

CATALOG

2014-2015



Bucks | SMART.

County Community College

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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/academics/calendar.

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.

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

A Message from the President



Welcome to Bucks County Community College. I invite you to explore our web site to learn about our mission and vision, our academic programs and our extensive training programs.

At Bucks our top priority is ensuring your success. Whether you plan to transfer, earn an associate degree, or learn new skills, our faculty and staff are here to help you get started, stay on track and meet your educational goals.

For almost 50 years, the college has served our community by providing a first- rate education at an affordable price. Whether you are a prospective or continuing student, or a business looking for training, we are here to help you succeed.

I invite you to visit one of our three campuses: our original campus in Newtown, our Lower Bucks Campus in Bristol, or our Upper Bucks Campus in Perkasie. You will discover wonderful facilities, and vibrant campus life to enhance your learning experiences. Top quality online classes via our Virtual Campus provide you with additional scheduling flexibility.

You will discover that Bucks County Community College is a great place to learn, to return, to grow, to succeed. We welcome you!

Regards,

A handwritten signature in cursive script that reads "Stephanie Shanblatt".

Stephanie Shanblatt, Ph.D

President

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Campus Sites



Bucks County Community College offers a wide range of academic programs, cultural activities and services right in your neighborhood. Classes are held at our beautiful 200-acre campus along the Neshaminy Creek in Newtown, our Upper Bucks Campus along the East Branch of the Perkiomen Creek in Perkasio, and our Lower Bucks Campus adjacent to the Delhaas Woods in Bristol Township. What's more, Online Learning allows you to take courses over the internet, and additional evening classes are also held at a number of community sites. 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 n Newtown, PA n 215-968-8000

- More than 75 programs of study available, including two-year associate degrees and shorter-term certificates, plus continuing and workforce education.
- Facilities include library, computer labs, science labs, teleconference center, art studios and workshops, TV studios, Zlock Performing Arts Center, Wellness Center, indoor pool and gymnasium
- 200-acre campus located adjacent to Tyler State Park, minutes from Interstate 95

Lower Bucks Campus

1304 Veterans Highway n Bristol, PA n 267-685-4800

- Students can complete associate degree programs in Business Administration, Criminal Justice and Education, Liberal Arts-General Emphasis; plus certificate program in Phlebotomy, Radiography, Management, Accounting and Taxation, as well as continuing and workforce education.
- The environmentally friendly campus includes classrooms, laboratories, library, conference and meeting rooms
- Conveniently located on 14 acres near the Delhaas Woods on Veterans Highway, Route 413, near Interstate 95.



Upper Bucks Campus

One Hillendale Road n Perkasio, PA n 215-258-7700

- Students can complete associate degree programs in Business Administration, Communication Studies, Education, and Liberal Arts-General Emphasis, plus Practical Nursing, a certificate program in Phlebotomy, continuing and workforce education.
- Facilities include Fickes Art Center, Penn Color Library, a science lab, an allied health lab, and computer labs in two recently expanded state-of-the-art buildings
- Located on 14 acres in East Rockhill Township, convenient to Quakertown and Doylestown



Virtual Campus

www.bucks.edu/online n 215-968-8052

- More than 250 eLearning and hybrid credit courses offered offered in 3, 6, 8, 12, and 15 week sessions
- More than 15 degrees and 2 certificates are fully available online; about 20 more are available 80% online.
- Provides scheduling flexibility for the highly motivated learner
- Continuing and Workforce Education also offer online courses and certifications.

Off-Campus Locations

Pennswood Village
1382 Newtown-Langhorne Road
Newtown, PA 18940

Bucks County Public Safety Training Center
1760 South Easton Road
Doylestown, PA 18901

Lower Bucks Public Safety Training Center
2912 River Road
Croydon, PA 19021

Accreditations and Approvals

Bucks County Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. 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 Paralegal area is approved by the American Bar Association (ABA), and the Section on Legal Education and Admission to the Bar. Associate Degree Nursing is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the PA State Board of Nursing. The Practical Nursing Program is approved by the Commonwealth of Pennsylvania State Board of Nursing. In addition, the Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

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 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 Vision

We envision Bucks County Community College as a vibrant center for community engagement and learning, providing innovative paths that inspire educational, career, and personal fulfillment.

Our Core Values

We value:

- a culture of learning that fosters continuous improvement
- excellence in teaching and service to students
- respect for the individual
- open-minded civil discourse
- diversity and an understanding of world cultures
- innovation and creativity
- collaboration
- responsible stewardship of resources
- ability to adapt to change
- service to the community

Strategic Directions and Goals for 2014-2019

Strategic Direction #1 – Maximize Student Success:

- Empower Students to Achieve Academic Excellence
- Improve Students' Ability to Complete Their Goals
- Support Students' Entry to and Success in the Workplace

Strategic Direction #2 – Ensure a Quality Experience

- Promote Excellence in Teaching and Service
- Effectively Manage Resources
- Provide an Environment Conducive to Learning

Strategic Direction #3 – Lead with Innovative and Responsive Education

- Address Market Needs
- Communicate Value
- Support Innovation

Our Mission

Bucks County Community College provides a diverse community of learners with exemplary, accessible educational opportunities and the personal connections that foster success.

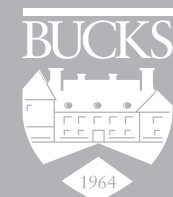
To support our mission, we:

Engage and support students in learning experiences that lead to academic excellence and provide a foundation for the pursuit of higher degrees and lifelong learning.

Empower students with the skills and credentials to secure employment in their fields and the capability to adapt and respond to the changing needs of tomorrow's workplace.

Develop the critical thinking skills, broad-based knowledge, and the social, ethical, and civic responsibility of our students.

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



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, unbound-ed, proudly tops the shield.

College History



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 (now Pemberton Hall), the Gymnasium and pool, and the Student Union Building (now named the 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 glassblowing programs.

The Early Learning Center, a childcare 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, expanding the library. A new home for the Wellness Center, adjacent to the gym, was added in 2002.

An 11,900-square-foot Allied Health building, adjacent to the Music and Multimedia Center, opened in 2006 to house the College's Practical Nursing, Radiography, and Allied Health programs.

To better serve the needs of the entire county, the College opened a 55,000-square-foot Lower Bucks Campus in 2007, complete with science labs, classrooms, and meeting rooms. The facility replaced the Bristol Center, which opened in 1989 in a nearby office park. Meanwhile, the Upper Bucks Campus in East Rockhill Township in Perkasio, which opened in 1999, unveiled a 26,000 square-foot expansion in 2010.

In June 2014, the college broke ground on a new academic building that will provide more classrooms and laboratories for its STEM (Science, Technology, Engineering, and Mathematics) Department on the Newtown campus. It will complement the other latest addition to the College's original campus, the Links Pavilion. The 9,000-square foot addition connecting the Gymnasium to the Rollins Center and Pemberton Hall was dedicated in 2013 to honor Dr. James J. Links, the College's third president who retired the previous year after 20 years of service.

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 creates partnerships and raises funds to provide a quality education to all interested and active learners and support both new and existing educational opportunities. 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 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.

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Majors and Certificate Programs



All associate degree majors are designed to 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.

The College catalog
posted at

www.bucks.edu

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

Enrollment Options & Degree Requirements



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 of Arts Degree or Associate of Science Associate of Applied Science	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 footnote under the major.	Major specified. Satisfaction of only major requirements recorded. No degree awarded.
Award of a Certificate of completion	See Catalog section on Certificate Programs.	Certificate program specified. Satisfaction of certificate requirement recorded. Award of certificate recorded.
Completion of one or more courses	Complete course requirements.	Major specified.

Degree Requirements

Students newly admitted to the College for classes beginning in a fall semester must meet the degree requirements for the associate degree that are effective for the academic year (beginning of fall semester through the end of summer sessions). 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 that are effective for the new academic year.

Students who enter their major during the current academic year, and who do not change their major or elect to follow a subsequent catalog, have a maximum of 10 years to complete the degree requirements in effect for this academic year. Students who do not complete these requirements by August, 2025 must follow the degree requirements effective for the 2025 - 2026 academic year.*

Students who entered their major prior to the start of the 2000 fall semester had until the end of the summer session, 2010 to complete degree requirements effective on the date they entered their major.

Students who did not complete degree requirements by this time (August 2010) must follow the degree requirements in effect for the 2013 academic year.*

Students who entered their majors between the 2000 through 2006 academic years also have 10 years to complete their degree requirements, before those requirements are retired. For a chart detailing academic years and degree completion deadlines, please visit us at www.bucks.edu/catalog/majors/enrollment/degreedeadlines/*

**Please see the section on Deactivated Majors (following).*

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 changing their major to one with revised requirements must meet the new requirements in effect at the time of their entry into that major, 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 their requirements.

Deactivated Majors

From time to time, the College finds it necessary to deactivate certain majors. When this occurs, the College makes every effort to notify the students who are currently enrolled in these majors.

Students enrolled in deactivated majors have three (3) academic years to complete degree requirements and graduate before the major becomes obsolete. (This may shorten the 10-year degree completion deadline.) Students who do not graduate by the end of the allotted time must change their major and follow the degree requirements that are in effect at the time.

For a list of inactive majors, please visit www.bucks.edu/catalog/majors/enrollment/inactivemajors/

For a list of obsolete majors, please visit www.bucks.edu/catalog/majors/enrollment/obsoletemajors/

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

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 one of the associate degree programs
- a cumulative grade point average of at least 2.0
- enrollment during the semester the degree is anticipated
- completion of no fewer than thirty semester credit hours in graded courses at Bucks County Community College. However, individual academic departments may accept course work from a Bucks non-accredited program as internal credits, if there is an existing articulated agreement with the department. In this case, the student must still complete a minimum of fifteen (15) credits in graded-courses at Bucks County Community College.
- 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 the Educated Person:

A Touchstone for the Curriculum at Bucks County Community College” To that end, each major* contains the following core set of educational experiences:

**Certain modifications may be approved in a few occupational majors. (See Category 1 and Category 2)*

Category I: Essential Skills and Perspectives

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

Category II: Extended Skills and Perspectives

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

Writing Intensive Course

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

Category III: Specialized Skills

- 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 students, 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 of Arts Degree

Students who enroll in a major in order to receive preparation for upper division work for the baccalaureate degree are encouraged to check with the appropriate transfer institution to determine course transferability.

For students who want to enroll in a major only 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.



Certificate Programs

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

The following 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, Records and Registration.
- At least 50% of the credits required for the certificate must be completed in graded courses at Bucks County Community College.
- 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, Records and Registration, is used to determine compliance with the state eligibility regulations.

If a PHEAA Grant is cancelled 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 of Arts 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 I: Essential Skills and Perspectives**College Writing Level I**

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

Cultural Perspectives

AMSL110 American Sign Language I
 AMSL111 American Sign Language II
 ARBC110 Elementary Arabic I
 ARBC111 Elementary Arabic II
 VAFA191 Art History Before 1450
 VAFA192 Art History After 1450
 VAFA193 History of Modern Art
 VAFA194 American Art History
 CHNS110 Elementary Chinese I
 CHNS111 Elementary Chinese II
 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
 HIST113 Global History: Ancient and Medieval
 HIST114 Global History: Modern World
 HIST151 U.S. History: Young America
 HIST152 U.S. History: Modern America
 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 & 20th Century
 LITR231 American Literature to 1865
 LITR232 American Literature from 1865
 LITR234 Introduction to British Women Writers
 LITR254 World Literature I
 LITR255 World Literature II
 LITR261 Themes in Literature: Women
 LITR271 Introduction to Drama
 LITR273 Introduction to Poetry
 LITR275 Introduction to the Novel
 LITR277 Introduction to Short Fiction
 LITR278 African-American Literature
 LITR279 Introduction to Shakespeare
 MUSC101 Introduction to Music
 MUSC105 American Music
 MUSC106 History of Jazz
 PHIL125 Basic Problems of Philosophy
 SPAN110 Elementary Spanish I
 SPAN111 Elementary Spanish II
 SPAN201 Intermediate Spanish I
 SPAN202 Intermediate Spanish II
 SPAN250 Advanced Spanish I
 SPAN251 Advanced Spanish II
 VACV142 The Art of Theatrical Cinema
 VAPH196 History of Photography

Social Perspectives

COMM111 Media and Society
 ECON111 Principles of Economics: Macro
 GEOG110 World Geography
 MGMT100 Introduction to Business
 MUSC103 Introduction to World Music
 PSYC110 Introduction to Psychology
 SOCI110 Introduction to Sociology

WMST110

Introduction to Women's Studies

College Level Mathematics or Science

BIOL101 Biological Science I
 BIOT105 Introduction to Biotechnology
 CHEM101 Chemistry A
 CHEM121 Chemistry I
 MATH101 Math Concepts I
 MATH102 Math for Educators I
 MATH110 Math for Technology I
(Occupational majors only)
 MATH115 Elementary Statistics
 MATH117 Finite Mathematics for Business
 MATH120 College Algebra
 MATH121 Discrete Mathematics
 MATH122 Trigonometry and Analytic Geometry
 MATH125 Precalculus
 MATH140 Calculus I
 MGMT120 Business Mathematics
(Occupational majors only)
 SCIE101 Physical Science
 SCIE102 Astronomy
 SCIE103 Physical Geology
 SCIE108 Discoveries in Chemistry

Personal Health

COMM105 Interpersonal Communication
 HLTH103 Life and Health
 HLTH110 Responding to Emergencies
 HLTH120 Nutrition
 HLTH120N Nutrition
 HLTH130 Principles and Application of Diet and Fitness
 HLTH200 Introduction to Women's Health Issues
 KINS106 Art of Personal Defense
 KINS110 Tennis
 KINS116 Competitive Activities
 KINS122 Skiing
 KINS124 Badminton and Volleyball
 KINS133 Archery
 KINS134 Aerobics
 KINS135 Walk-Jog-Run
 KINS141 Golf
 KINS145 Bowling and Golf
 KINS150 Beginning Aquatics
 KINS154 Swim for Fitness
 KINS155 Lifeguarding
 KINS156 Water Safety Instructor
 KINS170 Individual Fitness and Wellness
 KINS172 Gymnastics
 KINS175 Dance: Square and Folk
 KINS176 Basketball and Softball
 KINS178 Basketball and Baseball
 KINS179 Field Hockey and Soccer
 KINS189 Individual Sports
 KINS191 Outdoor Recreation
 PSYC100 Psychology of Personal Awareness
 PHYC120 Human Sexuality
 PSYC125 Stress Management

Creative Expression

VACV145 Film Production I
 VAFA100 Drawing Fundamentals
 VAFA110 Digital Photography Fundamentals
 VAFA111 Drawing Basics
 VAFA141 Introduction to Sculpture
 VAFA151 Basic Photography
 VAFA160 Introduction to Printmaking
 VAFA161 Printmaking/Silkscreen
 VAFA181 Ceramics I
 COMM110 Effective Speaking
 COMM230 Oral Interpretation
 COMP115 Creative Writing I
 COMP116 Creative Writing II
 COMT103 Introduction to Acting
 MUSC124 Electronic Music Synthesis
 KINS126 Modern Dance

Category II: 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 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).

