow in technical proficiency of their ceramics skills and a forum for discussion of the nature of art, craft, and industry.
Advisor: Mike Stek

Cultural Diversity Club promotes the awareness of cultural diversity through social and educational functions.
Advisor: Clare Doyle x8564

Dance, Dance, Dance –Upper County Campus The purpose of this club shall be to learn, teach, and experience a diversity of dance cultures. The group shall meet at least twice monthly, with additional meetings called when necessary. The time and place of both regular and specially called meetings shall be given appropriate publicity.
Advisor: Jim Fillman 215 258-7752

Dance Squad Become more in tune to your own flexibility, physical strength, and unique creativity to bring forth school spirit during games and special events.
Advisor: Donna Greenfield x8537

Drama Club unites drama students and enthusiasts, giving both the opportunity to perform before the College community.
Advisor: Cooper Rob

Faith, Hope and Charity helps fellow students who need a fresh start in life and also to raise funds for community service organizations who help the needy in our community.
Advisors: Betsy Sell x8029

Future Teachers Organization This organization was formed to give Education majors the opportunity to extend their field of study. To provide a forum for all members of the association an opportunity for discussion of and involvement with matters of Education. They meet second Thursday of every month in Gateway 119 at 12:30 – 1:30.
Advisor: Barbara Boyle x8075

Glass Arts Society is a co-curricular club for students interested in the art of glass blowing and glass sculpture.
Advisor: Karl Carter x8548

Habitat for Humanity (Upper County Campus Chapter) supports the Bucks County Habitat for Humanity organization through volunteer work, fund raising and advocacy.
Advisors: Rodney Altemose & Sandi McLaughlin 215-258-7751

Hub The purpose of the Hub is to create an environment of recreational gaming available to a wide range of preferences and age groups. Our club is aimed at showing individuals the benefits and excitement of the digital age and its possibilities.
Advisor: Robert Porche x8577, porcheb@bucks.edu

Hillel is open to anyone who is interested in the Jewish faith and culture.
Advisor: Nancy Steigerwalt x8461

Human Rights Club is open to all students interested in bringing about a change in the lives of the hungry, homeless, battered and oppressed. The club also sponsors speakers and programs each semester.
Advisor: Dr. Ron Mitra

International Unity shares cultural information with the campus community, to offer help to all students, and to provide an exchange network on campus experience.
Advisor: Marlene Barlow x8137

InterVarsity Christian Fellowship is open to anyone who is questioning the credibility of Christianity, the relevance of Jesus Christ or seeking Christian fellowship.
Advisors: Scott Bradshaw x8453

Italian Club is for all interested in Italian culture and language, sponsoring Italian talks, films, concerts, dinners and events.
Advisor: Matthew Rusnak x8169

Kappa Beta Delta is a national honor society for business students who have completed at least 15 semester hours and have earned a GPA that places them in the top 20% of all students in their specific programs.
Advisor: Charles Beem x8237

LaTertulia The Spanish Club will act as an organization that will join together those interested in Spanish language and culture by providing an environment that supports the learning of Spanish language and culture. *Advisor: Elena Gamauf gamaufe@bucks.edu; Carol Smolen smolenc@bucks.edu*

Martial Arts develops skills in several different martial art forms while teaching individuals to work to their fullest potential.
Advisor: David Briggs x8446

Nursing Club provides meetings for all nursing students to promote unity and general welfare of the members. Members provide at least two community service projects a year.
Advisor: Anne Marie Strecker x8318

Open Door Club provides support to gay, lesbian, bisexual, and transgendered students. The organization promotes awareness and education of their issues as well as fostering an environment of mutual respect and a celebration of the diversity of all people.
Advisor: Kathy Webb x8352

P.A. – S.W.A.T. The Pennsylvania Students Working Against Tobacco shall be committed to empowering the campus communities across the Commonwealth of Pennsylvania to choose and promote a tobacco free lifestyle and environment.
Advisor: Matt Cipriano x8257

Phi Theta Kappa is a national honor society comprised of students with a cumulative average of 3.5 or above. The four hallmarks of the society are Leadership, Scholarship, Service and Fellowship.
Advisor: Charles Beem x8237

Sirens educates women to empower themselves in relationships in the workplace and home, the political process, and society as a whole by offering support through workshops, speakers, forums, and mentoring from professional women on campus and in the community.
Advisor: Celia Shiffer x8166

Ski Club welcomes non-skiers to advanced to join in ski outings, meetings, and social activities.
Advisors: Earle Myers & Joe Walsh x8442 or x8289

Social Science Club conducts trips and works with other groups to sponsor social, political, and service activities. *Advisor: Tony Wolf x8287*

Student Government Association Represents the student body to the College Administration, faculty, and Board of Trustees; supports clubs and organizations; promotes participation by the students on college committees; administers their portion of the college activities fee. They meet every other Tuesday at 12:30 in Rollins 115 with executive meetings every other Tuesday in the Council Office. *Advisor: Matt Cipriano x8255*

Students for Success-Upper County Campus The purpose of this organization is to gather as students and help each other to achieve success in college and career goals. The organization will spread academic awareness, subsidize topic-driven discussions, as well as sponsor speakers on topics relating to success in college and career. *Advisor: Brian Haigh*

Students in Free Enterprise (SIFE) is for students interested in local business activities, networking, and educational projects in the business community. *Advisor: Mitch Aglow x8437*

Students in Free Enterprise (SIFE)/ Upper County Campus is for students at the Upper County Campus who are interested in local business activities, networking, and educational projects in the business community.

Student Update(Television Broadcasting) familiarizes members with broadcasting skills and techniques while producing entertaining and informative programs to the Bucks campuses. *Advisor: Ron Feeback x8437*

Tyler Literary Society produces the College literary publication issued each semester. Students may submit fiction, drama, poetry, science fiction, criticism, discursive essays, photographs, and drawings. *Advisor: Kelly Kelleway x8666*

Ultimate Frisbee Club The purpose of this club is to offer a new sport to the students at Bucks, meet new friends, play competitively against other teams and to spread the word of Ultimate Frisbee as it is becoming a more popular sport. *Advisor: Kelly Gredone, gredonek@bucks.edu*

Union Program Board The UPB is dedicated to promoting educational, cultural, social, and recreational activities for Bucks students. The board strives to maintain a diverse program through the efforts of its officers and committees. *Advisor: Matt Cipriano x8255*

Upper County Programming Council coordinates and schedules cultural and social events for the student body of the Upper County Campus. *Advisors: Jim Fillman 215-781-3939*

Wiccan Workshop The purpose of this club is for the education and enlightenment of interested parties to the religion of Wicca and all its tenants. *Advisor: Christina Ford*

Women's Softball Club The purpose of this club is to offer softball as a club sport to women of BCCC and to act as a feeder program for the sanctioned NJCAA, BCCC Women's Softball Team. *Advisor: Linda Treglia*

Athletics

The College offers intramural, and club sports along with intercollegiate athletics. It is a member of the Eastern Pennsylvania Collegiate Conference and also a member of the NJCAA Region XIX in the sport of golf.

Varsity Fall Sports
Golf *(coed)*, Soccer *(coed)*, Equestrian *(Western and hunt seat)*, Women's Volleyball

Varsity Winter Sports
Men's Basketball

Varsity Spring Sports

Tennis *(coed)*, Equestrian *(Western and hunt seat),* Baseball, Golf *(coed) Athletic Director: Dr. Priscilla Rice*

The College also provides an intramural program for the student body. There are no formal practices held by the College. Individuals as well as teams or groups may sign up for the activities. There are leagues and various activities held in the afternoons. A partial list of the events held during the year follows. It should be noted that not all the events are held each year and that different activities may be added as student interests change.

The Intramural Program will continue to hold some or all of the following activities: volleyball, basketball, softball, bowling. Students are encouraged to submit their ideas for future events to the Intramural Office in the Gym Lobby.

The tennis courts are available to students when no classes are in session. The Gym is available during intramural and open gym hours that are posted outside of office 102 in the Gym. There is open swimming during posted hours.

Physical education facilities include tennis courts, soccer fields, and baseball fields. The physical education building features a swimming pool and a gymnasium.

Wellness Center

The Bucks County Community College Wellness Center offers a new model for health. This model addresses itself to enriching life, preventing illness and encouraging individuals to accept a greater degree of responsibility for their own life and well-being. This commitment to the positive is at the heart of a wellness lifestyle.

The Wellness Center programs include Physical Fitness Assessments and Personal Fitness Training through the Health Enhancement System, Sport-Specific Conditioning programs, individualized and group Weight Management Counseling through the Healthy Choices Program and various health and wellness - related programs and events. The Wellness Center, located outside the gymnasium, contains state-of-the-art testing and exercise equipment. This includes the Fitness Publisher Computerized Fitness Evaluation System where individuals can receive comprehensive fitness tests and have personalized fitness programs designed specifically to suit their needs. This also includes access to quality cardiovascular and resistance training equipment.

The Wellness Center is open for use to all current students and staff of the College. Identification cards are required of all members of the Wellness Center. Each member is required to complete a signed Agreement and Waiver of Liability form, as well as a Physical Activity Readiness Questionnaire prior to beginning exercise within the Wellness Center. For more information, or to schedule an appointment for individualized instruction, testing or counseling, contact Chris Wood in the Wellness Center at 215-968-8447.

College Committees

Participation in the College's committees include faculty, students, and administrators, as determined by the President.

Administrators are appointed to College committees by the President of the College. Faculty representatives for committees are nominated by the faculty through their representative organization. These nominations are submitted to the President of the College for appointment.

Students are nominated to serve on committees by the Student Government Association. The nominations are submitted to the President of the College for appointment.

Students are appointed to those College committees which annually request student representatives.

Music

For students interested in musical performing activities, the College offers a variety of organizations sponsored by the Department of the Arts. Some College-owned instruments are available for use by students in instrumental ensembles. It is possible to receive College academic credit for participation in some of these organizations. College-wide participation is encouraged. Students should contact the Music Office, 215-968-8088, concerning meeting times and details of the following:

Musical organizations open to non-music majors: Concert Choir, Stage Band, Swing Singers, Symphonic Band, and Youth Orchestra of Bucks County.

Ensembles open only to music majors: Brass, Guitar, Piano, Sax, Percussion, Bass, and Woodwind.

Alumni Association

Since 1983, the Bucks County Community College Alumni Association has provided leadership and means for the College's alumni to unite in their efforts to support and strengthen the institution. Its mission is to keep the alumni well informed about the College and the Association and to support the College community by raising funds that will directly benefit students and student services. The Alumni Completion Scholarship, which is annually awarded at the College's Honors Convocation in May, the "Buy A Brick Campaign," Business Card Exchange, and a variety of other events and awards all promote and recognize BCCC's growing student and alumni population. The College encourages the more than 200,000 individuals who have enrolled in courses to remain active in supporting Bucks County Community College through its alumni programs.

The Alumni Association has an active executive council which meets the third Wednesday of every month on the Newtown campus. For information about the Alumni Association or to update an Alumni file, call 215-968-8461, or visit our website at www.bucks.edu/ foundation.

Use of College Facilities

Requests for use of College facilities are directed to the Office of the Dean of Administrative Affairs.

For guidelines and information please call 215-968-8301.

Types of requests include, but are not limited to, training programs, state and local conferences, social affairs of non-profit community groups and local schools, shows, exhibits, and festivals.

As a rule, facilities will be limited to single event scheduling. Groups wishing to use the facilities for regular meetings must do so on a month-by-month basis. Fees may be involved.

Requests for permission to solicit funds on the campus by off-campus organizations will not be considered.

Drug and Alcohol Policy

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, or illicit drugs is prohibited on the campus of Bucks County Community College. Any student or employee of the College discovered to be violating these rules is subject to immediate suspension or dismissal. Such action will be taken independently of any criminal action that may arise from a violation of civil law governing these areas.

Sexual Assault Policy

The Bucks County Community College Sexual Assault Policy has been developed to ensure that a consistent procedure and coordination of College and community resources is followed in the unfortunate event of having to investigate a sexual assault. Sexual assault is a fundamental violation of an individual. It threatens the person's safety, well-being, educational experience, and career. Our policy is intended to meet the medical, legal, safety, and psychological needs of the victim and to maintain confidentiality. This policy is applicable to both on- and off-campus students and College employees.