Writing Intensive Course

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

INTG285: Integration of Knowledge

Current themes include, but may not be limited to:

- Affluence
- The Art of Science & Nature
- Capital Punishment
- Creativity
- Evolution & Creation
- Food Glorious Food
- Genocide
- Guilt & Innocence
- Influence & Affluence
- Intelligence
- Metapatterns
- Race & Racism
- Self, Identity, and the Human Experience
- Spirituality & Emotion
- Technology Evolution
- Warfare
- Work and Leisure

The requirement for INTG285 Integration of Knowledge will be waived for students who have earned a bachelor's degree from a regionally accredited U.S. college or university. Students must provide evidence of the earned degree to the Office of Admissions, Records and Registration and must contact the appropriate Assistant Academic Dean for the waiver.

Category III: Specialized Skills & 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 students, 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.

**Certain modifications may be approved in a few occupational majors. (See Category I and Category II)*

Pre-College Level Courses

Note: These courses will not satisfy the general elective category for students who entered their major in or after the 2007 fall semester.

AESL081 Writing Fundamentals for International Students
 AESL083 Reading Fundamentals for International Students
 AESL085 Oral Communication Fundamentals for International Students
 AESL101 Writing Skills for International Students
 AESL103 Reading Skills for International Students
 AESL105 Oral Communication Skills for International Students
 COMP090 Basic Writing
 COMP092 Beginning Composition
 COMP107 Introduction to Rhetorical Skills
 READ090 Developmental Reading
 READ092 Building Reading Skills
 MATH090 PreAlgebra
 MATH092 Beginning Algebra
 MATH095 Basic Algebra
 MATH103 Intermediate Algebra

Career & Technical Programs



Office of Academic and Curricular Services

The Office of Academic and Curricular Services administers the College's occupational majors. The office is located in Tyler Hall 127. For further information, call 215-968-8212 or 8213.

Perkins Academic 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" categories as defined in the Grant. These categories include students who are educationally disadvantaged, economically disadvantaged, disabled, single parents, displaced homemakers, ESL (English as Second Language), and persons in non-traditional majors.

Services provided through the Perkins Academic Support Services (PASS) 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 PASS Office is located in the Charles E. Rollins Center, Room 51. All students enrolled in occupational majors are encouraged to visit the Office, call 215-968-8140, or go to www.bucks.edu/pass/

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 credits for Cooperative Education. These credits usually 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, chemistry, computers, criminal justice, fine woodworking, graphic design, hotel/motel/restaurant management, journalism, media arts, management, marketing/retailing, office administration, paralegal, sport management and women's studies.

Cooperative Education courses have varied prerequisites. Interested students 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 occupational majors:

- Accounting
- Applied Photography
- Bookkeeping
- Cinema Video Production
- Communication: Cinema/Video
- Computer Science
- Criminal Justice
- Environmental Science
- Fine Woodworking
- Graphic Design
- Hospitality and Tourism Management
- Journalism
- Management
- Marketing
- Office Administration
- Paralegal
- Sport Management
- Women's Studies

Majors and Certificate Programs

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

Occupational programs are designed primarily to prepare graduates for entry-level employment in positions which 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, and graphic design.

Although occupational programs are designed for students seeking employment immediately after completion, many of the courses in these programs will transfer to baccalaureate 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 School and Programs (ACBSP), the Art Department's accreditation by the National Association of Schools of Art and Design (NASAD) and the National Association of Schools of Music (NASM), and the Associate Degree Nursing Program's accreditation by the National League for Nursing Accrediting Commission (NLNAC). Consult with Transfer Services 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.

Transfer majors

Transfer programs are designed to parallel the first two years of study in a variety of subject areas at the four-year institutions to which our 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 encouraged 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 at www.bucks.edu/transfer

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 baccalaureate 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 associate degree programs 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.

Certificate programs

A certificate of completion is awarded to a student who successfully completes a prescribed program. Depending on the program, certificate requirements may be completed in one or two semesters. All required courses in certificate programs focus on developing occupational skills. Credits earned in a certificate program may be applied toward an associate degree.

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.

Degrees and Certificates: Alphabetical Listing



After graduating from Bucks, **JIM SHOCKEY** ('74) earned a bachelor's degree, two master's degrees and a doctorate from Pennsylvania State University. He's now the campus executive officer at UA South, the University of Arizona's branch campus. Shockey, who came to UA in 1985 from Penn State, was previously a sociology professor and associate dean of UA's College of Social and Behavioral Sciences. He says he has a very fond place in his heart for Bucks.

"Bucks provided everything I could have wanted for my first two years of college. The experience set me in the right direction, and has helped me tremendously in various roles as a faculty member, associate dean, and now CEO."

Accounting
 Accounting & Taxation
 Applied Engineering Technology
 Applied Photography
 Biology
 Biotechnology
 Biotechnology: Cell & Tissue Culture
 Bookkeeping
 Business Administration
 Chef Apprenticeship: Food
 Chef Apprenticeship: Pastry
 Chemistry
 Cinema/Video Production
 Computer Science
 Communication Studies
 Computer Forensics
 Computer Hardware Installation and Maintenance
 Computer Networking Technology
 Criminal Justice
 Culinary/Pastry Catering Arts
 Digital Game and Simulation Design
 Education-Paraprofessional Instructional Assistant
 Engineering
 Environmental Science
 Fine Arts
 Fine Woodworking
 Furniture and Cabinetry
 Fire Science
 Food Service Management
 Graphic Design: Transfer
 Health/Physical Education
 Health Information Technology
 Historic Preservation
 Hospitality and Tourism Management
 Hotel/Restaurant/Institutional Supervision
 Individual Transfer Studies
 Information Science and Technology
 Information Technology Studies
 Journalism
 Liberal Arts: American Studies
 Liberal Arts: General Emphasis
 Liberal Arts: Psychology - Interpersonal Emphasis
 Liberal Arts: Psychology Pre-Professional Emphasis
 Liberal Arts: Social Science Emphasis
 Liberal Arts: Women's Studies
 Management/Marketing
 Mathematics
 Medical Assistant
 Medical Assistant: Administrative
 Medical Assistant: Clinical
 Medical Coding/Billing
 Multimedia
 Music
 Neuroscience
 Nursing
 Occupational Studies
 Office Administration and Systems Technology
 Office Skills - Accelerated
 Paralegal
 Paralegal Studies
 Phlebotomy
 Photography
 Pre-Allied Health
 Pre K-4 Early Education
 Retail Management
 Recreational Leadership
 Science
 Secondary Education: Biology
 Secondary Education: History
 Secondary Education: Mathematics
 Small Business Management
 Social Services
 Sport Management
 Travel and Event Planning
 Web Designer & Multimedia

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

Please visit www.bucks.edu for current requirements.

Degrees and Certificates: Listing by Department

Arts

Associate Degree Programs

Transfer

- 1181 Cinema/Video Production
- 1120 Communication Studies
- 1001 Fine Arts
- 1187 Fine Woodworking
- 1110 Graphic Design
- 1019 Music
- 1175 Multimedia
- 1195 Photography

Certificate Programs

- 3185 Applied Photography
- 3187 Furniture & Cabinetry
- 3147 Web Design & Multimedia

Business Studies

Associate Degree Programs

Transfer

- 1009 Business Administration

Occupational

- 2016 Accounting
- 2056 Chef Apprenticeship: Foods emphasis
- 2098 Chef Apprenticeship: Pastry emphasis
- 2191 Health Information Technology
- 2022 Hospitality Tourism Management
- 2101 Food Service Management
- 2015 Management/Marketing
- 2131 Medical Assistant
- 2068 Occupational Studies
- 2150 Office Administration & Systems Technology
- 2128 Paralegal Studies
- 2017 Retail Management
- 2054 Small Business Management
- 2171 Travel and Event Planning

Certificate Programs

- 3176 Accounting & Taxation
- 3145 Bookkeeping
- 3154 Culinary: Pastry/Catering
- 3073 Hotel/Restaurant/Institutional Supervision
- 3148 Medical Assistant: Administrative
- 3149 Medical Assistant: Clinical
- 3174 Medical Coding/Billing
- 3173 Office Skills - Accelerated
- 3129 Paralegal
- 3166 Phlebotomy
- 3172 Travel and Event Planning

Health, Physical Education & Nursing

Associate Degree Programs

Transfer

- 1031 Health/Physical Education
- 1154 Sports Management

Occupational

- 2035 Nursing

Certificate Programs

- 3190 Recreational Leadership

Language & Literature

Associate Degree Programs

Transfer

- 1045 Journalism
- 1002 Liberal Arts: General
- 1160 Liberal Arts: Women's Studies

Science, Technology, Engineering & Mathematics,

Associate Degree Programs

Transfer

- 1003 Biology
- 1004 Chemistry
- 1103 Computer Science
- 1028 Engineering
- 1188 Environmental Science
- 1102 Information Science and Technology
- 1006 Mathematics
- 1105 Pre-Allied Health
- 1117 Science
- 1169 Secondary Education - Biology
- 1177 Secondary-Education - Mathematics
- 1146 Individual Transfer Studies

Occupational

- 2119 Biotechnology
- 2182 Digital Game and Simulation Design
- 2164 Information Technology Studies
- 2136 Computer Networking Technology
- 2193 Applied Engineering Technology

Certificate Programs

- 3133 Computer Networking Technology
- 3162 Computer Hardware Installation & Maintenance
- 3181 Computer Forensics
- 3186 Biotechnology: Cell & Tissue Culture

Social & Behavioral Sciences

Associate Degree Programs

Transfer

- 1189 Criminal Justice
- 4192 Pre K-4 Early Education
- 1059 Liberal Arts: Social Science
- 1107 Liberal Arts: American Studies
- 1183 Liberal Arts: Psychology - Interpersonal Emphasis
- 1060 Liberal Arts: Psychology Pre-Professional Emphasis
- 1194 Neuroscience
- 1130 Social Services
- 1180 Secondary Education: History

Occupational

- 4192 Pre K-4 Early Education
- 2158 Fire Science
- 2034 Paraprofessional Instructional Assistant

Certificate Programs

- 3127 Historic Preservation

Special Non-Degree Programs

- 0099 High School Enrichment Program



MEGHAN DOWNEY ('06) is parlaying her associate degree in business into a healthcare career, as she finishes her doctorate at Thomas Jefferson University School of Pharmacy. She credits the college's "incredible professors" for guiding her ambitions.

"I loved the professors. They are all amazing. They have life experience that they bring into the classroom, and that's something you can't learn from a book."

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

Please visit www.bucks.edu for current requirements.

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.

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

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:

- complete the accounting cycle;
- prepare GAAP based financial statements;
- apply financial accounting pronouncements to financial reporting and disclosure;
- research and analyze tax law; and
- apply managerial accounting concepts.

Degree Course Requirements

ACCT105	Financial Accounting ^F	4
ACCT106	Managerial Accounting ^F	4
ACCT130	Accounting Applications for the Computer ^F	3
ACCT130	Accounting Applications for the Computer ^F	3
ACCT200	Intermediate Accounting I ^F	3
ACCT201	Intermediate Accounting II ^F	3
ACCT210	Cost Accounting I ^F	3
ACCT240	Federal and State Taxes I ^F	3
ACCT241	Federal and State Taxes II ^F	3
ACCT280	Cooperative Education ^{B,F}	3
COMM110	Effective Speaking ^{2,F}	3
CISC110	Introduction to Information Systems ^F	3
MGMT100	Introduction to Business ⁴	3
MGMT130	Business Law	
	or	
MKTG100	Principles of Marketing ^F	3
	College level Writing ^{A,1}	6
	Cultural Perspectives ³	3
	College level Mathematics ^{A,5}	3
INTG285	Integration of Knowledge ^{D,F,6}	3
	Personal Health ^C	3
	Accounting 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 program requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

ACCT105	Financial Accounting ^F	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	Managerial Accounting ^F	4
CISC110	Introduction to Information Systems ^F	3
MGMT130	Business Law	
	or	
MKTG100	Principles of Marketing ^F	3
COMM110	Effective Speaking ^{2,F}	3
	College level Writing ^{A,1}	3
		16

Third Semester

ACCT130	Accounting Applications for the Computer ^F	3
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ACCT200	Intermediate Accounting I ^F	3
ACCT240	Federal and State Taxes I ^F	3
ACCT210	Cost Accounting I ^F	3
	Personal Health ^C	3
		15

Fourth Semester

ACCT201	Intermediate Accounting II ^F	3
ACCT241	Federal and State Taxes II ^F	3
ACCT280	Cooperative Education-Accounting ^B	3
INTG285	Integration of Knowledge ^{D,F,6}	3
	Accounting Electives ^E	3
		15

^A Placement testing required.

^B All academically qualified students must enroll in CEPR110.

^C Any of the following may be chosen: HLTH103,HLTH120,PSYC100,PSYC125.

^D Any INTG course may be chosen.

^E Select any one of the following (with proper prerequisites): ACCT110, ACCT120, ACCT230, ACCT250.

^F Course requires prerequisite.

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.

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 & Taxation

CERTIFICATE MAJOR

Curriculum Code No. 3176

Department of Business Studies

Penn 401 • Phone (215) 968-8227

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

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 program are able to

- complete the accounting cycle;
- prepare GAAP based financial statements;
- use software to perform accounting functions and analyze financial statements;
- prepare audit working papers; and
- research and analyze tax problems and prepare tax returns.