The policy also provides for measures and structures that will deal with the prevention of sexual assault through educational programming as well as a continuing institutional dialogue to assess services for victims.

Sexual assault violates the standards of conduct expected of every member of the College community and is strictly prohibited.

Sexual Harassment Policy

Bucks County Community College is committed to providing a place of work and study free of intimidation, exploitation, or discrimination. It is expected that students, faculty and staff will treat one another with respect.

Sexual harassment violates the College's long-standing policy, established at its founding, prohibiting discrimination on the basis of sex. Further, sexual harassment is a violation of state and federal law, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. It will not be tolerated at Bucks County Community College.

This Harassment Policy applies to all persons who are enrolled, employed, or serve in any official capacity at the College while they are on College property or are participating in any College-sponsored activity off-campus. Individuals who violate this policy are subject to the full range of internal institutional disciplinary actions from reprimand up to and including separation from the College.

The College is also committed to broad dissemination of information to raise the level of understanding concerning the nature of harassment.

Harassment is a prohibited act of sexual discrimination and is unlawful. It is the creation of an environment in which verbal or physical conduct, due to its persistence and/or severity, interferes with the performance of students or employees. The two presently recognized elements of harassment are:

Quid Pro Quo Harassment

Quid pro quo ("something for something") harassment is sexual coercion perpetrated by someone who is in a College position of influence over the individual being harassed. It exists where sexual advances or requests are made under circumstances implying the submission or refusal might affect academic or employment decisions. For example, a supervisor who suggests that a subordinate employee could get a promotion or a professor who suggests that a student could get a higher grade by submitting to sexual advances is making a sexually discriminatory *quid pro quo* offer and is engaging in sexual harassment.

Hostile Environment Sexual Harassment

Sexual harassment exists where unwelcome sexual conduct is sufficiently severe or pervasive that it creates a hostile or abusive atmosphere. A discriminatorily abusive work or educational environment can and often will detract from employees' or students' performance, discourage them from remaining at the College, or keep them from advancing in their careers. When the workplace or academic environment is permeated with discriminatory intimidation, ridicule, and insult that is sufficiently severe or pervasive to alter the conditions of the victim's employment or education and create an abusive working or educational environment, federal law and College policy are violated.

Sexual harassment can be verbal, visual, physical or communicated in writing or electronically. Continuous incidents of unwelcome sexual harassment such as sexual comments, gestures, sexual advances or touching constitute sexual harassment when they result in a pattern of behavior that creates a hostile environment which impairs an individual's ability to work, learn, or participate in any College function.

Not every act that might be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the College's standards of conduct. Whether an environment is "hostile" or "abusive" can be determined only by looking at all circumstances. These may include the frequency of the discriminatory conduct; its severity; whether it is

physically threatening or humiliating, or a mere offensive utterance; and whether it unreasonably interferes with an employee's or student's performance.

A single egregious sexual incident such as coerced sexual intercourse or other physical assault is sufficient to constitute harassment.

Any member of the College community who believes that he or she has been the victim of sexual harassment is encouraged to take action by obtaining further information or initiating either informal or formal procedures to resolve a complaint by one or more of the following means:

1. All College counselors are available to provide information and counseling, on a confidential basis, concerning incidents of sexual harassment.

2. A concern or complaint that a College employee engaged in sexual harassment may be reported to the alleged offender's administrative supervisor.

3. Employees working under a collective bargaining agreement may contact the appropriate union officer in regard to resolving a concern or complaint of violations of the nondiscrimination provision of their contract.

4. A concern or complaint about a student may be reported to the Director for Student Life Programs.

5. Information or assistance in filing a complaint is available from the Director of Human Resources, who is the BCCC Equal Employment Opportunity (EEO) Officer and College Coordinator for Sexual Harassment Policy compliance efforts (Room 130, Tyler Hall, 215-968-8090).

Animals on Campus

The College does not permit students, faculty, staff or visitors to bring pets or animals to campus. This includes all parking lots, buildings, classrooms, dining areas, walkways and grassy areas.

Guide dogs are the exception. All requests for additional exceptions should be directed to the Office of Security and Safety.

Buildings and Grounds

Skateboarding, roller blading, ice skating, skiing, sledding and snowmobiling are prohibited on the grounds and in the buildings of all campuses.

Buildings - Hours of Use

College buildings are closed from midnight to 6:00 a.m. Exceptions will be considered for special events. All requests for exceptions should be directed to the Office of Security and Safety at least three days in advance.

Children/Visitors

All children under the age of sixteen must be accompanied by a student, faculty, or staff member, who will stay with them, in order to utilize College facilities. Children are not permitted to attend class with a parent or guardian.

Community members or visitors will be asked to register with the Office of Security and Safety. Should these persons exhibit disruptive behavior, they will be asked to leave. If it becomes necessary, Security will be called.

Emergency Calls

Emergency telephone calls to students should be made only to the Office of Admissions, Records and Registration, 215-968-8100. That office will try to contact students in their scheduled classes or, if possible, elsewhere on campus. The content of the emergency message will be given to students for their decision on any further action. Non-emergency calls are discouraged and may be refused by Admissions, Records and Registration.

Lost and Found

A lost and found service is located in the Bookstore in Pemberton Hall.

Mail

The College is not responsible for delivery of student mail. Under no circumstances should students give the College as their mailing address. For purposes of intra-campus mail, each club and organization is assigned a mailbox located in the Club and Organization wing of the Charles E. Rollins Center.

Medical Insurance

Since the college does not provide insurance, students who do not have medical coverage/insurance are encouraged to purchase insurance through a medical provider identified by the college. For more information, contact the Student Life office at 215-968-8257. International students *are required* to have medical coverage while pursuing their studies at the college and must contact Adult and Multicultural Student Services at 215-968-8107.

School Closing

The college may close or delay opening due to inclement weather or an emergency situation. The decision to close or delay opening will be made as early as possible to allow for notification of students, faculty and staff.

Announcements are made on the college main telephone number (215) 968-8000 and website, www.bucks.edu, as well as the following area radio stations: KYW RADIO 1060 AM (Philadelphia), WBCB RADIO 1490 AM (Levittown) WNPV RADIO 1440 AM (Lansdale), WHWH RADIO 1350 AM (Trenton), WPST RADIO 97.5 FM (Princeton) and television stations CHANNEL 3-KYW, 10 NBC-WCAU, FOX-29 and WFMZ-69.

Most stations announce the name of the school, but KYW uses code numbers to provide the status of classes at the college.

Code #s:

Newtown/Bristol Day - 760

UCC/Perkasie Day - 759

Newtown/Bristol Evening - 2760

UCC/Perkasie Evening - 2750

A one (1) delay means that the campus will open at 10:00 AM and all classes scheduled to end prior to 10:00 AM are cancelled. Therefore, activities and classes scheduled to end after 10:00 AM will change their start time to 10:00 AM and will end at their regularly scheduled times. For example, a class normally meeting from 9:30 to 10:30 AM, would begin at 10:00 AM and end at the usual time of 10:30 AM.

A two (2) hour delay means that the campus will open at 11:00 a.m. and all classes scheduled to end prior to 11:00 a.m. are cancelled. Therefore, activities and classes scheduled to end after 11:00 a.m. will change their start time to 11:00 a.m. and will end at their regularly scheduled times. For example a class normally meeting from 10:30 to 11:30 a.m., would begin at 11:00 a.m. and end at the usual time of 11:30 a.m.

NOTE: THE COLLEGE WILL NOT OPEN FOR EVENING, SATURDAY AND SUNDAY CLASSES ON A DELAYED BASIS.

Smoking on Campus

Bucks County Community College is a smoke-free environment. Smoking is prohibited in all campus buildings.

Telephones

Office telephones are for official use only. The public pay telephones are for the use of students and the public. Students should not encourage friends and relatives to call them at the College except in case of emergency. Public telephones are located in the Gateway Center, Charles E. Rollins Center and Founders Hall.

There are also emergency phones and call boxes available in various locations around campus. There are emergency call boxes in parking lots A, B, C, D-E and the Handicapped Lot. These telephones are free of charge and give a direct line to the Office of Security and Safety.

Motor Vehicle Regulations

The College's Motor Vehicle Regulations are enacted to increase safety on campus and to provide an orderly process for the operation of motor vehicles. It is the responsibility of all students, faculty and staff to register their vehicle and to learn and obey these regulations.

Everyone who drives to campus must have a parking permit. Vehicles on campus without a parking permit will be considered as trespassing and dealt with accordingly. Parking permits are issued throughout the year at the Office of Security and Safety.

COLLEGE MOTOR VEHICLE REGULATIONS ARE ENFORCED AT ALL TIMES.

SECTION I

A. Operation

1. All vehicles parked on campus require a parking permit and must be registered in the Office of Security and Safety. There is no charge for parking permits and they must be visible at all times. Parking permits are non-transferable and you may register as many vehicles

as needed. *Parking permits must be adhered or hung behind the rear view mirror so that they are visible through the front windshield.* PERMITS ARE VALID FOR THE TWO-YEAR PERIOD PRIOR TO THEIR EXPIRATION DATE.

2. Students and employees who use a leased, rented, or borrowed vehicle must obtain a temporary parking permit from Security and Safety *before* parking the vehicle.

3. Student parking is permitted in Lots A, B, C, D, and E. Student lots are marked with white striped lines.

4. Bicycles and mopeds may be parked in the racks provided throughout campus.

5. College employees must park in the parking areas designated for them. Employee lots are marked with yellow striped lines.

6. Student workers and per diem college employees carrying more than six (6) credits at Bucks County Community College must obtain student parking permits and park in student lots only.

7. All visitors park in the Visitors area of Parking Lot B. Visitor lots are marked with yellow striped lines. (See Section III for detailed information.)

8. Parking in the Visitors Lot by either employees or students is prohibited and will result in a fine.

9. UNAUTHORIZED PARKING IN HANDICAPPED OR INFIRMARY SPACES WILL RESULT IN A FINE. (See Section III, Paragraph D.)

B. Violations

The following are considered violations of the College's Motor Vehicle Code:

1. Parking without a valid permit or improper placement of permit.

   a. Permit must be displayed on the back of the rear view mirror, inside the vehicle, and must be visible at all times.

   b. Any alteration or transfer of a parking permit or handicapped permit renders it invalid.

2. Parking or driving on grass.

3. Employee or student parking in visitor's area, or student in employee area, or employee in student area.

4. Parking on roadways, or on shoulders.

5. Unauthorized parking in any designated area.

6. Parking in loading and unloading zones.

7. Parking on crosswalks or within 20 feet of fire hydrants.

8. Failure to stop at a stop sign.

9. Driving the wrong way in a one-way designated area.

10. Failure to stop for pedestrians in a crosswalk.

11. Parking over the white line and/or obstructing two spaces.

12. Failure to obey traffic control signs or directions of a security officer.

13. Parking in fire lanes.

14. Reckless driving.

15. Unauthorized parking in a designated handicap/reserved infirmary area.

SECTION II - SANCTIONS AND FINES

A. Fines

1. Monetary fines are itemized on all violations citations. There are additional charges for towing and/or immobilizing vehicles. All fines are subject to change without notice.

2. Unauthorized parking in handicapped/infirmary spaces – $100

3. Immobilization Boot - $100

4. Parking in Fire Lanes, speeding, reckless driving - $50

5. Parking without a valid Bucks County Community College permit and all other violations - $15

B. Payment of Fines

All fines are to be paid within 14 calendar days of the date of the violation. Payments of fines are made during the day at the Student Accounts Office, Room 209, Tyler Hall, 8:30 a.m. to 4:00 p.m. During the evening, payments are made at the Evening Director's Office, Founders Hall until 8:30 p.m., Monday through Thursday.

1. Unpaid parking fines are considered unpaid financial obligations to the College and will result in withholding of student records, grades, transcripts, registration, or other official records.

2. Employee fines not paid within 45 days or by the end of the semester, whichever occurs first, will result in suspension of parking privileges. Once suspended, the vehicle is subject to towing at the owner's expense.