Certificate Requirements

ACCT103	Introductory Accounting	3
ACCT105	Financial Accounting ^B	4
ACCT106	Managerial Accounting ^B	4
ACCT130	Accounting Applications for the Computer ^B	3
ACCT240	Federal and States Taxes I ^B	3
ACCT241	Federal and State Taxes II ^B	3
ACCT200	Intermediate Accounting I ^B	3
ACCT201	Intermediate Accounting II ^B	3
ACCT250	Auditing ^B	3
OADM110	Business Communication ^{A,B}	3
MGMT120	Business Mathematics ^{A,B}	3
		35

Recommended Semester Sequence

First Semester

ACCT103	Introductory Accounting	
OADM110	Business Communication ^{A,B}	

Whether you're beginning your college education, starting a new career or gaining skills to enhance your resume or enrich your life, Bucks has the programs to help you meet your personal and professional goals.

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

Please visit www.bucks.edu for current requirements.

Second Semester		
ACCT105	Financial Accounting ^B	
MGMT120	Business Mathematics ^{A,B}	

Summer Semester		
ACCT106	Managerial Accounting ^B	
ACCT130	Accounting Applications for the Commuter ^B	

Third Semester		
ACCT200	Intermediate Accounting I ^B	
ACCT240	Federal and State Taxes I ^B	

Fourth Semester		
ACCT201	Intermediate Accounting II ^B	
ACCT241	Federal and State Taxes II ^B	
ACCT250	Auditing ^B	

^A Placement testing required
^B Course requires prerequisite.

Applied Engineering Technology

OCCUPATIONAL MAJOR
Curriculum Code No. 2193

Science, Technology, Engineering & Mathematics
Founders 112 • Phone (215) 968-8305

This program is designed to prepare students to seek employment as technicians in the fields of instrumentation, electronics, communications, nanotechnology, and mechanical systems in the various engineering technology fields. It allows students to build a sequence of laboratory based courses to satisfy specific skills needed for immediate employment.

Upon successful completion of the program students will be awarded the Associate of Applied Science degree.

Graduates of this program are able to

- apply fundamental principles of mathematics, chemistry, physics, engineering, and laboratory measurements to solve accessible science and engineering technology problems;
- employ the techniques and skills necessary for the applied engineering technology practice;
- design, evaluate, and test an engineering system, component, or process; and
- prepare audit working papers; and
- identify, formulate, and solve applied engineering technology problems.

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.

The nanotechnology program will include 18 directed electives, which will be at Penn State for the capstone semester. 68 credits total for the nanotechnology AAS concentration which includes the 18 credit capstone semester at Penn State. Fifty three credits will be taken at BCCC.

Degree Course Requirements

COMM110	Effective Speaking ^{B,3}	3
COMP110	English Composition I ^{A,B,1}	3
	College Level Writing II ^{B,2}	3
	Cultural Perspectives ^C	3
	Personal Health ^C	3
MATH115	Elementary Statistics ^{A,B}	3
MATH125	Pre-Calculus ^{A,B}	4
CISC115	Computer Science	4
PHYS106	Physics A ^B	4
PHYS107	Physics B ^B	4
CHEM121	Chemistry I ^{A,B}	4
ENGR112	Engineering Graphics ^B	3
ENGT240	Applied Circuit Analysis ^B	4
ECON111	Macroeconomics ⁴	3
INTG285	Integration of Knowledge ^{B,D,6}	3
	Directed Electives ^E	13-18
		68

Recommended Semester Sequence

First Semester		
MATH115	Elementary Statistics ^{A,B}	3
COMP110	English Composition I ^{A,B,1}	3
PHYS106	Physics A ^B	4

ENGR112	Personal Health ^C	3
	Engineering Graphics ^B	<u>3</u>
Second Semester		
MATH125	Pre-Calculus ^{A,B}	4
	College Level Writing II ^{B,2}	3
PHYS107	Physics B ^B	4
CHEM121	Chemistry I ^{A,B}	4

Third Semester		
COMM110	Effective Speaking ^{B,3}	3
ECON111	Macroeconomics ⁴	3
ENGT240	Applied Circuit Analysis ^B	4
	Directed Electives ^E	<u>6/7/17</u>

Fourth Semester		
	Cultural Perspectives ^C	3
INTG285	Integration of Knowledge ^{B,D,6}	3
CISC115	Computer Science	4
	Directed Electives ^E	<u>7/8/18</u>

- ^A Placement testing required.
^B Course requires prerequisite
^C Consult the list of courses approved for this subcategory. Any course may be chosen.
^D Any INTG course may be chosen.
^E Electives must be approved in writing by the STEM Department
- 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.

Applied Photography

CERTIFICATE PROGRAM
Curriculum Code No. 3185

Department of the Arts

Hicks Art Center • Phone (215) 968-8425

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

This one-year certificate program blends traditional and digital techniques and is designed for students seeking intensive technical training. This program develops essential entry-level skills required in a commercial photography studio or in a business such as wedding and/or portrait photography.

Graduates of this program are able to

- expose, develop, and print negatives employing the standard techniques.
- design lighting set-ups.
- employ software and dark room techniques used in the manipulation and control of photographic imagery
- employ software/tools used in the manipulation and control of digital-based imagery.
- critically examine technical and aesthetic aspects of photographic images.

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

Certificate Course Requirements*

VAMM100	Digital Imaging	3
VAF110	Digital Photography Fundamentals	3
VAF151	Introduction to Photography	3
VAF193	History of Modern Art	3
	or	
VAF196	History of Photography	3
VAF157	Photography II ^A	3
VAF210	Digital Photography II ^A	3
VAF211	Studio Lighting for Photography ^A	3
	Electives	<u>6</u>
		27

Suggested Electives (Select two):

MGMT100	Introduction to Business	3
VACV140	Digital Editing	3
VACV231	Video Field Production	3
VAF250	Fine Arts and Design Portfolio Studio ^A	3
VAF257	Large Format Photography ^A	3
VAGD101	Layout and Typography	3
VAGD102	Illustration: Drawing/Digital ^A	3
VAGD280	Cooperative Education/Graphics ^A	3
VAMM110	Web and Interactive Design ^A	3
VAMM209	Multimedia Concepts I ^A	3

^A Course requires prerequisite.



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.



KEVIN JAMESON ('78), national accounts manager for Honeywell Security & Custom Electronics, is also an author, singer, inventor and motivational speaker. His career in the security industry includes a U.S. patent for a manual fire alarm device. Jameson says his associate degree from Bucks, coupled with mentoring from a business studies professor, helped open doors to success.

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

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

Please visit www.bucks.edu for current requirements.

Biology

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.

Science, Technology, Engineering & Mathematics Founders 112 • Phone: 968-8305

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.

Graduates of this program are able to

- Explain the unity of life.
- Describe the evidence to support the principle of descent from a common ancestor.
- Explain the use and distribution of energy in living systems.
- Construct tables and graphs from collected data and interpret these compilations.
- Describe the relationship between inheritance, variation and evolution.

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 ^E	4
BIOL122	Biological Principles II ^E	4
BIOL220	Principles of Ecology ^E	4
BIOL228	Microbiology ^E	4
CHEM121	Chemistry I ^{A,E}	4
CHEM122	Chemistry II ^E	4
CHEM221	Organic Chemistry I ^E	5
CHEM222	Organic Chemistry II ^E	5
COMP110	English Composition I ^{A,E,1}	3
COMP111	English Composition II ^{2,E}	3
MATH122	Trigonometry and Analytic Geometry ^{A,B,E,3}	3
MATH125	Pre-Calculus ^{C,E}	4
COMM110	Effective Speaking ^{5,E}	3
	Cultural Perspectives ^D	3
INTG285	Integration of Knowledge ^{E,4}	3
	Personal Health ^D	2
	Social Perspectives ^D	3
		<u>61</u>

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 ^E	4
CHEM121	Chemistry I ^{D,E}	4
COMP110	English Composition I ^{A,E,1}	3
MATH122	Trigonometry and Analytical Geometry ^{A,B,E,3}	3
		<u>14</u>

Second Semester

CHEM122	Chemistry II ^E	4
COMP111	English Composition II ^{E,2}	3
BIOL122	Biological Principles II ^E	4
	Cultural Perspectives ^D	3
	Personal Health ^D	2
		<u>16</u>

Third Semester

CHEM221	Organic Chemistry I ^E	5
MATH125	Precalculus ^{C,E}	4
BIOL228	Microbiology ^E	4

Fourth Semester

CHEM222	Organic Chemistry II ^E	5
BIOL220	Principles of Ecology ^E	4
COMM110	Effective Speaking ^{3,E}	3
INTG285	Integration of Knowledge ^{E,4}	3
		<u>15</u>

^A Placement testing required.

^B 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 Course requires prerequisite.

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

Biotechnology

OCCUPATIONAL PROGRAM

Curriculum Code No. 2119

Science, Technology, Engineering & Mathematics

Founders 112 • Phone (215) 968-8305

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

A graduate of the program can expect to find entry-level employment as an industrial or academic biotechnology technician.

Graduates of this program are able to

- operate, calibrate, and maintain standard biotechnology lab equipment.
- perform basic biotechnology processes in a safe and aseptic manner
- prepare, culture, and maintain cell cultures.
- employ methods to detect, purify, and characterize DNA and protein.
- collect, graph, interpret, and present data.
- write reports, and maintain lab books and equipment logs.

Degree Course Requirements

BIOL121	Biological Principles I ³	4
BIOL228	Microbiology ³	4
BIOT105	Introduction to Biotechnology	4
BIOT125	Biotechnology Methods and Techniques ^C	4
BIOT205	Cell and Tissue Culture ^C	4
BIOT221	Biomanufacturing ^C	4
BIOT275	Biotechnology Seminar ^C	1
CHEM121	Chemistry I ^{A,C,3}	4
CISC110	Introduction to Information Systems	3
COMM110	Effective Speaking ⁵	3
COMP110	English Composition I ^{A,C,1}	3
COMP114	Technical Writing ^{C,2}	3
MATH115	Elementary Statistics ^{A,C,3}	3
	Cultural Perspectives ^B	3
INTG285	Integration of Knowledge ^{C,4}	3
	Personal Health ^B	2
	Social Perspectives ^B	3
MATH125	Cooperative Education: Biotechnology ^C OR Science Elective ^D	3-4
	Elective	<u>3-4</u>
		<u>61-63</u>

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

CHEM121	Chemistry I ^{A,C,3}	4
BIOT105	Introduction to Biotechnology	4
COMP110	English Composition I ^{A,C,1}	3

CISC110	Introduction to Information Systems Social Perspectives ^B	3 <u>3</u>
		16
Second Semester		
BIOL121	Biological Principles I ³	4
BIOT125	Biotechnology Methods and Techniques ^C	4
COMP114	Technical Writing ^{C,2}	3
COMM110	Effective Speaking ⁵ , Personal Health ^D	3 <u>2</u>
		16
Third Semester		
BIOT205	Cell and Tissue Culture ^C	4
BIOT275	Biotechnology Seminar ^C	1
MATH115	Elementary Statistics ^{A,C,3} Cultural Perspectives ^B Elective	3 3 <u>3-4</u>
		14-15
Fourth Semester		
BIOT221	Biomanufacturing ^C	4
BIOL228	Microbiology ³	4
INTG285	Integration of Knowledge ^{C,4}	3
MATH125	Cooperative Education: Biotechnology ^C OR Science Elective ^D	<u>3-4</u>
		14-15

^A Placement testing required.

^B Consult the list of courses approved for this subcategory. Any course may be chosen.

^C Course requires prerequisite.

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

Biotechnology: Cell and Tissue Culture

CERTIFICATE PROGRAM
Curriculum Code No. 3186

Science, Technology, Engineering & Mathematics
Founders 112 • Phone (215) 968-8305

The strength and continued growth of the Biotechnology industry in the Philadelphia metropolitan area has created a need for technicians with cell culture expertise. Students completing the certificate will be prepared for employment as skilled technicians in biotechnology, pharmaceutical, and academic laboratories. Workers currently employed as biotechnology technicians can benefit by enhancing their skill sets.

Graduates of this program are able to

- perform basic lab procedures common to biotechnology laboratories
- operate and maintain standard laboratory equipment
- aseptically culture and maintain cell cultures
- perform advanced techniques in biomanufacturing

Certificate Course Requirements

CHEM121	Chemistry I	4
BIOT125	Biotechnology Methods and Techniques	4
BIOL221	Biomanufacturing	4
BIOT205	Cell and Tissue Culture	<u>4</u>
		16

Since the academic and employment backgrounds of students vary, all students planning to complete this certificate program must meet with a department representative to devise a sequence of courses to meet their academic need.

Bookkeeping

CERTIFICATE MAJOR
Curriculum Code No. 3145

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

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

This certificate program is designed to provide stu-

dents 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.

Graduates of this program are able to

- prepare formal accounting entries and postings in an entity's books and records;
- utilize accounting software that is typically found in an organization;
- prepare and modify spreadsheets to complete the accounting cycle; and
- demonstrate an understanding of business communication skills.

Certificate Requirements

ACCT103	Introductory Accounting*	3
ACCT105	Principles of Accounting I ^B	4
ACCT120	Payroll Records and Accounting ^B	3
ACCT130	Accounting Applications for the Computer ^B	3
ACCT280	Cooperative Education - Accounting ^B	3
CISC110	Introduction to Information Systems ^B	3
MGMT120	Business Mathematics ^{A,B}	3
OADM105	Administrative Office Procedures ^B	3
OADM110	Business Communication ^{A,B}	3
COMM110	Effective Speaking	3
	or	
PSYC125	Stress Management	<u>3</u>
		31

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.

* Must be enrolled in sections using microcomputers

^A Placement Testing Required

^B Course requires prerequisite.

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.

Graduates of this program are able to

- demonstrate an understanding of the functions of business;
- research and apply business problem solving and decision making in the context of the larger social and economic environment;
- employ tools and skills necessary to solve business and organizational problems; and
- apply the necessary skills to communicate and lead effectively.

Degree Course Requirements

ACCT105	Financial Accounting ^F	4
ACCT106	Managerial Accounting ^F	4
COMP110	English Composition I ^{A,F,1}	3
COMP111	English Composition II ^{F,2}	3
COMM110	Effective Speaking ^{3,F}	3



KATRINA WEIDMAN attended Bucks for two years ('02-'04) then transferred to Penn State's main campus, where she's carrying a double major in integrative arts and theater. The actress also appears as herself in a "Paranormal State," a new series on the A&E cable network.

"The small classes at Bucks were just what I needed to keep me motivated to reach my goal of attending PSU. Bucks was the perfect transition from high school to a four-year college. I had a lot of incredible teachers, especially my acting, music, and improv teachers, who kept me going and gave me a strong work ethic that I know helped carry me through PSU. For me, Bucks was the best thing and it completely changed my life for the better."

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

Upon successful completion of the requirements for the Chef Apprenticeship major, apprentices will be awarded both an AA degree from the College and Journeyman Cooks papers from the US Department of Labor.

CISC110	Introduction to Information Systems ^F	3
ECON111	Principles of Economics: Macro ⁴	3
ECON112	Principles of Economics: Micro ⁴	3
MGMT100	Introduction to Business	3
MGMT130	Business Law	3
	or	
MGMT180	Legal Environment of Business ⁴	3
MGMT230	Principles of Management ^F	3
MKTG100	Principles of Marketing ^F	3
MATH115	Elementary Statistics ^F	3
MATH118	Business Calculus ^F	3
	or	
MATH140	Calculus I ^F	4
	Cultural Perspectives ^B	6
	Personal Health ^C	3
	Electives ^E	6
INTG285	Integration of Knowledge ^{D,F,5}	3
		62/63

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

ACCT105	Financial Accounting ^F	4
MGMT100	Introduction to Business	3
COMP110	English Composition I ^{A,F,1}	3
MATH115	Elementary Statistics ^F	3
CISC110	Introduction to Information Systems ^F	3
		16

Second Semester

ACCT106	Managerial Accounting ^F	4
MKTG100	Principles of Marketing ^F	3
COMP111	English Composition II ^{F,2}	3
MATH118	Business Calculus ^F	3
	or	
MATH140	Calculus I ^F	4
	Elective ^E	3
		16/17

Third Semester

MGMT130	Business Law	3
	or	
MGMT180	Legal Environment of Business	3
ECON111	Principles of Economics: Macro ⁴	3
COMM110	Effective Speaking ^{3,F}	3
MGMT230	Principles of Management ^F	3
	Cultural Perspectives ^B	3
		15

Fourth Semester

	Cultural Perspectives ^B	3
ECON112	Principles of Economics: Micro ⁴	3
	Personal Health ^C	3
	Elective ^E	3
	Integration of Knowledge ^{D,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: HLTH103, HLTH120, PSYC100, PSYC123.

D Any INTG course may be chosen.

E Pre-college level courses do not meet this requirement.

F Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Creative Expression.

4 Satisfies Social Perspectives.

5 Satisfies Writing Intensive requirement.

For requirements where the student is given a choice, it is the student's responsibility to determine that the transfer institution accepts the student's chosen course(s) for transfer credit.

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

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

Please visit www.bucks.edu for current requirements.

Chef Apprenticeship

OCCUPATIONAL MAJOR

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.

Foods Emphasis

Pastry Emphasis

Department of Business Studies

Penn 401 • Phone: 968-8227

Upon successful completion of the major requirements, apprentices will be awarded an Associate of Arts Degree from the College and Journeyman 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 of this program are able to

- demonstrate broad culinary and baking art knowledge and be proficient in the core function of their job;
- demonstrate competence in a variety of hospitality industry operational aspects;
- demonstrate effective written and oral communication skills;
- demonstrate an understanding of ethical and social issues and reach an appropriate industry/business decisions; and
- critically and creatively apply culinary knowledge and additional technology skills to identify and solve business related problems.

Chef Apprenticeship: Foods Emphasis

CURRICULUM CODE NO. 2056

Degree Course Requirements

COMM110	Effective Speaking ^{2,B}	3
COMP110	English Composition I ^{A,B,1}	3
HIST152	U.S. History: Modern America 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 ^B	3
HRIM121	Advanced Food Preparation and Management ^{B,7}	3
HRIM130	Baking and Decorating — Techniques and Procedures ^B	3
HRIM131	Buffet Planning and Preparation/Basic ^B	3
HRIM132	Buffet Planning and Preparation/	

	Advanced ^B	3
HRIM140	Culinary Arts Practicum ^B	2
HRIM141	Culinary Arts Practicum ^{B,8}	2
HRIM142	Culinary Arts Practicum ^B	2
HRIM143	Culinary Arts Practicum ^B	2
HRIM144	Culinary Arts Practicum ^B	2
HRIM145	Culinary Arts Practicum ^B	2
HRIM202	Food Purchasing/Techniques and Procedures ^B	3
HRIM203	Menu Planning/Costing/Design ^B	3
INTG285	Integration of Knowledge ^{B,7,8}	3
MGMT100	Introduction to Business ⁵	3
MGMT120	Business Mathematics ^{A,B,6}	3
OADM110	Business Communication ^{A,B,1}	3
		<u>63</u>

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 ^B	<u>2</u>
		8

Second Semester

HRIM120	Basic Food Preparation and Management ^B	3
HRIM130	Baking and Decorating — Techniques and Procedures ^B	3
HRIM141	Culinary Arts Practicum ^{B,8}	2
		<u>8</u>

Summer Session

COMP110	English Composition I ^{A,B,1}	3
MGMT100	Introduction to Business ⁵	<u>3</u>
		6

Third Semester

HRIM121	Advanced Food Preparation and Management ^{B,7}	3
HRIM131	Buffet Planning and Preparation/Basic ^B	3
HRIM142	Culinary Arts Practicum ^B	<u>2</u>
		8

Fourth Semester

HRIM202	Food Purchasing/Techniques and Procedures ^B	3
MGMT120	Business Mathematics ^B	3
HRIM143	Culinary Arts Practicum ^{A,B,6}	<u>2</u>
		8

Summer Session

COMM110	Effective Speaking ^{2,B}	3
HIST152	U.S. History: Modern America ⁴	3
		<u>6</u>

Fifth Semester

HLTH120	Nutrition ³	3
HRIM144	Culinary Arts Practicum ^B	2
HRIM203	Menu Planning/Costing/Design ^B	<u>3</u>
		8

Sixth Semester

HRIM132	Buffet Planning and Preparation/Advanced ^B	3
HRIM145	Culinary Arts Practicum ^B	2
OADM110	Business Communication ^{A,B,1}	3
INTG285	Integration of Knowledge ^{B,7,8}	<u>3</u>
		11

A Placement testing required.

B Course requires prerequisite.

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.

Students who do not seek the Associate of Arts Degree may earn the legend, "Major Requirements Satisfied", on their transcript by suc-

cessfully 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

COMM110	Effective Speaking ^{2,B}	3
COMP110	English Composition I ^{A,B,1}	3
HLTH120	Nutrition ³	3
HIST152	U.S. History: Modern America ⁴	3
HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation Certification Course	3
HRIM120	Basic Food Preparation and Management ^B	3
HRIM121	Advanced Food Preparation and Management ^{B,7}	3
HRIM130	Baking and Decorating — Techniques and Procedures ^B	3
HRIM140	Culinary Arts Practicum ^B	2
HRIM141	Culinary Arts Practicum ^{B,8}	2
HRIM142	Culinary Arts Practicum ^B	2
HRIM143	Culinary Arts Practicum ^B	2
HRIM144	Culinary Arts Practicum ^B	2
HRIM145	Culinary Arts Practicum ^B	2
HRIM202	Food Purchasing/Techniques and Procedures ^B	3
HRIM203	Menu Planning/Costing/Design ^B	3
INDP291	Independent Study I	1
INDP292	Independent Study II	2
INDP293	Independent Study III	3
INTG285	Integration of Knowledge ^{B,7,8}	3
MGMT100	Introduction to Business ⁵	3
MGMT120	Business Mathematics ^{A,B,6}	3
OADM110	Business Communication ^{A,B,1}	<u>3</u>
		63

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 ^B	2
HRIM105	Safety and Sanitation Certification Course	<u>3</u>
		8

Second Semester

HRIM120	Basic Food Preparation and Management ^B	3
HRIM130	Baking and Decorating — Technique and Procedures ^B	3
HRIM141	Culinary Arts Practicum ^{B,8}	<u>2</u>
		8

Summer Session

COMP110	English Composition I ^{A,B,1}	3
MGMT100	Introduction to Business ⁵	<u>3</u>
		6

Third Semester

HRIM121	Advanced Food Preparation & Management ^{B,7}	3
HRIM142	Culinary Arts Practicum ^B	2
INDP291	Independent Study I	1
INDP292	Independent Study II	<u>2</u>
		8

Fourth Semester

HRIM143	Culinary Arts Practicum ^B	2
HRIM202	Food Purchasing/Techniques and Procedures ^B	3
MGMT120	Business Mathematics ^{A,B,6}	<u>3</u>
		8

Summer Session

COMM110	Effective Speaking ^{B,1}	3
HIST152	U.S. History: Modern America ⁴	<u>3</u>

Students planning to enter medical school may choose to major in chemistry 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.



DANIEL J. MAGRO ('06) earned a scholarship to complete his bachelor's degree at the University of the Arts in Philadelphia, where he graduated in 2008. The Hollywood-based director, producer, and actor has completed two feature films, nine commercials, two television series and 12 short films, many of which have gone on to win various festivals, awards, and honors. Dan, who's also the son of proud alumnus Ronald Magro (see page 50), still recalls with fondness the projects he worked on at Bucks.

"Looking back at all I've accomplished, and more importantly all the potential and room and permission I was given to pursue my dreams, I cannot imagine going anywhere else but Bucks. Also it never hurts when tuition is very affordable and now almost every university accepts transfer students and community college transcripts."

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

Fifth Semester					
HLTH120	Nutrition ³		3		
HRIM144	Culinary Arts Practicum ^b		2		
HRIM203	Menu Planning/Costing/Design ^b		3		
			<u>8</u>		
Sixth Semester					
HRIM145	Culinary Arts Practicum ^b		2		
INDP293	Independent Study III		3		
OADM110	Business Communication ^{A,B,1}		3		
INTG285	Integration of Knowledge ^{B,7,8}		3		
			<u>11</u>		

- A Placement testing required.
 B Course requires prerequisite.
 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.

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.

Chemistry

TRANSFER MAJOR
 Curriculum Code No. 1004

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.

Mathematics, Science & Technology Department
 Founders 112 • Phone 968-8305

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, and pharmacy. Students planning to enter medical school could also enter this major and select additional courses in biology.

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.

Graduates of this program are able to:

- demonstrate an understanding of chemical, physical and mathematical principles as pertaining to the study of matter;
- compute with proficiency as to be able to obtain numerical solutions to chemistry problems;
- analyze and make reasoned judgments dealing with chemistry problems;
- develop a chemical knowledge as to be able to relate its application to other disciplines, i.e. biology, environmental science, engineering, pharmacy, health sciences, etc.; and
- demonstrate proficiency in laboratory skills as they pertain to: chemical information, safe handling, use and disposal of compounds; synthetic procedures including isolation, purification and structure elucidation of obtained products; stoichiometry and use of instrumentation; and writing of laboratory notebooks and reports in accordance with current scientific journals styles.

Degree Course Requirements
 CHEM121 Chemistry I ^{A,E}

					6
CHEM122	Chemistry II ^E		4		
CHEM221	Organic Chemistry I ^E		5		
CHEM222	Organic Chemistry II ^E		5		
COMP110	English Composition I ^{A,E,1}		3		
COMP111	English Composition II ^{E,2}		3		
MATH140	Calculus I ^{A,E,3}		4		
MATH141	Calculus II ^E		4		
PHYS121	Physics I ^E		4		
PHYS122	Physics II ^E		4		
	Chemistry Electives ^B		7		
COMM110	Effective Speaking ^{4,E}		3		
	Cultural Perspectives ^D		3		
INTG285	Integration of Knowledge ^{D,E,5}		3		
	Personal Health ^D		2		
	Social Perspectives ^D		3		
			<u>61</u>		

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,E}		4		
COMP110	English Composition I ^{A,E,1}		3		
MATH140	Calculus I ^{A,E,3}		4		
	Social Perspectives ^D		3		
			<u>14</u>		

Second Semester					
CHEM122	Chemistry II ^E		4		
COMP111	English Composition II ^{E,2}		3		
MATH141	Calculus II ^E		4		
COMM110	Effective Speaking ^{4,E}		3		
	Personal Health ^D		2		
			<u>16</u>		

Third Semester					
CHEM221	Organic Chemistry I ^E		5		
PHYS121	Physics I ^E		4		
	Cultural Perspectives ^C		3		
INTG285	Integration of Knowledge ^{D,E,5}		3		
			<u>15</u>		

Fourth Semester					
CHEM222	Organic Chemistry II ^E		5		
PHYS122	Physics II ^E		4		
	Chemistry Electives ^B		7		
			<u>16</u>		

- 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.
 E Course requires prerequisite.
 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.

Cinema/Video Production

TRANSFER MAJOR
 Curriculum Code No. 1181

Department of the Arts
 Hicks Art Center 125 • Phone (215) 968-8425

The Cinema/Video Production transfer major combines 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 variety of elec-

tives that allow students to tailor the program to their needs and interests.

This program offers a basic examination of the art and the processes of motion picture film making and video production. Though designed as a transfer major, graduates of the program should qualify for entry-level positions in the motion picture and electronic media industries in areas such as radio and television broadcasting, cable television systems, corporate video, multimedia development and production, cinematography, editing, sound recording, and mixing. Graduates will also have job skills in related industries such as sales, service, promotion, distribution, multimedia design and advertising.

Graduates of this program are able to

- read about, write about, and analyze art and art history using basic research, critical thinking skills, and a visual arts vocabulary;
- apply the theory and practice of video special effects, digital video, text generators, time base correction, cameras, portable video production systems; audio interfaces, off-line and on-line video editing, non-linear editing, digital audio, film production, and synchronous sound;
- participate in the planning, production, and/or directing of film, video and multimedia productions; and
- prepare and present a formal, professional-quality portfolio of work which may be used to apply for admission to a four-year college or entry-level professional employment.