3. The College has the right to seek judgment in the Court of the District Justice against any person who fails to satisfy any outstanding obligations according to these Motor Vehicle Regulations.

C. Towing/Immobilization Policy

1. Towing

The College reserves the right to remove and impound any vehicle which is parked in a driveway, fire lane, loading dock, handicapped area, or parked in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement or operation of emergency equipment. The owner will be responsible for the costs involved in removing, impounding and storing the offending vehicle. All fees must be paid before the vehicle will be released. The College is not responsible for damage to a vehicle resulting from towing or immobilization.

2. Immobilization

Any vehicle parked in violation of the motor vehicle regulations issued by Bucks County Community College may be immobilized by use of a wheel boot. Additionally, when a vehicle is determined to have four (4) or more parking violation notices charged against it, paid or unpaid, an immobilization boot may be used to impound the vehicle. The College will not authorize release of the vehicle to the owner or custodian until a cash or credit card payment of $100 is made to remove the boot and all outstanding fines have been satisfied. Also, any vehicle subject to towing may be immobilized instead. Flagrant violations of these motor vehicle regulations may result in the loss of parking and vehicle operating privileges.

Notice of the placement of a wheel boot shall be posted prominently on the vehicle. Placement of the notice shall depend upon the type of vehicle. The College is not responsible for damage to a vehicle resulting from towing or immobilizing the vehicle. Only members of the Security and Safety staff may remove wheel boots. Vehicles immobilized for longer than 36 hours may be moved to a storage facility. The owner/custodian of the vehicle shall be responsible for immobilization and removal fee as well as any storage fees.

SECTION III - PROCEDURES

A. Appeals of Violation Notices/ Parking Privileges

1. Appeal forms must be received in the Office of Security and Safety, within 14 calendar days of the date of the violation. The violation notice (ticket) must accompany the completed appeal form and be returned to the Office of Security and Safety by the person who received it. Ignorance of the provisions of these motor vehicle regulations will not be accepted as a defense for violations. Appeal forms are available at the Office of Security and Safety in Cottage 4 and

> **a.** Evening Dean's Office - Founders Hall
>
> **b.** Admissions Office - Pemberton Hall
>
> **c.** Student Life Information Center - Charles E. Rollins Center

2. An employee, whose parking privileges have been suspended, may appeal the suspension to a special Traffic Appeals Committee. The employee must file an appeal with the Human Resources Department no later than five (5) working days after the notice of the suspension of parking privileges has been received.

3. Decisions of the Traffic Appeals Committee are final.

B. Visitors

College departments expecting visitors should notify the Office of Security and Safety and secure visitor permits, which can be mailed to the visitor along with parking instructions.

The College operates a shuttle service Monday through Thursday nights between 6:00 p.m. and 11:00 p.m.

Students will be picked up in the parking lots and dropped off between Penn Hall and Founder's Hall. After class, students will be picked up between Penn Hall and Founder's Hall and dropped off near their vehicles.

1. Visitors to campus must park in Lot B-Visitors Area, identified by yellow striped lines. If this area is full, visitors are requested to report to the Office of Security and Safety, located in Cottage 4, for issuance of a permit and instructions on where to park.

2. Visitors are subject to all Campus Motor Vehicle Regulations.

C. Special Parking

Arrangements for all special, temporary and visitor parking permits are coordinated through the Office of Security and Safety. The issuance of a permit does not guarantee a parking space. Lack of space is not considered a valid excuse for violation of a regulation.

1. Loading and Unloading Zones

a. 30-minute Parking Zones: *A "Loading and Unloading" permit is required.* This permit may be obtained from department offices as well as the Office of Security and Safety.

b. 15-minute Parking Zones: These areas may be used by anyone who requires only a few minutes to transact college business.

c. PARKING IN THE 15-MINUTE AND 30-MINUTE ZONES WILL BE TIMED AND STRICTLY ENFORCED.

D. Handicapped Parking/ Temporary Mobility Impairments

1. Permanent Mobility Impairments: Those individuals with permanent mobility impairments must have an official Pennsylvania Department of Motor Vehicle handicapped license plate or placard on their vehicle to park in designated handicapped spaces on campus. Students and employees must also possess valid campus parking permits.

2. Temporary Mobility Impairments: Special parking arrangements are available to individuals with temporary mobility impairments. Applications for these "Infirmary" spaces are available from the Office of Security and Safety. These temporary permits are issued per semester.

> **a.** All reserved infirmary spaces are clearly defined by blue striping and posted signs.

> **b. Reserved infirmary parking is available on a first-come, first-served basis. Individuals with infirmary permits may not park in handicapped spaces. If all reserved infirmary spaces on campus are full, students must park in a regular student lot.**

E. Disabled Vehicles

All disabled vehicles are to be reported to the Office of Security and Safety in order to avoid a violation. A specific period of time will be granted for the removal of a disabled vehicle, but must be coordinated with the Office of Security and Safety.

F. Overnight Parking

Parking on campus between the hours of 12:00 midnight and 5:00 a.m. is prohibited, except for those people who have prior approval from the Office of Security and Safety. Permission will be granted for disabled vehicles and vehicles belonging to people participating in college sponsored trips. In all cases, the owner/operator should contact the Office of Security and Safety.

G. Miscellaneous

1. Motorists are advised that all Pennsylvania laws and regulations pertaining to the use of motor vehicles apply to all drivers and vehicles on the campus of Bucks County Community College.

2. Any driver coming on campus to discharge or pick up passengers may do so in the area of Linden Lane designated for that purpose.

3. Parking near the baseball field is at your own risk.

4. The college is not responsible for the safety of vehicles or their contents.

5. Bucks County Community College Motor Vehicle Regulations are in effect at all times.

Student Privacy

Buckley Amendment

This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Education Rights and Privacy Act (FERPA) Office concerning alleged failures by the College to comply with the act.

Local policy explains in detail the procedures to be used by the College for compliance with the provisions of the act. Copies of the policy can be obtained in the Office of Admissions, Records, and Registration in Pemberton Hall and at www.bucks.edu. An appendix to the policy contains a Directory of Records which lists all education records maintained in regard to students by the College.

Questions concerning FERPA may be directed to the Office of Admissions, Records and Registration. The College has designated the following student information as public or Directory Information. Such information may be disclosed by the College for any purpose.
- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and award received
- Previous institution(s) attended
- Full-time/part-time status
- Email addrersses
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams

Such information may be disclosed at the discretion of the College to individuals, agencies, and institutions for purposes relating to activities approved by and associated with Bucks County Community College. Examples of these activities are student elections; recognition of degrees and awards by publishing in newspapers, commencement programs, etc.; recognition of participation in College sports and activities by publishing in newspapers, programs, etc.; and, student insurance plans that are approved by the Board of Trustees of the College. Directory Information will not be disclosed for purposes unrelated to activities approved by and associated with Bucks County Community College. Examples of these unrelated activities are: developing mailing lists to engage in a commercial enterprise; dissemination of political information; solicitation of funds by individuals, agencies, and institutions; and notification of opportunities to attend meetings of, engage in a contract with, participate in, order goods or services from, or join an organization, institution, agency, or individual that is not approved by and associated with Bucks County Community College. A student directory is not published by the College because of the expense incurred in such an undertaking and the potential for invasion of students' privacy.

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure, written notification must be received by the Office of Admissions, Records and Registration prior to three weeks after the first day of classes for the semester in which the withholding of Directory Information is to take effect.

The College assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.
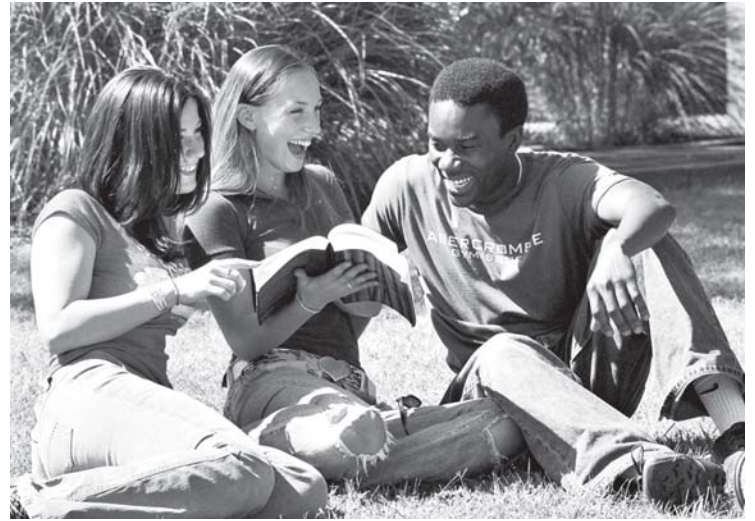
Change of Address, Name, or Telephone Number

Students are requested to record changes in name, address, or telephone number as soon as possible at the Office of Admissions, Records and Registration, Pemberton Hall, in writing. Official correspondence or other communication is based upon data currently on file.

Clearance Letters

When a student wishes to transfer, the transfer institution often requests a Letter of Clearance. This letter is sent to the college of the student's choice explaining whether he or she was involved in any disciplinary actions, his/her dates of attendance and general standing at Bucks County Community College. A Letter of Clearance is not a transcript.

Forms to have a Letter of Clearance issued are available in the Office of Student Life Programs, located on the lower level of the Charles E. Rollins Center. If the transfer institution issues its own form, that is mailed with the Letter of Clearance.

Transcripts

Bucks students receive their grades online through WebAdvisor instead of in the mail. However, students who would like grades mailed to their home can request a grade report from the Office of Admissions, Records, and Registration (*see www.bucks.edu/graderequest*).

Students may request the mailing of a transcript to another college or to an employer through the Office of Admissions, Records and Registration or the Office of the Evening Director. There is a two-dollar fee for each transcript.

Equal Employment Opportunity Statement

Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally protected classifications in regard to race, color, national origin, sex, handicap, age, religion, disabilities, and Vietnam military veterans, and sexual orientation. The College provides reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO Office is located in Room 130, Tyler Hall.

Equal Opportunity in Education

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity sponsored by the College. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any educational program or activity sponsored by the College, and Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race in any educational program or activity sponsored by the College.

It should be further noted that in addition to the above laws and regulations, the College is committed to the premise that all students and applicants for admission are entitled to an equal opportunity to acquire training, education, and skills at Bucks County Community College regardless of their sex, race, national origin, religion, color, sexual orientation, age, or handicapped condition.

The College will not tolerate any behavior by staff or students which constitutes sexual harassment of a student.

If a student feels that his/her rights under the aforementioned laws and regulations have been violated, he/she shall contact the College Equal Employment Opportunity Officer, 215-986-8090.

Student Consumer Information Services

As required by the Student Consumer Information Regulations, established under Title I of the Educational Amendment of 1976, the College provides information to current and prospective students concerning the academic programs offered by the College and the financial assistance programs available to students.

The College participates in all major federal and state financial aid programs. This Catalog includes a section on the College's Financial Aid Programs, including descriptions of the various programs, application procedures, eligibility requirements, criteria for selecting recipients, criteria for determining award amounts, and a statement of the rights and responsibilities for students receiving financial assistance.

In addition to this information, the Financial Aid Office has prepared a Financial Aid Brochure which summarizes the aid programs available for current and prospective students. Requests for information and application materials should be directed to: Financial Aid Office, Bucks County Community College, Newtown, PA 18940.

This Catalog includes a section outlining tuition and fee charges for full and part-time students, as well as estimates for books and supplies, off-campus housing, transportation, and personal expenses. It is important to understand that this information is based upon typical expenses for the "average" student, and may vary greatly from student to student, depending upon housing plans, transportation arrangements, and other personal factors.

The College's Refund Policy is outlined in the Expenses section of this Catalog. It is the responsibility of the student to be aware of this refund policy, and to notify the College in writing of intent to withdraw from courses or the College.

The Office of Institutional Research maintains information on student retention rates by academic programs and also information on the number of students completing majors. In addition, this office conducts an annual follow-up study on post-graduate activities. This study includes information on numbers of students transferring to other colleges and universities and locating full and part-time jobs.

Additional information on retention rates, number of students completing majors, and similar types of information should be requested from: Office of Institutional Research, Bucks County Community College, Newtown, PA 18940.