Degree Course Requirements

COMM105	Interpersonal Communications ⁵	3
COMM111	Media and Society ⁶	3
COMP110	English Composition I ^{A,C,1}	3
COMP111	English Composition II ^{C,2}	3
INTG285	Integration of Knowledge ^{C,4}	3
VACV130	Media Scriptwriting	3
VACV135	Video Studio Production I	3
VACV137	Audio Production	3
VACV140	Digital Editing	3
VACV141	The Art of Independent Cinema OR	3
VACV142	The Art of Theatrical Cinema	3
VACV145	Film Production I	3
VACV231	Video Field Production	3
VACV246	Film Production II ^C	3
VACV250	Cinema/Video Portfolio Seminar ^C	3
VAF151	Introduction to Photography ³	3
VAF193	History of Modern Art ⁷	3
	College Level Mathematics ^A or Science ^B	3
	Cinema/Video Electives (Choose from list)	9
		<u>60</u>

Cinema/Video Electives (Select at least 9 credits):

MUSC124	Electronic Music Synthesis I	2
MUSC129	Digital Audio Technology	2
VACV141	The Art of Independent Cinema	3
VACV142	The Art of Theatrical Cinema	3
VACV232	Cable TV Production I ^C	3
VACV235	Video Studio Production II ^C	3
VACV242	Cable TV Production II ^C	3
VACV247	Film Production III ^C	3
VACV280	Cooperative Education - Media ^C	3
VAF110	Digital Photography Fundamentals	3
VAF210	Digital Photography II ^C	3
VAF211	Studio and Lighting Fundamentals ^C	3
VAGD102	Illustration: Drawing and Digital ^C	3
VAMM100	Digital Imaging	3
VAMM130	3D Digital Modeling Concepts ^C	3
VAMM209	Multimedia Concepts I ^C	3
VAMM210	Multimedia Concepts II ^C	3
VAMM230	3D Digital Animation ^C	3

Recommended Semester Sequence

First Semester		
COMP110	English Composition I ^{A,C,1}	3
VACV135	Video Studio Production I	3
VACV137	Audio Production	3

VACV140	Digital Editing	3
VACV130	Media Scriptwriting	3
		<u>15</u>

Second Semester

COMM111	Media and Society ⁶	3
COMP111	English Composition II ^{C,2}	3
VACV145	Film Production I	3
VACV231	Video Field Production	3
VAF151	Introduction to Photography ³	3
		<u>15</u>

Third Semester

COMM105	Interpersonal Communications ⁵	3
VACV141	The Art of Independent Cinema or	3
VACV142	The Art of Theatrical Cinema	3
VACV246	Film Production II ^C	3
	Cinema/Video Elective	3
	College Level Mathematics ^A or Science ^B	3
		<u>15</u>

Fourth Semester

INTG285	Integration of Knowledge ^{C,4}	3
VAMM250	Digital Arts Portfolio Studio ^C	3
VAF193	History of Modern Art ⁷	3
	Cinema/Video Electives	6
		<u>15</u>

^A Placement testing required.

^B Consult the list of courses approved for this subcategory here of the catalog. Any course may be chosen.

^C Course requires prerequisite.

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.

⁶ Satisfies Social Perspective.

⁷ Satisfies Cultural Perspective.

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

Communication Studies

TRANSFER MAJOR

Curriculum Code: 1120

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: Communications Office

Hicks 125 • Phone (215) 968-8425

The Communications 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, through the required courses and the recommended elective list, have the opportunity to explore such diverse areas as speech communication, theatre, video-production, journalism, public relations, mass communication, advertising and marketing, and film within the context of a well-balanced liberal arts curriculum.

Graduates of this program are able to

- demonstrate a basic knowledge of communication theory and awareness of the responsibilities associated with communication;
- evaluate various types of communication through the application of standardized criteria;
- analyze their own communication and the communication of others.

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

Degree Course Requirements

COMM105	Interpersonal Communication ⁵	3
COMM110	Effective Speaking ^{E,4}	3
COMM111	Media and Society ⁶	3
COMM240	Persuasive Communication ^E	3
COMP110	English Composition I ^{A,1}	3



DEENA SMITH ('08) played leading roles both onstage and off as Vice President of the BCCC Drama Club. The Dean's List student was also active with the Union Program Board, Student Government Association, Bucks Ambassadors and Orientation Leaders, all of which earned her the 2008 President's Cup Award. She's completing her bachelor's degree in Communications at Arcadia University, while working part-time as a professional voice actor and clown.

"I started meeting a lot of great people on campus, and then my involvement just spiraled from there. I came to love the community here, the people and the faculty, so that's why I stayed here for my associates."

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

Please visit www.bucks.edu for current requirements.



JOHN BROWN, who has graced the Delaware Valley airwaves for more than 35 years, is the voice of Shadow Traffic on KWKY Newsradio and five other stations and the Chief Meteorologist for Westwood One in Philadelphia. The Bensalem native attended Bucks from 1971 to 1973 as he launched his career, then earned a bachelor's degree in broadcast meteorology from Mississippi State University in 2001. Brown was named Philadelphia's best traffic reporter four times and best weather forecaster twice, and has received the Lifetime Achievement Award from Variety Club for his charity fundraising efforts.

"My entire experience at Bucks was great. It's a great campus; the surroundings are ideal for learning. Whenever I speak at high school career days I always encourage going on to college and promote BCCC all the time. But my time there was not always about learning. When I managed the College radio station, we raised money for the needy by holding a radiothon to cure 'prickly heat.' It was great fun and a big success. The bottom line is that at BCCC, learning and fun go hand-in-hand."

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

COMP111	English Composition II ^{E,2}	3
COMT101	Introduction to Theatre ⁷	3
MATH115	Elementary Statistics ^{E,8}	3
SOCI110	Introduction to Sociology ⁶	3
INTG285	Integration of Knowledge ^{E,H,3}	3
	Cinema Elective ^C	3
	College Level Mathematics ^{A,F}	3
	Cultural Perspectives ^B	3
	Electives ^G	6
	Foreign Language and/or Literature	3
	College Level Science ^{A,F}	3
	Program Electives (choose from list)	12
		60

Program Electives (Select at least 12 credits):

COMM230	Oral Interpretation	3
COMT103	Introduction to Acting	3
COMT106	Introduction to Improvisational Performance	3
	Acting II ^E	3
COMT203	Acting II ^E	3
COMT206	Improvisational Performance II ^E	3
JOUR155	Advertising Copywriting	3
JOUR175	News Reporting and Writing ^E	3
MGMT100	Introduction to Business	3
MKTG200	Advertising	3
PHED126	Modern Dance	2
PHED130	Yoga	2
VACV130	Media Scriptwriting ^E	3
VACV135	Video Studio Production I	3
VACV137	Audio Production	3
VACV145	Film Production I	3
VAF110	Digital Photography Fundamentals	3
VAMM100	Digital Imaging	3
VAMM120	Interface Design	3
VAMM209	Multimedia Concepts I ^E	3

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

COMM105	Interpersonal Communication ⁵	3
COMP110	English Composition I ^{A,1}	3
MATH115	Elementary Statistics ^{E,8}	3
SOCI110	Introduction to Sociology ⁶	3
	Cultural Perspectives ^B	3
		15

Second Semester

COMM110	Effective Speaking ^{E,4}	3
COMP111	English Composition II ^{E,2}	3
COMT101	Introduction to Theatre	3
	Program Elective ^D	3
	Cinema Elective ^C	3
		15

Third Semester

COMM111	Media and Society ⁶	3
	College Level Science ^{A,F}	3
	Foreign Language and/or Literature	3
	Program Electives ^D	6
	Elective ^G	3
		15

Fourth Semester

COMM240	Persuasive Communication ^E	3
INTG285	Integration of Knowledge ^{E,H,3}	3
	Program Electives ^D	6
	Elective ^G	3
		15

- A Placement testing required.
- B Consult the list of courses approved for this subcategory. Any course may be chosen.
- C Choose from VACV141 or VACV142.
- D Consult the list of Program Electives.
- E Course requires prerequisite.
- F Choose from BIOL101, BIOL181, BIOL182, CHEM101, CHEM121, PHYS106, PHYS107, SCIE102 or SCIE103.
- G Pre-college level courses do not meet this requirement.
- H Any INTG course may be chosen.
- 1 Satisfies College Writing Level I.
- 2 Satisfies College Writing Level II.
- 3 Satisfies Writing Intensive requirement.
- 4 Satisfies Creative Expression.
- 5 Satisfies Personal Health.

- 6 Satisfies Social Perspectives.
- 7 Satisfies Cultural Perspectives.
- 8 Satisfies college Level Math.

Computer Science

TRANSFER MAJOR
Curriculum Code No. 1103

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.

Science, Technology, Engineering & Mathematics Founders 112 • Phone (215) 968-8305

This major prepares students for upper-division course work leading to a bachelor's degree in computer science. The major parallels the first two years of study required by similar majors offered at four-year colleges and universities.

Graduates of this program will be able to:

- demonstrate proficiency in mathematics at the calculus level
- demonstrate proficiency in Program Analysis, algorithm development, coding, testing, debugging and documentation; and
- demonstrate the ability to analyze a business problem and develop data management.

Students pursuing the computer science degree develop an understanding of the structure, design and use of computer software systems, and their application in a broad range of disciplines.

Degree Course Requirements*

CISC110	Intro to Information Systems ^F	3
CISC113	Visual Basic Programming I	3
CISC115	Computer Science I ^F	4
CISC122	Computer Science II ^F	4
CISC213	Computer Science III ^F	4
CISC215	Database Design & Application Development ^F	3
COMM110	Effective Speaking ^{F,3}	3
COMP110	English Composition I ^{A,F,1}	3
COMP111	English Composition II ^{F,2}	3
MATH121	Discrete Mathematics ^F	3
MATH140	Calculus I ^{A,E,4}	4
MATH141	Calculus II ^F	4
	Computer Science Electives ^D	3
	Science Electives ^{C,F}	8
	Cultural Perspectives ^B	3
	Personal Health ^B	2
	Social Perspectives ^B	3
INTG285	Integration of Knowledge ^{E,5}	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

CISC110	Intro to Information Systems ^F	3
CISC115	Computer Science I ^F	4
COMP110	English Composition I ^{A,F,1}	3
MATH140	Calculus I ^{A,E,4}	4
	Personal Health ^B	2
		16

Second Semester

CISC122	Computer Science II ^F	4
	Science Elective ^{C,F}	4
COMP111	English Composition II ^{F,2}	3
MATH141	Calculus II ^F	4
		15

Third Semester

CISC213	Computer Science III ^F	4
CISC113	Visual Basic Programming I	3
	Cultural Perspectives ^B	3

CISC215	Database Design & Application Development ^F	3
MATH121	Discrete Mathematics ^F Mathematics Elective ^C	3 3
		16
Fourth Semester		
	Computer Science Elective ^D	3
	Social Perspectives ^E	3
COMM110	Effective Speaking ^{F,3}	3
	Science Elective ^{G1}	4
INTG285	Integration of Knowledge ^{E,5}	3
		16

A Placement testing required.

B Consult the list of courses approved for this subcategory here. Any course may be chosen.

C Choose either PHYS 121 and PHYS 122 or CHEM 121 and CHEM 122.

D Choose any CISC, CISF, or CISG course number 102 or higher, or SCIE106

E Any INTG course may be chosen.

F Course requires prerequisite.

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.

Computer Forensics

CERTIFICATE PROGRAM

Curriculum Code No. 3181

Science, Technology, Engineering & Mathematics Founders 112 • Phone (215) 968-8305

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

The increased use of computers to commit crimes and the growing demand for computer-based data in civil proceedings has created a need for individuals with the expertise to extract useful information from computer evidence. The Computer Forensics program will prepare students for careers as computer forensics specialists who can work with law enforcement, homeland security agencies, law firms, and private companies.

Graduates of this program are able to

- effectively utilize a commercial software tool to recover deleted files from a computer;
- evaluate the strengths and weaknesses of various software tools for data recovery; and
- develop a systematic approach to a computer investigation.

Certificate Course Requirements

CISC201	Managing and Maintaining the PC	4
CISC128	Comparative Operating Systems ^A	4
CISC113	Visual Basic Programming I ^A	
	or	
CISC115	Computer Science I ^A	3/4
CISC114	Visual Basic Programming II ^A	
	or	
CISC122	Computer Science II ^A	3/4
CISC215	Database Design and Application Development ^A	3
CISF110	Computer Forensics I ^A	3
CISF210	Computer Forensics II	3
CISF102	Cybercrime	3
CRIJ120	Criminal Evidence	3
CRIJ140	Criminal Procedure	3
		3
		32/34

A Course requires prerequisite.

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 MAJOR

Curriculum Code No.3162

Science, Technology, Engineering & Mathematics Founders 112 • phone (215) 968-8305

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

This certificate prepares the student to sit for two industry standard, vendor 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. Students who complete this program may be prepared to sit for industry certification exams, such as those offered by Microsoft, Cisco, and CompTIA.

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; and
- troubleshoot Hardware and Software Problems.

Certificate Course Requirements

CISC128	Comparative Operating Systems ^A	4
CISC143	Essentials of Networking ^A	4
CISC201	Managing and Maintaining the PC ^A	4
CISC235	Networking Devices ^A	4
COMM105	Interpersonal Communication	3
		19

A Course requires prerequisite.

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: Purchase of equipment may be required.

Computer Networking Technology

OCCUPATIONAL MAJOR

Curriculum Code No. 2136

Science, Technology, Engineering & Mathematics Founders 112 • phone (215) 968-8305

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. Students who complete this program may be prepared to sit for industry certification exams, such as those offered by Microsoft, Cisco, and CompTIA.

Graduates of this program are able to

- install, maintain, and troubleshoot modern network hardware and software;
- design, implement and administer the user's network environment - including file sharing and printing; and
- devise a network security plan using modern Network Operating Systems, technologies and protocols.

Degree Course Requirements*

COMM110	Effective Speaking ^{1,G}	3
MGMT100	Introduction to Business ²	3
COMM105	Interpersonal Communications ⁵	3
CISC128	Comparative Operating Systems	4
CISC143	Essentials of Networking ^G	4
CISC144	Introduction to MS Windows Professional ^G	4
CISC201	Managing & Maintaining the PC ^G	4
CISC202	Network Administration ^G	4
CISC244	Intro to MS Windows Server ^G	4
CISC234	Topics in Networking ^G	3
CISC235	Network Devices (CISCO) ^G	4
CISC245	Network Troubleshooting ^G	4
	Computing Elective ^F	3
	Cultural Perspectives ^C	3
	College Level Writing ^{A,B}	6
	College Level Mathematics Elective ^{A,D,3}	3
INTG285	Integration of Knowledge ^{G,4}	3
		62

Recommended Semester Sequence

The recommended course sequence is designed for full-time students who average 15 credit hours per

Interested in developing computer applications or software?

...in planning, installing, modifying and trouble shooting computer networks?

...in the structure, design and use of computer software systems and their applications?

Then consider a career in computer and information sciences.

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

Please visit www.bucks.edu for current requirements.



SETH MORGAN ('08) earned the 2008 President's Cup Award for his active involvement in the BCCC chapter of Habitat for Humanity, which helped build houses in Trumbauersville, Pa., and Valdosta, Ga. He also assumed leadership in many other campus events including New Student Orientation, Run for Buck\$ 5K run, and the Upper County Programming Council. The Business Administration major, who maintained a perfect 4.0 grade-point-average, has transferred to Temple University to complete a bachelor's degree in finance.

"Being active at Bucks made a huge difference in how I've grown over the past couple of years. I've met so many different people; I've met business colleagues as well as fellow students and peers. I urge new students to take advantage of the opportunities that Bucks gives you."

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

Please visit www.bucks.edu for current requirements.

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

CISC128	Comparative Operating Systems	4
CISC143	Essentials of Networking ^G	4
MGMT100	Introduction to Business	3
	College Level Writing ^{A,B}	3
	Mathematics ^{A,D,3}	3
		17

Second Semester

CISC144	Introduction to MS Windows Professional ^G	4
CISC201	Managing & Maintaining the PC ^G	4
CISC202	Network Administration ^G	4
	College Level Writing ^{A,B}	3
		15

Third Semester

CISC244	MS Windows Server ^G	4
CISC235	Network Devices (CISCO) ^G	4
COMM110	Effective Speaking ^{G,1}	3
	Cultural Perspectives ^C	3
	Computing Elective ^E	3
		17

Fourth Semester

CISC234	Topics in Networking ^G	3
CISC245	Network Troubleshooting ^G	4
COMM105	Interpersonal Communications ⁵	3
INTG285	Integration of Knowledge ^{E,G,4}	3
		13

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. 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 Choose any CISC, CISE, or CISG course number 102 or higher, or SCIE106.

F Any INTG course may be chosen.

G Course requires prerequisite.

1 Satisfies Creative Expression

2 Satisfies Social Perspectives

3 Satisfies College Level Mathematics or Science.

4 Satisfies Writing Intensive requirement.

5 Satisfies Personal Health.

NOTE: Computer classes may be expensive.

Purchase of equipment may be required.

Computer Networking Technology

CERTIFICATE PROGRAM

Curriculum Code No. 3133

Science, Technology, Engineering & Mathematics

Founders 112 • Phone (215) 968-8305

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

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.

Students who complete this program may be prepared to sit for industry certification exams, such as those offered by Microsoft, Cisco, and CompTIA.

Certificate Course Requirements

CISC128	Comparative Operating Systems	4
CISC143	Essentials of Networking ^A	4
CISC144	Intro to MS Windows Professional ^A	4
CISC201	Managing and Maintaining the PC ^A	4
CISC202	Network Administration ^A	4
CISC244	MS Windows Server ^A	4
CISC234	Topics in Networking ^A	3
CISC235	Network Devices (CISCO) ^A	4
CISC245	Network Troubleshooting ^A	4
		35

A Course requires prerequisite.

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

Criminal Justice

TRANSFER MAJOR

Curriculum Code No. 1189

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 (215) 968-8270

The transfer majors have the following objectives:

- to provide students with a solid foundation in Criminal Justice as an academic field of study in preparation for transfer to a four-year institution;
- to provide students with a comprehensive understanding of the functioning of the criminal justice system's major components- police, courts, and sanctions; and
- to provide students with an understanding of the purposes, scope, and sources of criminal law

Graduates of this program are able to:

- apply their knowledge of the function and roles of the police to representative situations
- describe the function and roles of the courts and apply to representative situations
- analyze the function and roles of sanctions and apply to representative situations
- examine the constitution, elements of crimes, and defenses and apply to appropriate legal cases

Upon completion of this associate degree program, the student will be qualified to apply for a position as a police officer, sheriff deputy, or correctional officer.

Degree Course Requirements

BIOL101	Biological Science I ^{D,1}	4
COMM110	Effective Speaking ^{D,6}	3
COMP110	English Composition I ^{A,D,2}	3
COMP111	English Composition II ^{D,3}	3
CRIJ100	Introduction to the Administration of Criminal Justice ⁷	3
CRIJ110	Introduction to Criminal Law ^E	3
CRIJ130	Criminal Investigation/Forensics ^E	3
CRIJ160	Introduction to Juvenile Justice ^E	3
HIST151	U.S. History: Young America ¹¹	3
HIST152	U.S. History: Modern America ¹¹	3
HLTH110	Responding to Emergencies ⁸	3
INTG285	Integration of Knowledge ^{B,D,5}	3
MATH115	Elementary Statistics ^{A,D,1}	3
POLI120	American State & Local Government	3
PSYC110	Introduction to Psychology ^{4,7}	3
SOCI110	Introduction to Sociology ⁴	3
SOCI150	Criminology ⁹	3
	Criminal Justice Electives ^{E,10}	9
		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,D,2}	3
CRIJ100	Introduction to the Administration [†] of Criminal Justice ⁷	3
HLTH110	Responding to Emergencies ⁸	3
SOCI110	Introduction to Sociology ⁴	3
HIST151	U.S. History: Young America ¹¹	3
		15

Second Semester

COMP111	English Composition II ^{D,3}	3
CRIJ110	Introduction to Criminal Law ^E	3

CRIJ160	Introduction to Juvenile Justice ^E	3
PSYC110	Introduction to Psychology ^{4,7}	3
HIST152	U.S. History: Modern America ¹¹	3
		15

Third Semester

MATH115	Elementary Statistics ^{A,D,1}	3
COMM110	Effective Speaking ^{D,6}	3
CRIJ130	Criminal Investigation/Forensics ^E	3
POLI120	American State & Local Government	3
	Criminal Justice Elective ^{E,10}	3
		15

Fourth Semester

BIOL101	Biological Science I ^{D,1}	4
SOCI150	Criminology ⁹	3
	Criminal Justice Electives ^{E,10}	6
INTG285	Integration of Knowledge ^{C,E,5}	3
		16

A Placement testing required.

B Any INTG course may be chosen.

C Pre-college level courses do not meet this requirement.

D Course requires prerequisite.

E Course requires prerequisite CRIJ100 (C or better) or co-requisite of CRIJ100.

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.

6 Satisfies Creative Expression requirement.

7 Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better), or Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110

8 Satisfies Personal Health requirement.

9 It is strongly recommended that students successfully complete COMP110, SOCI110 and CRIJ100 prior to enrollment.

10 Students may choose any elective within Criminal Justice, or other course outside of Criminal Justice with prior written approval from the Criminal Justice Coordinator or the Assistant Academic Dean.

11. Satisfies Cultural Perspectives requirement.

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.

Culinary/Pastry and Catering Arts

CERTIFICATE PROGRAM

Certificate Code No. 3154

Department of Business Studies

Penn 401 • Phone (215) 968-8227

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

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

Upon completion of this program, graduates will

- demonstrate basic hospitality industry knowledge and be proficient in the core function of their job;
- demonstrate competence in a variety of hospitality industry aspects;
- demonstrate basic written and oral communication skills;
- articulate an understanding of ethical and social issues; and
- apply their training and knowledge to related industry/business problems.

Certificate Requirements

HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation (Certification Course)	3
HRIM120	Basic Food Preparation and Management ^A	3
HRIM121	Advanced Food Preparation & Management ^A	3
HRIM130	Baking and Decorating - Techniques and Procedures ^A	3
HRIM131	Buffet Planning and Preparation/Basic ^A	3
HRIM132	Buffet Planning and Preparation/Advanced ^A	3

HRIM202	Food Purchasing/Techniques and Procedures ^A	3
HRIM203	Menu Planning/Costing/Design ^A	3
		27

A Course requires prerequisite.

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.

Digital Game and Simulation Design

OCCUPATIONAL MAJOR

Curriculum Code No. 2182

Science, Technology, Engineering & Mathematics

Founders 112 • phone (215) 968-8305

The Digital Game and Simulation Design major will prepare students for careers in the digital media industry such as, entry-level game programmers, quality assurance testers or level designers. Minimum skills an individual would be expected to develop by program completion include the ability to:

- plan, develop, and produce working electronic games/simulations using industry standard software tools and game design principles.
- demonstrate knowledge of the various aspects of the Digital Game and Simulation Design Industry.
- display professional conduct and interpersonal communication skills.
- work effectively with others in a team-oriented development environment.

Degree Course Requirements

CISG102	Introduction to Game and Simulation Design	3
CISG112	Foundations of Game Design ^D	3
CISG221	Game Studio I- Design and Development ^D	4
CISG222	Game Studio II - Playtesting and Prototyping ^D	4
CISC115	Computer Science I ^D	4
CISC122	Computer Science II ^D	4
CISC211	Object Oriented C++ ^D	4
COMP110	English Composition I ^A	3
COMP111	English Composition II ^D	3
VAMM209	Multimedia Concepts I ^D	3
VAMM130	3-D Modeling Concepts ^D	3
VAMM230	3-D Animation ^D	3
PSYC110	Introduction to Psychology ^{2,+}	3
COMT101	Introduction to Theatre	3
MUSC124	Electronic Music Synthesis I ¹	3
	College Level Mathematics Elective ^{A, B, 3}	3
INTG285	Integration of Knowledge ^{C, D, 4}	3
COMM105	Interpersonal Communications	3
COMM110	Effective Speaking ^D	3
	Total Credits	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	3
	College Level Mathematics Elective ^{A, B, 3}	3
PSYC110	Introduction to Psychology ^{2,+}	3
CISC115	Computer Science I ^D	4
CISG102	Intro to Game/Simulation Design	3
		16

Second Semester

COMP111	English Composition II ^D	3
VAMM130	3-D Modeling Concepts ^D	3
VAMM209	Multimedia Concepts ^D	3
CISG112	Foundations of Game Design ^D	3
CISC122	Computer Science II ^D	4
		16

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

Please visit www.bucks.edu for current requirements.



JUDY TOLAND ('79), an Associate Professor of Accounting for 20 years, 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!"

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

Please visit www.bucks.edu for current requirements.

Third Semester		
CISC211	Object Oriented C++ ^D	4
CISG221	Game Studio I- Design and Development ^D	4
COMT101	Intro to Theatre	3
VAMM230	3-D Animation ^D	3
		<u>14</u>

Fourth Semester		
MUSC124	Electronic Music Synthesis I ¹	3
CISG222	Game Studio II - Playtesting and Prototyping ^D	4
COMM105	Interpersonal Communications	3
COMM110	Effective Speaking ^D	3
INTG285	Integration of Knowledge ^{C, D, 4}	3
		<u>16</u>

- A Placement testing required
 B Consult an advisor. At least one course must be chosen from the following: MATH110, MATH115, MATH117, MATH120, MATH122, MATH125 or MATH140
 C Any INTG course may be chosen
 D Course requires prerequisite.
 1 Satisfies Creative Expression
 2 Satisfies Social Perspectives
 3 Satisfies College Level Mathematics or Science
 4 Satisfies College Writing Intensive
 † Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better), or Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110

Education — 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) 968-8270

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 prepare to assist teachers in instructional activities including implementing lessons under the supervision of the teacher, providing adaptations and accommodations for students with learning differences lessons as directed by the teacher, monitoring of student progress, and checking assignments and homework.

Graduates of this program are able to

- implement a lesson under the supervision of the teacher.
- describe modifications and accommodations to instruction for students with learning differences to accomplish instructional objectives;
- demonstrate professional behavior when working with students, co-workers, and families; and
- apply strategies as directed to facilitate effective integration of students with learning differences into various settings.

Degree Course Requirements

COMM110	Effective Speaking ^{E,3}	3
COMP110	English Composition I ^{A,E,1}	3
COMP111	English Composition II ^{E,2}	3
EDUC100	Foundations of Education [†]	3
EDUC115	Observing and Recording the Behavior of Young Children ^{F,G}	3
EDUC150	Science and Math Experiences for Young Children ^{F,G}	3
EDUC160	Introduction to Exceptionalities ^{F,G}	3
EDUC170	Language Development ^{F,G}	3
EDUC175	Families, Schools and Communities	3
EDUC220	Practicum in Education ^{E,F,G}	6
LITR246	Children's Literature	3
MATH102	Mathematical Concepts II ^{A,E,5}	3
PSYC110	Introduction to Psychology ^{6,†}	3
PSYC180	Human Growth and Development ^E	3
PSYC190	Educational Psychology ^E	3
	Personal Health Elective ⁴	3
	Cultural Perspectives ^B	3
	Elective ^D	3
INTG285	Integration of Knowledge ^{C,E,7}	3
		<u>60</u>

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		
COMM110	Effective Speaking ^{E,3}	3
COMP110	English Composition I ^{A,E,1}	3
EDUC100	Foundations of Education [†]	3
	Personal Health Elective ⁴	3
PSYC110	Introduction to Psychology ^{6,†}	3
		<u>15</u>

Second Semester

COMP111	English Composition II ^{E,2}	3
EDUC115	Observing and Recording the Behavior of Young Children ^{F,G}	3
MATH102	Mathematical Concepts II ^{A,E,5}	3
PSYC180	Human Growth and Development ^E	3
EDUC150	Science and Math Experiences for Young Children ^{F,G}	3
		15
Third Semester		
EDUC160	Introduction to Exceptionalities ^{F,G}	3
EDUC170	Language Development ^{F,G}	3
LITR246	Children's Literature	3
PSYC190	Educational Psychology ^E	3
	Cultural Perspectives ^B	3
		15
Fourth Semester		
EDUC175	Families, Schools and Communities	3
EDUC220	Practicum in Education ^{E,F,G}	6
INTG285	Integration of Knowledge ^{C,E,7}	3
	Elective ^D	3
		15

- A Placement testing required.
 B Consult the list of courses approved for this subcategory. Any course may be chosen.
 C Any INTG course may be chosen.
 D Pre-college level courses do not meet this requirement.
 E Course requires prerequisite.
 F Course requires field experience.
 G Course requires PA clearances.
 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.
 † Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better), or Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110
 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 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.

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.

Science, Technology, Engineering & Mathematics Founders 112 • Phone (215) 968-8305

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.

Graduates of this program are able to

- apply fundamental mathematics, chemistry, physics, and laboratory measurements to solve accessible engineering problems;
- analyze and make reasoned judgments dealing with engineering problems;
- apply technology to the solution of engineering applications; and
- analyze and explain the economic, societal, environmental, and ethical responsibilities of a professional engineer.