The College's contact person for Student Consumer Information Services is the Director of Financial Aid. Questions and requests for information should be directed to: Director of Financial Aid, Bucks County Community College, Newtown, PA 18940.

As a result of the Higher Education Amendments of 1998, the following list and brief descriptions are being made available so that students and parents will know what office(s) to contact for required disclosures:

• Rights Under Family Education Rights and Privacy Act - This Act was written to protect the privacy of education records. Questions may be addressed to the Office of Admissions, Records and Registration.

• Completion/Graduation Rates - This will show completion or graduation rate of cohort of certificate or degree-seeking, full-time undergraduates who graduated or completed their program of study within 150% of the normal time for graduation or completion. Questions may be addressed to the Office of Institutional Research.

• Report on Athletic Program Participation Rates and Financial Support Data - Includes disclosures regarding institutional revenues and expenses attributable to intercollegiate athletic activities as well as disclosures regarding athletic participation. Questions may be addressed to the Department of Health, Physical Education and Nursing.

Student Right-to-Know Act

In response to the Right-to-Know and Campus Security Act, Public Law 101-542 and the Higher Education Technical Amendments of 1991, Public Law 102-26, and Department of Education regulations, Bucks County Community College is required to provide students with the following information:

The projected graduation rate for first-time, full-time students entering the College during fall 2006 is approximately 13.5 percent. This rate is based on a 4-year average of the actual graduation rates of full-time students entering the College beginning with the fall of 1998 through the fall of 2001 and who completed an Associate Degree major within three years or who completed a certificate major within one and one-half years. It should be noted that these rates do not reflect the many students who successfully transfer to other educational institutions without earning a degree at Bucks County Community College or those who are still attending. These rates also do not reflect those students who have met their individual educational goals without earning a degree or certificate.

Resolution of Student Concerns

As a comprehensive educational community, Bucks County Community College promotes an active and challenging learning environment. Varying viewpoints and differences of opinion in such an environment are natural and expected. Students enjoy a host of rights and responsibilities in addressing issues and concerns.

Student concerns are generally best resolved at the level at which the concern developed. Communication is the key to resolution. Students are encouraged to indicate concerns with specific matters to the office/area or individual most directly involved or responsible. A variety of mechanisms exist to assist students in processing such concerns. Faculty members, administrators, and College staff are receptive to discussion and welcome interaction with students.

The Dean of Student Affairs serves as an ombudsman for students and can assist in directing students to the most appropriate area or person to resolve concerns. Counseling services, department chairpersons, and area administrators can also provide assistance in this area.

Students are encouraged to address concerns in an appropriate and timely manner and to utilize resources available to best assist in the process.

Student Body Bill of Rights and Responsibilities

Rallies, Free Speech, and Communication

1. The College affirms the right of its students to hold rallies, speeches, and demonstrations after students observe the routine procedures designated by orderly scheduling of facilities and activities. In order to permit the normal and uninterrupted use of buildings, picketing shall be confined to out-of-doors in such a manner as to permit normal and orderly egress and ingress.

2. The placing of signs, posters, and banners shall be in conformity with the regulations set forth in this Catalog.

Rights

1. Freedom of expression in the classroom.

2. Protection against improper academic evaluation.

3. Protection against improper disclosure on the basis of classroom expressions.

4. Confidentiality of student records.

5. Freedom of association.

6. Freedom of inquiry and expression in student organizations.

7. Freedom of responsible expression in student publications.

8. Freedom to exercise citizenship rights.

9. Guarantee of due process in disciplinary proceedings.

Responsibilities

1. Compliance with and support of duly constituted civil authority.

2. Respect for the rights of others and cooperation to ensure that such rights are guaranteed.

3. Cooperation to ensure that the will of the majority is implemented after due consideration has been given to contrary points of view.

4. The exercise of dissent in an orderly manner and within a framework compatible with the orderly resolution of differences.

5. Active support of College regulations established through the joint efforts of students and faculty leaders.

Discipline

Any student who exhibits conduct not in keeping with the established standards of the College is subject to penalty with possible fine, probation, suspension, or expulsion from the College. It is the expectation of the faculty and administration of the College that students will grow in maturity and develop the ability to lead and govern themselves.

Code of Conduct

I. Violations

A. Major Infractions

A formal violation is a student action that is classified as a major disciplinary infraction. The penalties for a formal violation(s) could result in long-time suspension or permanent separation from the College. The following student action(s) shall constitute a formal violation:

1. Plagiarism or academic cheating.

2. Forgery or alteration of the College identification card or records.

3. Destruction of, damage to, malicious misuse of, or abuse of College property, or personal property on campus.

4. Assault upon another person or the threat there of while on campus.

5. Theft of College property or personal property on campus.

6. Lewd or indecent conduct on campus.

7. Possession, use, or sale of unauthorized narcotics or illegal substances on campus.

8. Unauthorized use, possession, or sale of firearms or other dangerous weapons on campus.

9. Drunk and/or disorderly conduct on campus.

10. Possession of alcoholic beverages on campus property except where expressly authorized by the President.

11. Sexual Harassment

12. Violation of other College rules and regulations after publication, distribution, or posting thereof in such a manner to ensure fair notice to the student.

B. Minor Infractions

An informal violation is a student action that is classified as a minor disciplinary infraction. The following student action(s) shall constitute an informal violation.

1. Willful destruction of the passageway, or exit or entrance to the College campus, of a College building or facility, or any portion thereof.

2. Failure to provide proper identification of oneself when especially requested by a College official including security guards, faculty, and staff members.

3. Failure to respond to official correspondence and communication from the College.

4. Gambling on College property.

5. Smoking in unauthorized locations.

6. Disruptive behavior or conduct.

7. Misrepresentation of proper identification of oneself in the transaction of College business and dealings with College officials and representatives.

8. Unauthorized possession of animals on College premises.

II. Sanctions

If a student is found guilty of a major or minor violation(s) one or more of the following sanctions could be imposed.

A. Expulsion: permanent separation of the student from the College. Notification will appear on the student's transcript and the official disciplinary file in the Office of Student Life Programs. The individual will also be barred from College premises.

B. Suspension: separation of the student from the College for a specified period of time. Notification may appear on the student's transcript. Notification will appear in the official disciplinary file. The individual shall not participate in any College sponsored activity and may be barred from College premises.

C. Temporary Suspension: the College reserves the right to temporarily suspend any individual charged under the Code with any violation which is a serious threat to the physical well being of any individual(s) or property. In the event of such temporary suspension, a hearing must be held before the appropriate College official within seven school days of the date of the incident or discovery thereof.

D. Monetary Fines: not to exceed $125. Notification will appear on the student's financial records and in the official disciplinary file.

E. Restitution: the student is required to make payment to the College or other persons, groups, or organizations for damages incurred as a result of commission of a Code violation.

F. Other Sanctions: to include Disciplinary Probation consisting of written letters of reprimand, restrictions upon participation in College activities, requirement of formal apologies, and explanations, and assignments of research and/or work projects.

III. Procedures

1. Any member of the College community may charge any other member of the College community with a code violation.

2. Charges must be filed in writing within seven days to the appropriate College office. Academic-oriented charges (plagiarism, cheating, and other classroom offenses) are filed in the Office of the Dean of Academic Affairs. All other charges are filed with the Director for Student Life in the Office of Student Life Programs.

3. Upon the filing of a charge alleging a violation of the code, the individual will be given written notice of the charge by the College.

4. Written notice to the charged individual will be issued within one week following the filing of the charge.

5. A disciplinary hearing will be scheduled. The charged individual may choose to meet with the appropriate College official as outlined in Section III, Paragraph 2. In addition, those charged with a violation have the option of meeting with the appropriate College official and the Student Judiciary.

6. If the Student Judiciary is called into session it will file a written recommendation regarding findings and sanctions against the charged individual to the appropriate College official. The appropriate College official will review the recommendation of the Student Judiciary. He/she will inform the charged individual of the official College ruling in writing no later than seven days following the final disciplinary hearing.

7. Appeals to all rulings may be made within fourteen days of the final disciplinary hearing date to the Dean of Student Affairs. All appeals must be in writing. Any other appeals may be made within 14 days to the College President.

IV. Enforcement

1. The ultimate responsibility for enforcement of the Code of Conduct rests with the College President and Board of Trustees.

2. The College President may delegate enforcement of the Code to appropriate College administrative officials and staff members.

3. Chief responsibility for the enforcement of academic-oriented violations rests with the Dean of Academic Affairs.

4. Chief responsibility for the enforcement of non-academic oriented violations rests with the Director of Security and Safety.

5. Chief responsibility for implementation of the Code of Conduct and responsibility for official College disciplinary files rests with the Director for Student Life.

6. Day to day enforcement responsibility rests with all members of the College community including students, faculty, administrators, and staff members.

7. If a student recommendation is requested by the charged individual, the responsibilities for making such a recommendation regarding findings and sanctions rests with the Student Judiciary. The Student Judiciary makes its written recommendation to the appropriate College official involved in the disciplinary hearing.

The Student Judiciary is appointed by the President of the College upon the recommendation of the Student Government and is not to exceed five in number. The Student Judiciary will be organized at the beginning of each fall semester. Involvement of the Student Justices regarding a disciplinary matter is the option of the individual charged with a violation of the Code.

College Policy Regarding Cheating and Plagiarism

The expectation at Bucks County Community College is that the principles of truth and honesty will be rigorously followed in all academic endeavors. This assumes that all work will be done by the person who purports to do the work without unauthorized aids. In addition, when making use of language and some idea not his or her own, whether quoting them directly or paraphrasing them into his or her own words, the student must attribute the source of the material in some standard form, such as naming the source in the text or offering a footnote.

Individual instructors are responsible for completing the Plagiarism/Cheating Incident Report within fourteen (14) days of the discovery of an offense. The instructor should maintain copies and forward originals of the Report and supporting documentation to the Office of the Dean of Academic Affairs. The Dean of Academic Affairs will notify the instructor's Department Assistant Academic Dean, the student's Department Assistant Academic Dean, and the Dean of Students.

Instructors should include in their course formats an explanation of the Cheating and Plagiarism Policy and its penalties.

The Office of the Dean of Academic Affairs will maintain a central record and monitor all policy violations.

Penalties for Cheating and Plagiarism

First Recorded Offense

When an instructor charges a student with cheating or plagiarism, the instructor must complete a Plagiarism/Cheating Incident Report within fourteen (14) days of the incident's discovery. The instructor must take one of the following two actions:

Level 1—Issue a warning with the requirement that the offending portions of the work be revised.

-OR-

Level 2—Issue an automatic failing grade (F) for the work in question, e.g., quiz, essay, examination.

Second Recorded Offense

When the Office of the Dean of Academic Affairs receives a Plagiarism/Cheating Incident Report, a review of the central record file will be made to determine if any previous incidents have been reported on the same student. If one previous offense has been recorded, the instructor filing the Incident Report will be contacted and must resubmit the Incident Report taking one of the following two actions:

Level 3—Issue an automatic withdrawal grade (W) for the course. (This action must be taken within the normal course withdrawal period).

-OR-

Level 4—Issue an automatic failing grade (F) for the course.

NOTE: Instructors should always complete the Incident Report as a First Recorded Offense unless contacted by the Office of the Dean of Academic Affairs to resubmit the Incident Report as a second offense

Third Recorded Offense

If the Office of the Dean of Academic Affairs receives a third recorded offense on the same student, it will notify the instructor **and the College** will take the following action:

Level 5—Three year suspension from the College.

• Any incident or penalty, except Level 5, shall be levied by the instructor in writing and recorded in the Office of the Dean of Academic Affairs.

• No information pertaining to the offense shall be disclosed to external entities such as colleges, employers, or agencies.

Cheating and Plagiarism Appeals

Normal appeal routes shall be followed with normal time allocation for the student to seek counsel, should he or she desire to appeal the instructor's actions.

• Appeals pertaining to Levels One and Two should be directed to the Department Assistant Academic Dean. If resolution is not achieved at that level, the final step in the appeal process is the Dean of Academic Affairs.

• Appeals pertaining to Levels Three and Four should be directed to the Committee on Academic Performance.