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,G}	4
PHYS112	Engineering Graphics ^G	3
COMM110	Effective Speaking ^{G,3}	3
COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,2}	3
MATH140	Calculus I ^{A,G,4}	4
MATH141	Calculus II ^G	4
MATH242	Calculus III ^G	4
MATH250	Differential Equations ^G	3
PHYS121	Physics I ^G	4
PHYS122	Physics II ^G	4
	Computer Programming ^D	3
	Cultural Perspectives ^B	3
	Engineering Options ^E	12-15
INTG285	Integration of Knowledge ^{F,G,5}	3
ECON111	Principles of Economics: Macro ⁶	3
	Personal Health ^C	3
		66-69

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,G}	4
COMM110	Effective Speaking ^{G,3}	3
COMP110	English Composition I ^{A,G,1}	3
MATH140	Calculus I ^{A,G,4}	4
	Personal Health ^C	3
		17

Second Semester

PHYS112	Engineering Graphics ^H	3
COMP111	English Composition II ^{G,2}	3
MATH141	Calculus II ^G	4
PHYS121	Physics I ^G	4
	Cultural Perspectives ^B	3
		17

Third Semester

PHYS122	Physics II ^G OR	4
	Engineering Options ^E	3/4
MATH250	Differential Equations ^G	3
	Computer Programming ^D	3
ECON111	Principles of Economics: Macro ⁶	3
		16/17

Fourth Semester

INTG285	Integration of Knowledge ^{G,H,5}	3
	Engineering Options ^F	9-11
MATH242	Calculus III ^G	4
		16-18

* Prepared students may take PHYS121 concurrently with MATH140 upon approval of the MaST AAD in accordance with the guide for their particular transfer program. Students accepted for this option may replace CHEM121 with another elective for this term, and take CHEM121 in place of an engineering elective in a subsequent term upon approval of the MaST department.

- A Placement testing required.
 B Choose from HIST111, HIST112, HIST151, HIST152, VAFA193, HUMN111, HUMN120.
 C Choose from HLTH103, PSYC125.
 D Choose from CISC115, CISC127 (Also see E).
 E Electives are to be chosen from the following after advisement: CHEM122, ENGR222, ENGR223, ENGR224, ENGR230, ENGR240, CISC122, CISC123, MATH260. Other engineering electives may be taken upon approval of the MaST AAD.
 F Any INTG course may be chosen.
 G Course requires prerequisite.
 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.
 6 Satisfies Social Perspectives.

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.



ALISON HUGHES ('11) plans to become a high school history teacher after graduating from Bucks and transferring to West Chester University. She received the George F. Tyler III scholarship and is a member of the Phi Theta Kappa honor society.

"Bucks has not only met my expectations, it exceeded them beyond belief. The beautiful campus and smaller classes made me feel right at home, while the easy commute and the ability to personalize my own schedule allowed me to continue working part-time. However, above any of these conveniences, the passionate faculty is what has been most valuable."

Explore a variety of career paths for those interested in public service and public safety.

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

Please visit www.bucks.edu for current requirements.

Environmental Science

TRANSFER MAJOR

Curriculum Code No. 1188

Science, Technology, Engineering & Mathematics
Founders 112 • Phone (215) 968-8305

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 Environmental Science major provides an understanding of a wide range of environmental and ecological concepts. This major is for students planning to earn a baccalaureate degree in the broad range of environmental sciences or seeking employment as a technician in areas such as ecology and environmental sampling, environmental health and sanitation, and pollution control.

Graduates of this program are able to

- sample and analyze the biological, chemical, and physical components of ecosystems;
- utilize geographic information systems (GIS) software to generate project maps and address a wide range of environmental issues;
- participate in habitat restoration and resource management projects; and
- describe how geologic processes can impact the earth system.

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 Requirements

BIOL121	Biological Principles I ^C	4
BIOL122	Biological Principles II ^C	4
BIOL220	Principles of Ecology ^C	4
BIOL228	Microbiology ^C	4
CHEM121	Chemistry I ^{A,C,3}	4
CHEM122	Chemistry II ^C	4
SCIE103	Physical Geology ^{A,C,3}	4
SCIE105	Intro. To Environmental Science	4
SCIE206	Fundamentals of Geographic Information Systems ^C	3
CISC110	Intro. To Information Systems ^{A,C}	3
MATH115	Elementary Statistics ^{A,C,3}	3
	Mathematics Elective ^{A,C,D,3}	3-4
COMP110	English Composition I ^{A,C,1}	3
COMP111	English Composition II ^{C,2}	3
COMM110	Effective Speaking ^{C,5}	3
ECON111	Principles of Economics: Macro ⁶	3
INTG285	Integration of Knowledge ^{C,4}	3
	Personal Health ^B	2
	Cultural Perspectives ^B	3
		64-65

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

SCIE103	Physical Geology ^{A,C,3}	4
SCIE105	Intro. To Environmental Science	4
COMP110	English Composition I ^{A,C,1}	3
	Mathematics Elective ^{A,C,D,3}	3-4
	Personal Health ^B	2
		16-17

Second Semester

CHEM121	Chemistry I ^{A,C,3}	4
MATH115	Elementary Statistics ^{A,C,3}	3
COMP111	English Composition II ^{C,2}	3
CISC110	Intro. To Information Systems ^{A,C}	3
	Cultural Perspectives ^B	3
		16

Third Semester

BIOL121	Biological Principles I ^C	4
CHEM122	Chemistry II ^C	4
COMM110	Effective Speaking ^{C,5}	3
ECON111	Principles of Economics: Macro ⁶	3
INTG285	Integration of Knowledge ^{C,4}	3
		17

Fourth Semester

BIOL122	Biological Principles II ^C	4
BIOL220	Principles of Ecology ^C	4
BIOL228	Microbiology ^C	4
SCIE206	Fundamentals of Geographic Information Systems ^C	3
		15
	Total	64-65

A Placement testing required

B Consult the list of courses approved for this subcategory of the College Catalog. Any course may be chosen.

C Course requires prerequisite.

D Choose from MATH120, MATH122, MATH125, MATH140.

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

6 Satisfies Social Perspectives

Fine Arts

TRANSFER MAJOR

Curriculum code No. 1001

Students interested in Fine Arts at Bucks need to meet with a Visual Arts faculty member for advising.

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 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.

All full-time students entering as Fine Arts majors are required to schedule a portfolio review. In the absence of a portfolio, students will schedule an assessment interview for placement purposes. An art advisor will help select the appropriate sequence of courses.

For the non-art major many electives in art require no pre-requisite or portfolio evaluation.

Graduates of this program are able to

- demonstrate an understanding of the methods and materials associated with drawing, two-dimensional design, and three-dimensional design;
- use traditional and new media to begin to explore and express their own creative voice;
- read about, write about, and analyze art and art history using basic research, critical thinking skills, and a visual arts vocabulary; and
- prepare and present a formal, professional-quality portfolio of work which may be used to apply for admission to a four-year college.

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



DENISE OSHINSKY ('07) transferred to West Chester University on a scholarship based on her achievements at Bucks, which included a spot on the Phi Theta Kappa All-Pennsylvania Academic Team. She graduated summa cum laude from West Chester in 2009 with the honor of Outstanding Teacher Candidate and is substituting in several Bucks County school districts.

"I credit Bucks County Community College, its faculty, and administration for providing me with the educational foundation I needed to pursue my dream of being an elementary school teacher. Also, getting involved in the Future Teachers Organization at Bucks really opened doors for me and gave me a lot more confidence than I ever would have had."

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

Please visit www.bucks.edu for current requirements.

Degree Course Requirements*		
VAF100	Drawing Fundamentals ³	3
VAF101	2-D Design Fundamentals	3
VAF102	3-D Design Fundamentals	3
VAF103	Drawing Composition ^G	3
VAF104	2-D Design Color ^G	3
VAF105	3-D Design Materials/Modeling ^G	3
VAF200	Drawing Anatomy ^G	3
VAF250	Fine Arts and Design Portfolio Studio ^{G,3}	3
VAF202	Figure Drawing ^G	3
COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,2}	3
SOCI110	Intro. to Sociology ⁶	3
	Art History ^{C,4}	6
	College Level Math or Science ^{A,B}	3
INTG285	Integration of Knowledge ^{D,G,5}	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

VAF100	Drawing Fundamentals ³	3
VAF101	2-D Design Fundamentals	3
VAF102	3-D Design Fundamentals	3
COMP110	English Composition I ^{A,G,1}	3
	Art History ^{C,4}	3
		15

Second Semester

VAF103	Drawing Composition ^G	3
VAF104	2-D Design Color ^G	3
VAF105	3-D Design Materials/Modeling ^G	3
COMP111	English Composition II ^{G,2}	3
	Digital Elective ^E	
	OR	
	Art History ^{C,4}	3
		15

Third Semester

VAF200	Drawing Anatomy ^G	3
	Math/Science ^{A,B}	3
VAF250	Fine Arts and Design Portfolio Studio ^{G,3}	3
	Art History ^{C,4}	
	OR	
	Digital Elective ^E	3
	Personal Health ^B	2
	Studio Elective ^F	3
		17

Fourth Semester

VAF202	Figure Drawing	3
SOCI110	Intro. to Sociology ⁶	3
INTG285	Integration of Knowledge ^{D,G,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: VAF191, VAF192, VAF193.

D Any INTG course may be chosen.

E Any of the following may be chosen: VAMM100, VAF110.

F Any studio course with the prefix of VAF, VAGD, VAFW, and/or VAMM may be selected.

G Course requires prerequisite.

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.

*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

TRANSFER MAJOR

Curriculum Code No. 1187

Department of the Arts

Hicks Art Center • Phone (215) 968-8425

Students interested in Fine Woodworking at Bucks need to meet with a Fine Woodworking faculty member for advising.

The Fine Woodworking Transfer Program is designed for the studio arts major interested in specializing in the medium of wood. The major provides the art student with the basic foundation of skills and knowledge necessary for further training in a wood or a fine arts program. The craftsmanship and creative expression of each student is developed through a variety of functional and sculptural projects in wood. A portfolio review is recommended for placement purposes. Graduates will be prepared to transfer to the highest caliber four-year wood programs and qualified for entry level positions in cabinetmaking, furniture designing, furniture making, and machine operating.

Bucks County Community College is an accredited institutional member of the National Association of Schools of Art and Design.

Graduates of this program are able to

- demonstrate an understanding of the methods and materials associated with fundamental drawing, two-dimensional design, and three-dimensional design;
- design and create unique personal finished wood products;
- read about, write about, and analyze art, art history, and furniture history using basic research, critical thinking skills, and a visual arts vocabulary; and
- prepare and present a formal, professional-quality portfolio of work which may be used to apply for transfer applications or an entry-level position in woodworking.

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

Degree Course Requirements*

VAF100	Drawing Fundamentals ³	3
VAF101	2-D Design Fundamentals	3
VAF102	3-D Design Fundamentals	3
VAF103	Drawing Composition ^C	3
VAF104	2-D Design Color ^C	3
VAF105	3-D Design Materials/Modeling ^C	3
VAF110	Digital Photo Fundamentals	3
VAFW190	History of American Furniture	3
VAF193	History of Modern Art ⁴	3
VAF250	Fine Arts and Design Portfolio Studio ^{C,3}	3
VAFW100	Fine Woodworking Fundamentals	3
VAFW140	Cabinetmaking ^C	3
VAMM130	3-D Modeling Concepts	3
COMP110	English Composition I ^{1,A,C}	3
COMP111	English Composition II ^{2,5,C}	3
INTG285	Integration of Knowledge ^{5,C,D}	3
SOCI110	Intro to Sociology	3
	Fine Wood Studio Electives ^B	6
	Personal Health ^B	2
	College Level Math/Science ^{A,B}	3
		62

Fine Wood Studio Elective Courses

VAFW133	Woodcarving/Furniture ^C	3
VAFW136	Bending and Veneering ^C	3
VAFW137	Chair Construction ^C	3
VAFW138	Table Systems ^C	3
VAFW145	Conceptual Furniture	3
VAFW180	Woodturning	3
VAFW181	Woodturning II ^C	3
VAFW280	Cooperative Education/Fine Woodworking ^C	3
VAF107	Intro to Jewelry and Metalsmithing	3
VAF141	Introduction to Sculpture	3
VAF147	Introduction to Glassblowing	3
VAF181	Introduction to Ceramics	3
VAF200	Drawing Anatomy ^C	3
VAF246	Sculpture/Foundry ^C	3

Students consider issues such as safe land use, resource management, habitat restoration and the regulatory process as they prepare for entry level positions in the expanding enviro-tech field.

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

Please visit www.bucks.edu for current requirements.



JACOB GALLAGHER, a 20-year-old Emergency Management and Public Safety major, has been a firefighter since he was 13 and an EMT since age 16. He says he chose Bucks for its reputation for training first-responders and for the convenience of balancing career and academics.

“Bucks offers the Emergency Management program, which not too many colleges or universities have. I can also work while I go to school, so I can look for a career while finishing my degree.”

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

Recommended Semester Sequence

First Semester		
VAFA100	Drawing Fundamentals ³	3
VAFA101	2-D Design Fundamentals	3
VAFA102	3-D Design Fundamentals	3
VAFA193	History of Modern Art ⁴	3
COMP110	English Composition I ^{1,A,C}	3
		15

Second Semester		
VAFA103	Drawing Composition ^C	3
VAFA104	2-D Design Color ^C	3
VAFA105	3-D Design Materials/Modeling ^C	3
VAFW190	History of American Furniture	3
COMP111	English Composition II ^{2,5,C}	3
		15

Third Semester		
VAFW100	Fine Woodworking Fundamentals	3
VAFA250	Fine Arts and Design Portfolio Studio ^{C,3}	3
VAMM130	3-D Modeling Concepts	3
VAFW140	Cabinetmaking ^C	3
	Personal Health ^B	2
	College Level Math/Science ^{A,B}	3
		17

Fourth Semester		
INTG285	Integration of Knowledge ^{5,C,D}	3
SOCI110	Intro to Sociology	3
VAFA110	Digital Photo Fundamentals	3
	Fine Wood Studio Electives ^B	6
		15

- A Placement testing required.
 B Consult the list of course approved for this subcategory. Any course may be chosen.
 C Requires prerequisite and/or corequisite.
 D Any INTG course 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.

*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.

Fire Science

OCCUPATIONAL MAJOR
 Curriculum Code No. 2158

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) 968-8270

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. Graduates of this program learn to analyze, synthesize and evaluate Fire Science problems and to be prepared to enter positions of responsibility that will include careers working in fire investigation, code inspection, insurance investigation, fire equipment inspection, risk analysis and pre-emergency planning both in government and in private industry. The skills obtained will assist the graduate in obtaining promotion, working as

fire code enforcement officers, fire protection technicians and designers. In addition the graduate will be able to work in private industry as sales representatives or technical experts in public safety administration positions.