• Appeals pertaining to Level Five should be directed to the Dean of Students.

A Guide to Responsible Use of Electronic Communication

Access to Bucks County Community College's electronic information and communication sources is a privilege granted to students, faculty, and staff members of the College. Bucks aims to provide the best possible information services with the fewest restrictions to members of the College community. Electronic means of information access and exchange, such as voice mail and e-mail accounts, the information stored in local and remote databases, or personal computers, telephones, and fax machines, are to be used only for the purposes for which they are assigned. Appropriate uses fall within the College priorities of instruction, research and other related educational and institutional communications.

User Responsibilities

Bucks is very concerned that respectful care be used with the privileges of access to electronic information and communication. All users benefit from the proper care of the work environment, consisting of equipment, software, and data. Every user (student, staff, or faculty member) is obligated to treat the work environment appropriately, and to return all documentation to its rightful location. To ensure that there are no misunderstandings, the following description of the policies regarding computer and software use is provided.

Plagiarism

Plagiarism and other forms of academic cheating are unacceptable and are considered as major infractions of the Student Code of Conduct and College Policy. The College Policy Regarding Cheating and Plagiarism applies to electronic forms of information and communication as well as to more traditional formats. Penalties for Cheating and Plagiarism, along with the College Policy, are published in the College Catalog.

Software

Every user is expected to be diligent in preventing software piracy. Quality software is valuable, and violating a program's license agreement is illegal. No one other than authorized personnel is allowed to install software on College equipment. Users are responsible for taking precautions, such as scanning discs for viruses, to protect College equipment and networks.

Equipment

Equipment used in electronic communication is expensive, and money available for its replacement is limited. All users of such equipment are expected to take excellent care of it. Any malfunction must be reported immediately and a notice of malfunction placed on the appropriate equipment. No one other than authorized personnel is allowed to repair or modify the equipment, and theft or vandalism of equipment, software, or documentation will be subject to disciplinary action.

Password Security

Password security is every user's responsibility. Users may not give their password to any other individual or allow it to become known and are encouraged to change passwords frequently. Incorporating symbols and numbers (e.g., */@) along with letters minimizes opportunities for misuse of a password. Before leaving a workstation, users must log off to prevent unauthorized access to files.

Privacy

Every user's right of access to public sources of information carries with it the right to privacy of personal files. Every user is responsible for honoring the privacy of other users. Using accounts or files for which a user is not authorized is considered a breach of privacy and is unacceptable.

Consequences of Failure to Comply with Guidelines for Responsible Use

Abuse of privileges of access to electronic information and communication is subject to disciplinary action as specified in the Student Code of Conduct, published in the College Catalog, and according to College Policy. Unauthorized use may be traced electronically. In severe cases, disciplinary action may lead to prosecution under the laws and statutes of the Commonwealth of Pennsylvania or under Federal statutes and regulations.

The aim of this policy is to respect the rights and needs of all authorized users of electronic information and communication sources at Bucks. Both providers and users of electronic means of communication at the College share responsibility for valuing and protecting the privilege of access to these resources.

**For complete
staff listings visit
www.bucks.edu**

Learning Resources

McCreadie, Maureen, Dean, Learning Resources; AB, Cornell University; MS, Simmons College; Ph D, Rutgers University

Puchalski, Marilyn, Professor, Teaching and Learning Technologies; AB, College of William and Mary; MS, Drexel University

Bornak, Mary Ellen, Instructional Designer; BA, Holy Family College; MS, Philadelphia University

Seufert, Carol, Administrative Assistant, Practical Nursing; AA, Bucks County Community College; BS, University of Phoenix

Library

McCann, Linda, Interim Director; MLS, Catholic University

Johnstone, Brian, Faculty, Library; BA, Eastern College; MS, Drexel University

Montet, Margaret, Faculty, Library; MS, Rutgers University; MA, Temple University

Ostrowski, Marzenna, Faculty, Library; MS, State University of New York at Buffalo; MS, Warsaw University School of Law and Administration

Fravel, Mary, Specialized Support; AA, Mercer County Community College

Hughes, Elizabeth, Specialized Support (Acquisitions); AA, Bucks County Community College; BA, Holy Family College

Herff, Dolores, Specialized Support (Circulation); AA, Robert Morris College

Livesay, MaryEllen, Specialized Support (Circulation/Reference); BA, Lycoming College; MEd; Temple University

White, Deborah, Specialized Support (Technical Processing)

Zak, Urszula, Library Technician (Circulation Assistant); AA, Bucks County Community College

Online Learning

Davidson, Georglyn, Director; BA, Pennsylvania State University

Goeller, Karen E., Assistant Director; BA, Temple University

Sette, Elizabeth, Assistant Director, Technology Learning Centers; BA, Chestnut Hill College; MEd, Pennsylvania State University

Castello, Jeanette, Administrative Assistant; AA, Bucks County Community College

DiPrimio, Jennifer, Administrative Assistant; AA, Bucks County Community College

Learning Technologies

Snellman, David, Director, Learning Technologies; AA, Ryder Technical Institute

Lakis, Michael, Assistant Director; AA, Bucks County Community College; BS Computer Science, Philadelphia University

Crowther, Ken, Media Services Operations Supervisor; AA, Bucks County Community College; BAH, Pennsylvania State University

Davis, Frank, Media Technician

George, David, Technical Assistant; AA, Pennco Tech

Glass, Paul, Technical Support, Upper County Campus; Certifications, Bucks County Community College; BA, George Washington University

Harvey, Keith, Technical Support; Certifications, Bucks County Community College

Hornchek, David, Technical Support;

Hyde, Cara, Technical Support

Kalix, Lynn, Technical Support; Certifications, AA, Bucks County Community College

Madison, Holly, Specialized Support; AA, Bucks County Community College

Siciliano, Anthony, Technical Support

Spiel, Paul, Specialized Support; AA, Bucks County Community College

Tutoring Center

Tracey, Nicole, Director; BA, St. Peter's College; MA, The College of New Jersey

Traub, Charlene, Math Coordinator; BSE, Mansfield University

Ryan, Megan, Writing Coordinator; BA University of Notre Dame, MA Boston College

Wood, Jim, Math Instructional Assistant; BA, Millersville University

Web Services

Moore, Matthew, Director, Web Services; AA, Bucks County Community College

Carter, Karl, Director, Intranet Systems; BS, University of the Arts

Upper County Campus

Altemose, Rodney E., Executive Director; BA, York College; MS, Shippensburg University

Mclaughlin, Sandra, Administrative Assistant; AA, Bucks County Community College

Fillman, James, Coordinator of Student Services; AS, Peirce College; BA, DeSales University; MA Rider University

Academic Departments

Department of the Arts

Mathews, John, Assistant Academic Dean; BS, Skidmore College; MFA, University of Pennsylvania

Orlando, Fran, Director, Exhibitions/Artmobile; BA, University of Delaware; MA, Philadelphia College of Art

Freeman, Patricia, Administrative Assistant

Smith, Dolores, Administrative Assistant

Rovin, Patricia, Administrative Support

Lamartine, Ann, Specialized Support; AA, Bucks County Community College

Alley, Jon, Professor; Temple University; University of Pennsylvania

Benson, Mark, Professor; BM, Central Michigan University; MM, PhD, Michigan State University

Bresnen, Steven M., Music Head; BM, MM, DMA, Ohio State University

Byer, Jack, Professor; BA, Boston University; MA, PhD, Carnegie Mellon University

Dominguez, Frank, Professor; BFA, Pratt Institute; MFA, Yale University

Feeback, Ronald, Associate Professor; BA, Mary Baldwin College

Friedman, Caren, Professor; BFA, Cornell University; MFA, Cranbrook Academy of Art

Gee, Will, Instructor, Special Term Contract; BA, Seton Hill College; MFA, Tyler School of Art, Temple University

Hagen, Susan, Instructor, Special Term Contract; BFA, Minneapolis College of Art and Design; MFA, Cranbrook Academy of Art

Hoffman, Michael, Professor; BA, C.W. Post College; MA, New York University; PhD, New York University

Johnson, Craig, Professor; BFA, Kent State University; MS, Southern Illinois University

Konkel, Jean, Multimedia Area Head; BS, Drexel University; MS, University of Houston

Mayer, Roberta, Visual Arts Head, Asst. Professor; BS, MS, BA, Rutgers University; MA, PhD, University of Delaware

McMillan, Cameron, Assistant Professor; BFA, Indiana University; MFA, Yale University

Mellor, Larissa, Exhibition Assistant; BFA, Maine College of Art

Milhous, Rochelle, Instructor, Special Term Contract; BA/BM, University of Washington; MM, New England Conservatory

Queeney, Shawn, Instructor; AS, Lackawanna Junior College; BS, Wilkes University; MA, Bloomsburg University

Rosentrater, Doug, Professor; BA, University of South Florida; MA, Northwestern University

Schollenberger, Cara, Professor; BS, MS, Kutztown University

Sfirri, Mark, Professor; BFA, MFA, Rhode Island School of Design

Sheridan, John, Assistant Professor; BM, Temple University; MA, New York Univeristy

Sigel, Milt, Professor; BFA, Minneapolis College of Art and Design; MFA, Drake University

Switzer, Judith, Professor; BA, Pennsylvania State University; MA, Temple University; MA, PhD, New York University

Wilkinson, Daniel, Assistant Professor, Special Term Contract; BA, Davidson College; BFA, Indiana University; MFA, Yale University School of Art

Aisenstein, Terry	Alderson, Amy	Alexander, Robert
Altemose, Rodney	Baruffi, Anthony	Baumeister, Jeff
Beebe, Karen	Brett-Lukens, Emily	Browning, Charles
Burns, Jon	Caccamo, Bonnie	Carter, Karl
Corsino, Robin	Darrah, James	Donahue, Larry
Dorfman, Ron	Dubowe, Gail	Dudick, Donna
Echelmeier, Sandra	Ferdinand, Edward	Fox-Callan, Patricia
Garone, Gene	Germano, Angela	Gilbert, Bill
Grace, Van	Granger, Tamsen	Henson, Brian
Hoffman, Robert	Hoffmann, Russell	Hunter, David
Ivanchenko, John	King, Linda	Kogen, Neil
Lamont, Kate	Lawton, Tom	Levine, Stephen
Mann, Ross	Martino, Cris	Mazzeo, Frank
McLaughlin, William	Messina, Nic	Moore, Patricia
Nadkarni, Vandanna	Nagle, Paul	Nowak, Jerry
Pedretti, Michael	Pentimall, Shelli	Petrus-Gilbert, Maryanne
Prusinowski, Julie	Pultorak, Mark	Racamato, Claire
Rast, Madison	Riccardi, Deborah	Richter, Jane
Robb, Cooper	Seale, Terry	Sivilli, Val
Skinner, Douglas	Smith, Janice	Stek, Michael
Stiltner, Barry	Timek, Stanley	Woodward, Susan

Department of Business Studies

Zaher, Thomas, Interim Assistant Academic Dean; BS, Wilkes College; MBA, Temple University; CPA (PA)

Kuna, Mary, Administrative Assistant;

Gift, Kathy, Administrative Support; AA, San Diego Evening College

Grow, Joan, Administrative Support; AA, Bucks County Community College;

Arrowood, Earl, Professor (HRIM); AOS, Culinary Institute of America; BS, Florida International University; MS, Rochester Institute of Technology

Ashmen, Barry, Professor (management/marketing); BS, M Ed, Rider College; Ed D, Temple University

Beem, Charles, Professor (management/marketing); AA, Bucks County Community College; BBA, MBA, Temple University

Bieg, Bernard, Professor (accounting); BS, La Salle College; MBA, University of Notre Dame; CPA (PA)

Dilcher, John, Instructor (accounting); BS, Kutztown University; MBA, Rosemont College

Dunn, Colleen, Assistant Professor (management/marketing); AA, St. Louis Community College, BS, University of Missouri, MA, Webster University

Giannini, Richard, Professor (paralegal); BSC, University of Notre Dame; JD, Temple University School of Law

Goldman, Martin, Associate Professor (HRIM); BS, Temple University; MS, University of Pennsylvania

Goldman, Thomas, Professor (paralegal); BS, Boston University; JD, Temple University

Grady, Lori, Instructor (Accounting); BS, University of Delaware; MBA, LaSalle University

Greenfield, Blaine, Professor (management/marketing); BS, Rider College; Ed M, Rutgers University

Jacobi, Susan, Professor (HRIM); BS, Drexel University; RD, LDN, Norristown State Hospital; MS, Rutgers University

Koerber, Kenneth, Professor (accounting); BS, Villanova University

Manders, Anita, Professor (office administration); AA, Bucks County Community College; BS, M Ed, Rider College

Moy, Robert, Associate Professor (accounting); BS, La Salle College; MBA, Rider College; CPA (PA)

Toland, Judith, Assistant Professor (accounting); AA, Bucks County Community College; BS, Bloomsburg University; MEd, Temple University

Weiss, Joan, Professor (management/marketing); BS, Pennsylvania State University; MA, Trenton State College

Zieziula, Marynell, Associate Professor(office administration/medical assistant); CMA, BS, SUNY at Buffalo, MS, SUC of Buffalo

Aglow, Mitchell	Angeline, John	Burd, Stuart
Casarella, Helen	Chlebda, David	Chominski, Frank
DeSouza, Gregg	Dominick, Kathleen	Dunlop, Joanne
Edelson, Steven	Elliott, Richard	Embery, Joesph
Fassnacht, Karl	Fenerty, Tom	Fife, Nicole
Fischer, John	Gindele, Mark	Grant, Larry
Gredone, Kelly	Gross, Jerry	Hains, Glenn
Hass, Arthur	Hill, Prentice	Howard, Richard
Huber, Joan	Huttemann, Carolyn	Iannelli, Emil
Iannelli, Lynne	Johnston, William	Keunecke, Mary
King, Robert	Kline, William	Koslowski, Fred
LeSaint, Emma	Lisgar, Fredrica	Lisgar, Scott
Malageri, Joyce	Maloney, Michael	Marvelli, Gabrielle
McCloskey, Frank	McGinnis, Vince	Motz, Joseph
Peiffer, Frank	Rech, William	Roman, Bernadette
Rowe, Jonathan	Royal, Bruce	Salemno, Peter
Schildt, James	Sternberg, Neil	Thomas, Heather
Trombino, Ron	Trucksess, Donald	Venafra, Robert
Visco, Dominick	Wassmer, Daniel	Weisenhutter, Walter
Welch, Joseph	White, Gary	Wiegand, Vernon
Wiesenhutter, Walter	Williams, John	Wilson, Anthony
Woodhull, Richard	Zisa, Michael	

Department of Health, Physical Education and Nursing

Rice, Priscilla, Assistant Academic Dean; BS, Johnson C. Smith University; MS, Iowa State University; Ph D, University of Iowa

Leonard, Chris, Administrative Assistant (Health and Physical Education, Office of Athletics); AA, Bucks County Community College

Vitale, Lynn, Administrative Assistant (Nursing); AA, Bucks County Community College

Bobbie, Mary, Associate Professor (Nursing);

Bradshaw, Scott, Assistant Professor (Health & Physical Education); BA, Millersville University, MEd, Temple University

Burrage, Charles, Associate Professor (Health & Physical Education); BS, MS, West Chester University

DeSpirito, Diane, Instructor (Nursing);

Green, Eleanor, Professor (Nursing); RN, BSN, Central Philippine University; MSN, University of Pennsylvania

Jones, Dee, Professor (Health & Physical Education);

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Taylor, Georgina Day, Director, Corporate Training; BS, Memorial University

Baker, Janet, Director, Allied-Health Programs; BS, MEd, The College of New Jersey

O'Loughlin, Elaine, Program Manager, Government Funding Initiatives; BS, University of Pittsburgh

McKinney, Sharon, Coordinator, AA, Bucks County Community College

Schaeffler, Karol, Coordinator, AA, Bucks County Community College

Stoloski, Mary Kay, Coordinator, BA, Penn State

Banford, Marie, Administrative Support

Beck, Holly, Administrative Support

Edgar, Linda, Administrative Support

Dougherty, Deborah, Administrative Support; AA, Bucks County Community College

Duick, Patricia, Director, Practical Nursing; PhD, Temple University; MS, University of Pennsylvania; MEd, Temple University; BSN, University of Pennsylvania

Hoffman, Gail, Director, Radiography; BS, West Chester University; MAEd, LaSalle University

Leodore, Marie, Radiography Coordinator; B.S., Drexel University; AAS, Camden County College; Certificate, Hahnemann University Radiologic Technology

Gribbin, Donna, Coordinator, Nurse Aid; BSN, Gwynedd Mercy College

Rosenbaum, Keith, Coordinator, Bristol Skill Center; BA, New York University; JD, Touro College

Rush-Day, Eunice, Coordinator, Perkasie Skill Center; BA, Goshen College

Public Safety Training Center

Grunmeir II, Robert, Executive Director

Program Coordinator, TBD

Vaughan, Charles, Director for Industrial Programs Metzler, Timothy, Director, Facility Operation

Wurster, Edward, Director, Certification & Curriculum

Freese, Robert, E., Assistant Director, Certification & Curriculum

Baughman, Boyd, Training Coordinator

Glynn, Jeff, Training Coordinator

Harris, Kelly, Senior Specialized Support

Furia Sr, Vincent, Facility/Instructional Attendant

Peters, Angela, Specialized Support

Williams, Joan, Administrative Support

Roberts, Brittany, Administrative Support

Kowalski, Danielle, Administrative Support

Student Affairs, Planning & Assessment

Dawkins, Karen, Vice President, Planning & Assessment, Dean of Student Affairs; BS, Wagner College; MA, Syracuse University

Siebert, Maureen, Senior Administrative Assistant

Reese, Carole A., Executive Assistant to the Vice President for Research, Planning and Assessment; BS, Kutztown University; MA, Lehigh University

Act 101-G.O.A.L.S. Program

Ermelin, Edw. Drew, Director, Act 101 GOALS; BA, BS, East Stroudsburg State College; M Ed, Kutztown State College; MLS, Rutgers University; Ed D, Rutgers University

Sell, Betsy Edwards, Assistant Director/Counselor; BA, Muhlenberg College; M Ed, Lehigh University

Evans, Gayle R., Tutorial Coordinator; BA, University of South Carolina

Nichols, Kim, Administrative Support; Act 101 GOALS Program; AA, Bucks County Community College

Piotrowicz, Julie, Advisor, Act 101-GOALS Program; BA, St. Lawrence University, M Ed, Temple University

Admissions/Records/Registration

Kulick, Elizabeth M., Assistant Dean, Enrollment Services; BA, M Ed, Antioch University; JD, Rutgers University School of Law

Wilson, Amy, Director, Admissions; BA, Shippensburg University; M Ed, Holy Family University

Korn, Nancy, Director, Records; AA, Bucks County Community College

Maley, Robert E., Director, Registration; BA, Villanova University

Axe, Rebecca, Assistant Director, Admissions; AA, Bucks County Community College; BS, The College of New Jersey

Gannon, Rosemary, Assistant Director, Registration; BA, Temple University

Scarborough, Sandra, Administrative Assistant; AA, Bucks County Community College

Blough, Debra, Administrative Assistant; BS, Delaware Valley College

Cleal, Sylvia, Administrative Support

Swartz, Donna, Application Specialist

Watts, Lizanne, Admissions Representative; BS, Philadelphia University

Brandt, Gary, Specialized Support; AA, Bucks County Community College

Edwards, Barbara, Receptionist

York, Gladys, Specialized Support; AA, Bucks County Community College

Nelson, Marianne, Administrative Support

Colello, David, Receptionist; BA, Boston University

Johnson, Heather, Receptionist

Weber, Linda, Specialized Support; BS, Elizabethtown College

Adult and Multicultural Student Services

Barlow, Marlene, Director; BA, St. Joseph's University; MA, LaSalle University

Luyando, Maria, Administrative Assistant; AA, Bucks County Community College

Career Services

Reilly, Mandy, Director, B.A., Mount St. Mary's College; MA, The College of New Jersey

Monica Flint, Coordinator, Experiential Learning, MA, University of Edinburgh, UK

Brandt, Carol, Administrative Support

Disability Services

Stevens-Cooper, Marie, Director, BS, Syracuse University; MS, Virginia Commonwealth University

Zipin, Marge, Learning Disability Specialist; BA, University of Rochester; M Ed, Lesley College

Early Learning Center

Short, Edith, Director; Early Learning Center, Student Life Programs; BA, Villanova University

Farrington, Mary, Teacher; Early Learning Center, Student Life Programs; BA, Lehman College; MS, New York University

Megna, Doreen, Teacher; Early Learning Center, Student Life Programs; AA, Nassau Community College; BS, Genesco State College; M Ed, Queens College

Rosso, Patricia, Aide; Early Learning Center, Student Life Programs; AA, Manor Junior College

Wright, Mary Ellen, Teacher; Early Learning Center, Student Life Programs; AA, Bucks County Community College

Financial Aid

McKeown, Fran, Director; BS, MBA, La Salle University

Wilkoski, Donna, Assistant Director; AA, Bucks County Community College; BS, Philadelphia College of Textiles and Science

Karl, Kristal; Financial Aid Representative; AA, Bucks County Community College; BA, Shippensburg University

Forsyth, Amy, Specialized Support, AA, Bucks County Community College

Ravkin, Janeen, Specialized Support

Solar, Sandy, Administrative Support

Young, Nicole, Financial Aid Representative; AA, Bucks County Community College; BS, Temple University

Shukes, Diane, Specialized Support

Wiltshire, Robyn, Specialized Support; AA, Bucks County Community College

Christopher, Angela, Administrative Support

Information/Reservation Center

Brandt, Bonnie, Specialized Support; AA Mercer County Community College; BA, The College of New Jersey

Rueth, Olga, Specialized Support; AA, Bucks County Community College; Gateway Ctr.

Institutional Research

Tuscano, Marie, Assistant Director; BS, Arcadia University; MA, LaSalle University

Simeone, Arlene, Research Associate; BA, Montclair State University; MA, University of Denver

Friedrich, MargaretAnn, Administrative Support; AA, Bucks County Community College

Marketing & Public Relations

Kaufmann, Marta, Executive Director; AB, Bryn Mawr College; MAT, Johns Hopkins University

Dolan, Jean, Assistant Director, Public Relations; AA, Bucks County Community College; BA, La Salle University

DiFiori, Michael, Graphic Design Coordinator; BFA, The College of New Jersey

Mahoney, Ann, Administrative Support; AA, Bucks County Community College

Student Life Programs

Cipriano, Matt, Director; BA, MA, California University of Pennsylvania

Specialized Support; TBD

Watson, Carol, Administrative Assistant

Student Planning, Advising and Counseling Services

Hagedorn, Christine, Assistant Dean, Student Planning and Director, Transfer Services; BS, St. John's University; MBA, Wagner College

Gillligan, James, Faculty Counselor, BA, Millersville University; M Ed, Temple University; BS Drexel University

Kinnier, Anne S., Faculty Counselor; BA, University of Michigan; MA, University of Iowa; M Ed, University of Delaware

Dunlop, Joann

Mansure, Vicki

McLaughlin, Wendy

Testing Center

Woodruff, Louis, Director; BS, MA, PhD, Temple University

Sorens, Arlene, Specialized Support; AS, Harcum College; BS, Temple University; MEd, College of New Jersey

Syers, Cynthia, Specialized Support

Transfer Services

Hagedorn, Christine, Assistant Dean, Student Planning and Director, Transfer Services, BS, St. John's University; MBA, Wagner College

Ford, Barbara A., Assistant Director, BA,MA, Catholic University

Carr, Sarah Celeste, Administrative Support

Veterans Affairs

Wilson, Amy, Assistant Director; BA, Shippensburg University

Advisory Committees

3-D Animation Certificate Program #3152

Lowell Boston   Linda Kutzmas Robin Corsino

Accounting Occupational Degree
Accounting & Taxation Certificate
Bookkeeping Certificate

Norm Braeunle, CPA   Jane Loprest
Kenneth Cronlund, CPA   Nancy Sheridan
Rick Dallara   Thomas E. Zaher, CPA
Cheri Freeh, CPA

Act 101 - GOALS Program Advisory Board

Jean Barrell   Katie Meister
Joanne Glideen Doyle   Ashley McSwain
Patty Goldbach   Doree Munetz
Cindy Hallock   Sharon Shaw
Linda Jarema   Sara Silfies
Maria Mahmoud   Kim Walker

Chef Apprenticeship: Food Emphasis Assoc. Deg. #2056
Chef Apprenticeship: Pastry Emphasis Assoc. Deg. #2098
Hotel/Restaurant/Institutional Management: Hospitality Associate Degree #2022
Hotel/Restaurant/Institutional Management: Restaurant Associate Degree #2101
Hotel/Restaurant/Institutional Supervision Certificate #3073
Culinary Pastry & Catering Arts Management Certificate #3154
Advisory Committee Hospitality Management & Chef Apprenticeship Program

Gary Albert   Pat LaCorte
John Angeline   Felix Maietta
Bob Bagnell   Colin Marsh
Michelle Eckman   Michael McCombe
Cindy Fitzpatrick   James Needell
Catherine Hahn   Sharon O'Connor
Nelson Herr   A.J. Pania
J. Alex Hoffman   Sabatino C. Tomeo
Barbara Hudson

Chemistry Associate Degree #1004

Ada Casares   Michaeleen P. Lee
A. Dutaahmed   Dan Lusardi
Leticia J. El Naggar   Robert Orr
Frank Grimes   K.R. Ramaprasad
Marvin Konz   Jan Shulman

Communication: Cinema/Video Associate Degree #2132

Mike Goldberg   Mark Reidenauer
Jeff Kennedy   Todd Schmidt
Jerry Mainardi   Chris Tilly

Desktop Publishing Certificate #3137
Graphic Design Occupational Major #2111

Ron Dorfman   Paul Haupt
Wendy Lion   Terry Seale
Gene Garone   Chuck Whitmore
Dennis Glock

Computer Networking Technology Certificate #3133
Networking Technology Associate Degree #2136
Network Administrator Certificate #3130

Jim Bowe   Dr. Hector Feliciano
Lisa Compton   Mary Schrum
William Compton   Joe Tait
Kenneth Fein

Early Childhood Education Associate Degree #2026

Barbara Boyle   MaryKay Spense
Maxine Hirsch   Martin Sutton
Pat Lister   Virginia Warberton

Fine Woodworking Associate Degree #2092

John Buckman   Janice Smith
Bernard David   William Stowe
Jack Larimore   Ryta Weiner
Tim Olson

Fire Science Certificate #3143
Fire Investigation #3144 Fire Science #2158

Thomas Garrity   Francis Roth
Bob Grunmeir   Michelle Rymdeika
Don Harris   Kathy Webb
Nelson Klein   H. Wallace Welliver, III
Barbara Miller

Entrepreneurship Certificate #3138
Management Certificate #3156
Management/Marketing:
General Emphasis Associate Degree #2015
Occupational Studies Degree #2068
Retail Management Associate Degree #2017
Small Business Management Associate Degree #2054
Supervision Certificate #3155

Charles Beem	James Feeney
Ted Brown	James Hild
Robert Byers, Jr.	Catherine McElroy
Lynn Bush	Charles Rosemarino
Kathleen Dominick	George Stockburger IV
Ronald Fell	A. Courtney Yelle

Historic Preservation #3127

Kathryn Auerbach	Robert Moore
Dr. Richard Bullock	Dr. Margaret Bye Richie
David Callahan	Lyle Rosenberger
Marty Ginty	Martin Sutton
Jeffrey Marshall	

Journalism Associate Degree #1045

Mary Ellen Bornak	Colleen Quinn
S. Willis Calkins	Eric Redner
Larrry Morganensi	Tony Rogers
Steven O'Neill	Michael Rushton
Marilyn Puchalski	Patricia Walker

Medical Assistant Program Associate Degree #2131
Medical Assistant Certificate: Administrative #3148
Medical Assistant Certificate: Clinical #3149
Legal Office Assistant Certificate: #3163
Medical Transcription Certificate #3114
Office Administration & Systems Technology Associate

Lois Abbott	Nicholas Rizzo
Deborah Grant	Judy Ryan
Beth Huffer	Penelope Sablack
Carolyn Hutteman	Suzanna Schiefer
Sue Jenca	Lyn Vitale
Fredrica Lisgar	Mary Zajac
Donna Milner	

Microcomputer Application Systems Associate Degree
#2125 Microcomputer Application Certificate #3088

James A. Bowe	Jay Gleason
Rolf Dies Jr.	Mary Lee Long
Kenneth W. Fein	Paul Rabinald
Jo Ann Fring	

Mutlitmedia and Web Design #3147

Mishel Cobb	Dennis Glock
Carmen DiCamillo	Alan Rihm
Drew DeMarinis	Jennifer Rogers
Shelley Gardner-Alley	John Sullivan

Nursing Associate Degree #2035

Maureen Ashton	Donna Halpern
Lee Ann Broad	Barbara Hughes
Charles Burrage	Dr. Carolyn Kearns
Debbie Capone-Swearer, MSN, RN	Dr. Priscilla Rice
Dr. Patricia Duick	Linda Starr
Linda Garcia, MSN, RN	Thora Williams, MSN, RN

Paralegal Certificate #3129

Honorable Linda Carracappa	Alice Hughes, Esquire
Diane Ramirez Clemmons	H. Paul Lewis
Gloria Morales Evans	Catherine McElroy
Honorable Rochelle Friedman	Thomas Mellon, Esquire
Richard Giannini, Esquire	Lisa Popp
Thomas Goldman, Esquire	Douglas Praul, Esquire
Glenn Hains, Esquire	Christopher Ritchie
Edith Hannah	Patricia Schaeffer-Crooks
Joanne Holiday	Thomas E. Zaher, CPA

Perkins Participatory Planning Committee

Anne Bartholomay	Carol Haughey
Ted Brandt	Natalie Kaye
Marian Colello	Lynn Lampman
Marie Cooper	Barbara Mazurek
Frank Cracker	Catherine McElroy
Emmy Ehrich	Kathleen Morgan
Emily Evans	James Rogers
Patty Goldbach	Jennifer Royack
Joseph Greb	Carl Shannon
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Women's Studies Advisory Board

C. Meredith Betz	Marilyn Tyler Mobley
Deanna Dvorak	Diane Van Reed
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Paraprofessional Instructional
Assistant Associate Degree #2034

Barbara Boyle	Mary Kay Speese
James LoJudice	Mark Kline
Harry Fritz	Mart Sutton

Upper Bucks Advisory Committee

Rodney Altemose	Catherine McElroy
Peggy Adams	Charles Meredith III
William S. Aichele	Deanna Mindler
Bruce Allen	Janet Mintzer
Tom Bisko	Hugh Niles
William C. Brady	Edgar Putnam
Tobias Bruhn	Kevin Putnam
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Blake Eisenhart	Ron Schultz
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Larry Grim, Esq.	Daniel L. Soliday
Penrose Hallowell	David Warren
John Hollenbach	Vernon Wehrung
Doug Hutchinson	Elfirede Werner
Robert Kish	Phillip W. Wursta
James J. Linksz	

6 *Index*

Academic Majors
and Credit Courses
Certificate Programs
General Index
Application Form

www.bucks.edu

Academic Majors and Credit Courses

Certificate Programs

General

Bucks County Community College

275 Swamp Road ▪ Newtown, Pennsylvania
215-968-8000 ▪ www.bucks.edu

Pedestrian Crossing | **Emergency Phone** | **Handicapped Parking** | **Septa 130 Bus Stop**

EMPLOYEE PARKING (Founder's Lot)

ARCHERY FIELD

HANDICAPPED PARKING

EMPLOYEE PARKING (Lot G)

STUDENT PARKING (LOT C)

STUDENT PARKING (LOT C)

LINDEN LANE

STUDENT PARKING (LOT D)

EMPLOYEE PARKING (LOT F)

STUDENT PARKING (LOT E)

STUDENT PARKING (LOT E)

POND

TENNIS COURTS

PLAYING FIELD

PLAYING FIELD

DROP OFF AREA

VISITORS PARKING

STUDENT PARKING (LOT B)

EMPLOYEE PARKING

STUDENT PARKING (LOT A)

SOCCER FIELD

SWAMP ROAD

N

3/06

1. **Tyler Hall:** President's Office, Academic Affairs, Academic & Curricular Services, Administration & Treasurer, Continuing Education/Workforce Development, Duplicating, Foundation Office, Human Resources, Meeting Rooms, Public Relations
2. **Orangery**
3. **Gateway Center:** Atrium, ACT Center, Workforce Development Training Rooms, Computer Labs, Science and Technology Lab, Teleconference Center, Telephone Operators
4. **Library:** Auditorium, Learning Resources. Learning Technologies, Online Learning, Technology Learning Center, Tutoring Center, Cinema, Video & Audio Classrooms/Labs

5. **Penn Hall:** Business Studies, Language & Literature, Nursing, Social Science, Classrooms, Faculty Offices
6. **Founders Hall:** Evening and Off-Campus Programs, Behavioral Science, Math, Computer & Information Science, Science & Technology, Classrooms, Faculty Offices.
7. **Early Learning Center**
8. **Portable Classrooms**
9. **Cooper Homestead:** Faculty Center
10. **Charles E. Rollins Center:** Act 101-GOALS, Cafeteria, Disability Services, Financial Aid, Multicultural Services, Occupational Programs, Student Life, Student Services, Testing Center, Women's Center
11. **Gymnasium:** Health & Physical Education, Swimming Pool, Faculty Offices

11A. **Wellness Center**
12. **Pemberton Hall:** Admissions, Records & Registration, Bookstore (first floor), Information Network Services, Institutional Research
13. **3-D Arts Building:** Sculpture & Glass Studios
14. **Hicks Art Center:** Arts Department, Art Gallery, Classrooms/Labs/Studios, Faculty Offices, Woodworking
15. **Music and Multimedia Center:** Art, Communication, Graphic Design, Music, Multimedia Classrooms/Labs/Studios, Faculty Offices
16. **Allied Health Building:** LPN, Radiography Classrooms/Labs, Faculty Offices
17. **Cottage 1:** Workforce Development
18. **Cottage 2:** Music Program Offices

19. **Cottage 3:** Continuing Education
20. **Cottage 4:** Security & Safety
21. **Barn:** Physical Plant/Maintenance
21A. **Farmhouse:** Purchasing
22. **Pheasant Barn:** Mailroom, Shipping and Receiving
23. **Mechanical Building**
24. **Creation Pole & Sundial**
25. **Tyler Gardens/Gazebo**
26. **West Gate**
27. **East Gate**

★ **Bookstore** (first floor Pemberton)

BUCKS COUNTY COMMUNITY COLLEGE

Application for Admission or Re-Admission

To College Credit Courses and Programs

To the Applicant:

We are pleased that you are interested in Bucks County Community College. We will examine your qualifications as quickly as possible and notify you of your status without delay. Your help in following the admission procedures, as outlined in this application, will help us to better respond to your request for admission.

We invite and encourage you to visit the campus. If you would like to meet with an Admissions staff member, please call **215-968-8112** to schedule an appointment. The Office of Admissions, Records and Registration is open at the following times:

Monday through Thursday   **7:45 a.m. to 4:30 p.m.**
Friday   **7:45 a.m. to 4:00 p.m.**

We are available to answer questions you might have about the College. Please call on us whenever you need assistance.

The Staff of the Office of
Admissions, Records and Registration

Please complete this application and mail to:

Office of Admissions, Records & Registration
Bucks County Community College
275 Swamp Road
Newtown, Pennsylvania 18940-4106

For further information, please call:
215-968-8100
or visit our website
www.bucks.edu

Application Instructions

Students should apply for admission as early as possible to ensure optimal course availability. Applications are accepted on a rolling basis. May 1 is the deadline for the Dean's Academic Scholarship.

1. Supply all requested information on the application form and application fee form.

2. Attach a $30 non-refundable check or money order made out to Bucks County Community College to your completed application form.

3. Arrange for your official high school transcript and the aforementioned items to be sent to the Director of Admissions, Records and Registration. High school seniors are requested to submit their application form and application fee to their guidance counselors, who will forward them along with the official high school transcript to the College. G.E.D. recipients should have their official G.E.D. scores sent to the Director of Admissions, Records and Registration by the testing agency. Foreign students must have all transcripts evaluated by an approved evaluating agency. Contact Admissions at 215-968-8419 for a listing or you can find it online at *www.bucks.edu/international*.

4. Assessment testing is required for all first-time, full-time students. The assessment test is recommended to part-time students upon application and required prior to the registration for their 16th credit. The purpose of assessment testing is to discover each student's level of learning and skills in order to increase the opportunity to succeed in college work. You will be advised of testing dates, times and place. Exemptions from testing are listed in the College Catalog.

5. Transfer students who have attended other colleges and are in good standing will be considered for admission. Applicants must fulfill the College's admission requirements and have an official copy of their transcript sent from all previous colleges attended. Applicants who left other colleges involuntarily will not be considered for admission until after one semester has elapsed since the dismissal. Previous college work will be evaluated for transfer to the College upon receipt of an official transcript by the Office of Admissions, Records and Registration.

Academic Majors

The College offers the following majors. You must select a major at the time of application and list it plus the accompanying code on the appropriate line of the application form. You may later choose to apply to change your major.

Transfer Majors

These majors provide the first two years of a four-year program. They are designed for students who expect to transfer to a four-year college or university to earn a Bachelor's Degree.

Code	Program Title
1003	Biology
1009	Business Administration
1004	Chemistry
1103	CISC:Computer Science Emphasis
1102	CISC:Information Science Emphasis
1121	Communications: Performance
1120	Communications: General
1021	Correctional Administration
1061	Education
1028	Engineering
1001	Fine Arts
1110	Graphic Design
1031	Health/Physical Education
1146	Individual Transfer Studies
1045	Journalism
1107	Liberal Arts:American Studies
1002	Liberal Arts: General Emphasis
1058	Liberal Arts:Humanities
1067	Liberal Arts:Psychology Life Skills
1060	Liberal Arts:Psychology Pre-Professional
1059	Liberal Arts:Social Sciences
1160	Liberal Arts: Women's Studies
1006	Mathematics
1175	Multimedia
1019	Music
1020	Police Administration
1105	Pre-Allied Health
1117	Science
1169	Secondary Education - Biology
1170	Secondary Education - Chemistry
1177	Secondary Education - Math
1130	Social Services
1154	Sport Management

Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally-protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, age, religion, disabilities, and Vietnam military veterans. The College provides reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO Office is located in Room 130, Tyler Hall, Newtown.

Certificate Programs

These programs provide job training, retraining, and/or upgrading of skills to prepare the student for immediate employment. A Certificate of Completion is awarded upon successful completion of a prescribed program. These credits may be applied toward an Associate of Arts Degree. Students enrolled in a Certificate Program are not eligible for PHEAA Grant awards.

Code	Program Title
3176	Accounting & Taxation
3145	Bookkeeping
3157	Broadcast & Print Journalism
3151	Cinema
3162	Computer Hardware Installation and Maintenance
3133	Computer Network Technology
3154	Culinary Pastry/Catering Arts
3137	Desktop Publishing
3152	Digital Animation
3165	E-Business
3138	Entrepreneurship
3144	Fire Investigation
3143	Fire Science
3127	Historic Preservation
3073	Hotel/Restaurant/Institutional Supervision
3163	Legal Office Assistant
3156	Management
3148	Medical Assistant: Administrative
3149	Medical Assistant: Clinical
3174	Medical Coding/Billing
3114	Medical Transcription
3168	Nanofabrication Technology
3130	Network Administrator
3173	Office Skills Accelerated
3129	Paralegal
3166	Phlebotomy
3155	Supervision
3172	Travel and Event Planning
3153	Communication: Video Production
3147	Web Design and Multimedia
3161	Women's Studies

For information on majors, call the appropriate departments:

Arts	215-968-8425
Business Studies	215-968-8227
Health, Physical Education and Nursing	215-968-8451
Language & Literature	215-968-8151
Mathematics, Computer/Information Science	215-968-8305
Science & Technology	215-968-8350
Social & Behavioral Science	215-968-8270

Occupational Majors

These majors, like Certificate Programs, provide job training, retraining, and/or upgrading of skills to prepare you for immediate employment following graduation. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school.

Code	Program Title
2016	Accounting
2056	Chef Apprenticeship: Food Emphasis
2098	Chef Apprenticeship: Pastry Emphasis
2132	Communication: Cinema/Video
2026	Early Childhood Education
2159	Environmental Science
2092	Fine Woodworking
2158	Fire Science
2111	Graphic Design
2101	Hospitality and Tourism: Foodservice Management Emphasis
2022	Hospitality and Tourism: Management Emphasis
2164	Information Technology Studies
2034	Paraprofessional Instructional Assistant
2015	Management/Marketing
2131	Medical Assistant
2167	Nanofabrication Technology
2136	Networking Technology
2035	Nursing
2068	Occupational Studies
2150	Office Administration and Systems Technology
2128	Paralegal Studies
2017	Retail Management
2054	Small Business Management
2171	Travel and Event Planning

Student Services Directory

Admissions, Records & Registration	215-968-8100
Adult Recruitment	215-968-8137
Bookstore	215-968-8458
Career Development Center	215-968-8195
Child Care *(Early Learning Center)*	215-968-8180
Evening Programs	215-968-8080
Financial Aid	215-968-8200
GOALS Office	215-968-8025
Library Services	215-968-8009
Multicultural Student Services	215-968-8161
Security	215-968-8394
Student Life Information Center	215-968-8261
Student Services Center Counselors Students with Disabilities	215-968-8182
Transfer & Job Resource Center	215-968-8030
Veterans Affairs Office	215-968-8112

Application for Admission or Re-Admission

BUCKS COUNTY COMMUNITY COLLEGE

1. ❏ Mr.
   ❏ Ms.
   Legal Name ❏ Mrs. _____ Soc. Sec. # _____
   Last　　　　　*First*　　　　*Middle*

2. Any other legal name (❏ former) _____
   Last　　　　　　　　　*First*　　　　　　　　　*Middle*

3. Permanent Address _____
   No. and Street　　　　　　　　　　　　*Apt.*

   _____
   City　　　　　　　　　　　　　*State*　　　　　　*Zip*

4. Home Telephone: (_____) _____ E-mail _____

5. Gender: ❏ Female ❏ Male

6. Date of Birth _____/_____/_____
   Month　　　　*Day*　　　*Year*

7. **Statement of Residency** *NOTE: If you are visiting or living with a relative who is not your parent or guardian, you are NOT considered a legal resident of Bucks County.*

   Are you a citizen of the United States? ❏ Yes ❏ No

   If No:
   　❏ Permanent resident INS # _____
   　❏ Foreign student (F-1 Student Visa) _____ *(Country)*
   　❏ Other type of Visa (Please list) _____

   (Copy of immigration documents must accompany application.)

   Are you a legal resident of Pennsylvania? ❏ Yes ❏ No
   Are you a legal resident of Bucks County? ❏ Yes ❏ No
   If not a resident of Bucks County, in what county do you reside?
   _____

8. **Ethnic Background**

   (This information is voluntary and is used only for reporting purposes. It will not be used for an admissions decision.)

   ❏ African-American/Black　　❏ Latin American/Latino
   ❏ American Indian　　　　　❏ White
   　or Alaskan Native　　　　❏ Asian or Pacific Islander

9. **When do you wish to enter Bucks County Community College?** *Please check appropriate boxes.* Year 20 _____
   ❏ Fall Semester (August) or ❏ Spring Semester (January)
   ❏ Summer(s) (June/July)
   Summer Session: If you plan to attend the Fall Semester check here ❏

10. **Major to which you seek Admission**

    _____ code _____
    (choose one from the list on the inside page)
    Do you have a definite career or occupation in mind for which you are now preparing?
    ❏ Yes　　　❏ No　　❏ Undecided
    If yes, please write your career choice:

    _____

11. **Post Secondary Education Information:**
    Previous or present colleges attended *(list most recent first)*

    Institution name _____

    _____

    Did you graduate ❏ Yes ❏ No

    Dates from _____/_____ to _____/_____
    　　　　　mo.　*yr.*　　*mo.*　*yr.*
    Highest level degree completed _____

    Institution name _____

    _____

    Did you graduate ❏ Yes ❏ No

    Dates from _____/_____ to _____/_____
    　　　　　mo.　*yr.*　　*mo.*　*yr.*
    Highest level degree completed _____

The College provides academic adjustments in accordance with Sec. 504 and the Americans with Disabilities Act. Students should provide reasonable notice of need for adjustments prior to enrollment by contacting the Office of Disability Services, 215-968-8463 (V), 215-504-8561(TDD).

YOU MUST SUBMIT A FINAL HIGH SCHOOL TRANSCRIPT OR OFFICIAL GED SCORES TO THE OFFICE OF ADMISSIONS.
We are pleased that you are interested in Bucks County Community College. The staff of the Office of Admissions, Records and Registration is available to answer your questions about the College. For further information, call 215-968-8100. The office is open at the following times: 7:45 a.m. to 4:30 p.m., Monday through Thursday and 7:45 a.m. to 4:00 p.m. Friday.

The Security Information Report required by the College and University Security Information Act of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of the Federal government is available at the Office of Security and Safety and other campus locations including our web page at *www.bucks.edu/security/SecurityReport.pdf*

12. **Current Educational Goals:** *(check one)*
   - ❏ Earn an Associate degree, then transfer
   - ❏ Earn an Associate degree, then work
   - ❏ Take courses, then transfer
   - ❏ Earn a certificate
   - ❏ Personal interest/self-improvement
   - ❏ Job improvement
   - ❏ Other:

   If applicable, college to which you plan to transfer:

   _____

   > **Note:** Financial Aid is available only to students seeking a degree or certificate. For eligibility, students must be working toward a degree or certificate at Bucks or planning to transfer to a four-year institution to earn a degree.

13. **This application is for enrollment status of:** *(check one)*
   - ❏ Full-time Day (12-18 credits)
   - ❏ Full-time Evening (12-18 credits)
   - ❏ Part-time Day (1-11 credits)
   - ❏ Part-time Evening (1-11 credits)

14. **Who/what has influenced your decision to attend Bucks County Community College? Check all that apply.**
   - ❏ Parents ❏ Teacher/Counselor ❏ Friend
   - ❏ College Fair ❏ Brochure ❏ College Representative
   - ❏ Campus Tour ❏ Newspaper ❏ Television ❏ Radio
   - ❏ Other _____

15. **Educational Information:**
   High School or Preparatory School from which you graduated or expect to graduate.

   Name_____

   City/State_____
   Date of high school graduation or anticipated date:

   Month _____ Year _____
   Check here if you have a GED ❏
   Date GED issued_____
   Print name as it will appear on this transcript

   _____

16. **Parent, Guardian or Spouse**

   Name_____

   Relationship_____

   Telephone (_____) _____

   Address _____

   _____

17. **Your Employer**

   Name _____

   Telephone (_____)_____

   Address _____

   _____

Financial Aid to attend Bucks County Community College is available; all new applicants will automatically receive Financial Aid information.

I certify that the information on this application is complete and accurate in every respect. I realize that failure to provide accurate and/or complete information can result in cancellation of this application, and/or revocation of admission.

Signature of Applicant

_____

(Note: Signature is required. Applications without signatures will be considered incomplete.)

Date _____

A $30 non-refundable application fee must accompany this application for admission if this is the first time that you have applied to Bucks County Community College.

Occupational Program Support Services are available through the Carl D. Perkins Grant to students seeking Occupational Degrees and Certificates. Eligible students must be single parents, displaced homemakers, academically or financially disadvantaged, or speak English as a second language. Please contact the OPSS Office at 215-968-8140 for details of services available.

If you need any assistance in completing this application, please call 215-968-8122.

· ·

Application Fee Form - Please Complete

Name _____

Semester you wish to attend:
❏ Fall   ❏ Spring   ❏ Summer

Year_____

For Admissions Office Use Only

Received by _____ Date _____

Student No. _____

Receipt # _____

06026