Graduates of this program will be able to:

- demonstrate the skills required for leadership in the fire service;
- evaluate fire ground strategy and tactics;
- prepare a pre-fire plan using CAD programming;
- interpret the requirements for fire detection and suppression systems; and
- interpret the roles of fire investigation and of fire prevention.

Degree Course Requirements

COMP110	English Composition I ^{A,D,1}	3
COMP114	Technical Writing ^{D,2}	3
CHEM101	Chemistry A ^{D,3}	4
MATH110	Mathematics for Technology ^{A,D}	3
COMM110	Effective Speaking ^{C,D}	3
SOCI110	Introduction to Sociology ^E	3
	Cultural Perspective ^B	3
	Personal Health ^B	2
INTG285	Integration of Knowledge ^{D,4}	3
FRSC100	Introduction to Fire Science	3
FRSC201	Firefighting Strategy and Tactics	3
FRSC202	Hazardous Materials	3
FRSC103	Building Construction for the Fire Service	3
FRSC104	The International Fire Prevention and Building Code	3
FRSC205	Fire Protection Systems	3
FRSC206	Fire Investigation	3
FRSC107	Pre-emergency Planning and Computer Assisted Design	3
FRSC208	Organization and Management of Emergency Services	3
FRSC209	Fire Service Occupational Safety And Health	3
FRSC110	Fire Prevention and Fire Safety Education	3
		30

Recommended Semester Sequence

First semester		
COMP110	English Composition I ^{A,D,1}	3
FRSC100	Introduction to Fire Science	3
FRSC103	Building Construction for the Fire Service	3
MATH110	Mathematics for Technology I ^{A,D}	3
COMM110	Effective Speaking ^{C,D}	3
		15

Second Semester		
FRSC104	The International Fire Prevention and Building Code	3
FRSC110	Fire Prevention and Fire Safety Education	3
COMP114	Technical Writing ^{D,2}	3
CHEM101	Chemistry A ^{D,3}	4
FRSC107	Pre-emergency Planning and Computer Assisted Design	3
		16

Third Semester		
FRSC201	Firefighting Strategy and Tactics	3
FRSC202	Hazardous Materials	3
FRSC205	Fire Protection Systems	3
FRSC209	Fire Service Occupational Safety & Health	3
	Cultural Perspectives ^B	3
		15

Fourth Semester		
FRSC206	Fire Investigation	3
FRSC208	Organization and Management of Emergency Services	3
SOCI110	Introduction to Sociology ^E	3
	Personal Health ^B	2
INTG285	Integration of Knowledge ^{D,4}	3
		14

- A Placement testing required
- B Consult approved list.
- C Satisfies Creative Expression
- D Course requires prerequisite.
- E Satisfies Social Perspective
- 1 Satisfies College Writing, Level I
- 2 Satisfies College Writing, Level II
- 3 Satisfies College Level Math or Science
- 4 Satisfies Writing Intensive Requirement

MGMT130	Business Law	3
MGMT100	Introduction to Business ⁴	3
MGMT120	Business Mathematics ^{A,E,5}	3
MGMT140	Supervision	3
MKTG100	Principles of Marketing ^E	3
OADM110	Business Communication ^{A,E,1}	3
	Business Electives ^D	6
	Cultural Perspectives ^C	3
		<u>63</u>

Food Service Management

OCCUPATIONAL MAJOR
Curriculum Code No. 2101

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) 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 non-commercial 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 of this program are able to

- demonstrate basic hospitality industry knowledge and demonstrate proficiency in the core functions of their hospitality positions;
- communicate effectively with internal and external customers through oral, written or graphic methods to demonstrate professional attitudes and workplace habits;
- plan and develop appropriate and nutritious menus that meet the requirements of hotels, restaurants and non-commercial operations; and
- organize and direct food production and service in a variety of settings and supervise employees.

Degree Course Requirements*

COMM110	Effective Speaking ^{E,2}	3
COMP110	English Composition I ^{A,E,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 ^E	3
HRIM120	Basic Food Preparation and Management ^E	3
HRIM121	Advanced Food Preparation and Management ^E	3
HRIM200	Hotel & Lodging Operations Management ^E	3
HRIM210	HRIM Internship ^E	3
HRIM220	HRIM Seminar ^{E,6}	3
HRIM280	Cooperative Education - HRI ^{B,E}	3

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 Communication ^{A,E,1}	3
	Cultural Perspectives ^C	3
		<u>15</u>

Second Semester

COMP110	English Composition I ^{A,E,1}	3
HRIM200	Hotel & Lodging Operations Management ^E	3
HRIM120	Basic Food Preparation and Management ^E	3
MGMT120	Business Mathematics ^{A,E,5}	3
MKTG100	Principles of Management ^E	3
		<u>15</u>

Summer Session

HRIM210	HRIM Internship ^E	3
		3

Third Semester

COMM110	Effective Speaking ^{E,2}	3
HRIM110	Financial Management in Tourism & Hospitality ^E	3
HRIM121	Advanced Food Preparation and Management ^E	3
MGMT130	Business Law	3
MGMT140	Supervision	3
		<u>15</u>

Fourth Semester

HLTH120	Nutrition ³	3
HRIM220	HRIM Seminar ^{E,6}	3
HRIM280	Cooperative Education-HRIM ^{B,E}	3
	Business Electives ^D	6
		<u>15</u>

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 Select any two of the following: HRIM130, HRIM131, HRIM132, HRIM202, HRIM203. See advisor before making selection.

E Course requires prerequisite.

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 Revisions to Degree/Major for important information 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.

Furniture & Cabinetry

CERTIFICATE PROGRAM
Curriculum Code No. 3187

Department of the Arts

Hicks Art Center – Phone: 215-968-8425

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>



MONIKA DANOS ('92) is a telecommunications analyst at NASA's Jet Propulsion Laboratory in Pasadena, Calif., where she has worked on the Mars Exploration Rover and other deep space missions. 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.

This one-year certificate program develops essential entry-level skills required in the furniture/cabinetmaking business. An introduction to the history and theory of making functional wooden objects is combined with studio practices related to handling materials and employing safe working methods. The program provides students with practical experience in using hand tools, power tools, and other equipment routinely used in the industry.

Graduates of this certificate are able to:

- design and create functional wood products;

Studio courses can be expensive. Lab Fees may be required.

Certificate Course Requirements with recommended sequence*

VAFW100	Fine Woodworking Fundamentals	3
VAFW140	Cabinetmaking ^B	3
VAFW100	Drawing Fundamentals ^A	3
VAMM130	3-D Modeling Concepts	3
VAFW138	Table Systems ^B	3
VAFW136	Bending and Veneering ^B	3
VAFW193	History of Modern Art or	
VAFW190	History of American Furniture	3
VAFW250	Fine Arts and Design Portfolio Studio ^F	3
VAFW	Fine Wood Studio Electives	
	or Co-op ^B	6
		30

Suggested Electives (Select two):

VAFW133	Woodcarving/Furniture ^B	3
VAFW137	Chair Construction ^B	3
VAFW145	Conceptual Furniture ^B	3
VAFW180	Woodturning	3
VAFW181	Woodturning II ^B	3
VAFW280	Cooperative Education/Fine Woodworking ^B	3

^A Portfolio review required with Fine Arts advisor.

^B Requires prerequisite and/or co requisite.

* 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.

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 experience and then introduces students to the field of graphic design using up-to-date technology and industry-standard software applications. Although graduates from this program typically pursue transfer to professional art schools and complete a baccalaureate degree, this program also provides sufficient training for those seeking to begin an entry-level graphic design career in advertising agencies, publishing companies, television stations, packaging companies, magazines, and other firms in the business of communicating information visually.

All full-time students entering as Graphic Design majors are required to schedule a portfolio review. In the absence of a portfolio, students will schedule an assessment interview for placement purposes. An art advisor will help select the appropriate sequence of courses.

Graduates of this program are able to:

- demonstrate an understanding of the methods and materials associated with drawing, two-dimensional design, and three-dimensional design;
- read about, write about, and analyze art and art history using basic research, critical thinking skills, and a visual arts vocabulary;
- demonstrate and apply fundamental skills associated

with digital imaging, layout, typography, graphic design, and web design; and

- prepare and present a formal, professional-quality portfolio of work.

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

Degree Course Requirements*

VAFW100	Drawing Fundamentals ^{A,3}	3
VAFW101	2-D Design Fundamentals	3
VAFW102	3-D Design Fundamentals	3
VAFW103	Drawing Composition ^F	3
VAFW104	2-D Design Color ^F	3
VAFW105	3-D Design Materials & Modeling ^F	3
VAFW250	Fine Arts and Design Portfolio Studio ^F	3
VAGD101	Layout and Basic Typography	3
VAGD201	Graphic Design ^F	3
VAMM100	Digital Imaging	3
VAMM110	Web and Interactive Design ^F	3
COMP110	English Composition I ^{A,1}	3
COMP111	English Composition II ^{F,2}	3
INTG285	Integration of Knowledge ^{D,F,5}	3
	Social Perspective ^B	3
	Art History ^{C,4}	6
	College Level Math or Science ^{A,B}	3
	Personal Health ^B	2
	Studio Electives ^E	6
		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

VAFW100	Drawing Fundamentals ^{A,3}	3
VAFW101	2-D Design Fundamentals	3
VAFW102	3-D Design Fundamentals	3
VAMM100	Digital Imaging	3
COMP110	English Composition I ^{A,1}	3
		15

Second Semester

VAFW103	Drawing Composition ^F	3
VAFW104	2-D Design Color ^F	3
VAFW105	3-D Design Materials & Modeling ^F	3
COMP111	English Composition II ^{F,2}	3
	Art History ^{C,4}	3
		15

Third Semester

VAGD101	Layout and Basic Typography	3
VAMM110	Web and Interactive Design ^F	3
	Studio Elective ^E	3
	Social Perspectives ^B	3
	Art History ^{C,4}	3
	Personal Health ^B	2
		17

Fourth Semester

VAGD201	Graphic Design ^F	3
VAFW250	Fine Arts and Design Portfolio Studio ^F	3
	College Level Math or Science ^{A,B}	3
INTG285	Integration of Knowledge ^{C,F,5}	3
	Studio Elective	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: VAFW191, VAFW192, VAFW193.

^D Any INTG course may be chosen.

^E Suggested Electives: VACV140, VAFW110, VAFW151, VAFW161, VAFW200, VAFW202, VAGD102, VAGD280, VAMM209.

^F Course requires prerequisite.

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.

*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.

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) 968-8451

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.

Students who complete this program will be able to:

- demonstrate an understanding of basic health materials and physical education skills;
- communicate effectively in both oral and written forms; be able to write lesson plans, and teach a physical education class;
- access, evaluate and use information as it becomes available to continually improve and update their personal health and physical education objectives, and those that they will communicate to their future classes; and
- demonstrate an understanding of how they can change their lives and those of their students by improving their attitudes about health, exercise and nutrition.

Degree Course Requirements

COMM110	Effective Speaking ^{G,4}	3
COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,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 ^G	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 ^F	3
INTG285	Integration of Knowledge ^{E,G,6}	3
	Physical Education Skills Courses ^B	<u>12</u>
		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,G,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	<u>3</u>
		16

Second Semester

COMP111	English Composition II ^{G,2}	3
HLTH110	Responding to Emergencies ⁵	3
PHED183	Movement and Physical Education for Early Childhood ^G	3
	Electives ^F	3
	Physical Education Skills Courses ^B	4
		16

Third Semester

COMM110	Effective Speaking ^{G,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	<u>2</u>
		14

Fourth Semester

HLTH120	Nutrition ⁵	3
SOCI110	Introduction to Sociology ³	3
INTG285	Integration of Knowledge ^{E,G,6}	3
	Mathematics A and/or Science ^C	3
	Physical Education Skills Courses ^B	<u>2</u>
		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 course may be chosen.

F Pre-college level courses do not meet this requirement.

G Course requires prerequisite.

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.

† Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better), or Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110

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.

Health Information Technology

OCCUPATIONAL MAJOR

Curriculum Code No. 2191

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 Health Information Technology Associate degree program is designed to prepare the student to function effectively in a technical manner in health information departments in a wide variety of healthcare settings. These settings include: ambulatory care, rehabilitation centers, drug and alcohol facilities, local health departments, third-party payers, pharmaceutical companies, acute care, as well as other healthcare related organizations such as insurance companies, consulting firms and technology companies. The curriculum is designed to prepare entry-level graduates with the knowledge and skills necessary to use, analyze, present, abstract, code, add, store and/or retrieve healthcare data for the support of departmental operations and clinical and business decision making in healthcare or related organizations.

Health Information Technology professionals are employed as health data analysts, insurance claims analysts, records technician specialists, clinical coding specialists, physician practice managers, or patient information coordinators.

Graduates of this program are able to

- apply analytical thinking and problem-solving skills necessary to perform complex coding and billing tasks;

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

Please visit www.bucks.edu for current requirements.

- demonstrate an understanding of the healthcare field and how health-related information is managed and shared between medical facilities; and
- analyze and manage healthcare data using current medical application software; and
- apply Health Insurance Portability and Accountability Act (HIPAA) regulations to protect the security and confidentiality of electronic patient health information.

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

Degree Course Requirements

BIOL181	Human Anatomy & Physiology I ^D	4
BIOL182	Human Anatomy & Physiology II ^D	4
CISC110	Intro to Information Systems ^{A,D}	3
COMM110	Effective Speaking ^{D,5}	3
COMP110	English Composition I ^{A,B,1}	3
INTG285	Integration of Knowledge ^{C,D,4}	3
MATH115	Elementary Statistics ^{A,B,D,3}	3
MEDA120	Medical Terminology ^A	3
HITT105	Legal Aspects of Health Information Technology	3
HITT190	Introduction to Health Information Technology	3
HITT207	Health Information Technology Applications ^D	3
HITT208	Healthcare Quality Improvement ^D	3
HITT217	Health Insurance & Reimbursement ^D	3
HITT250	Basic Pathophysiology and Pharmacology for Health Information Technology ^D	3
HITT297	Medical Coding ^D	3
HITT298	Advanced Procedural Coding ^D	3
HITT299	Advanced Diagnostic Coding ^D	3
HITT280	Health Information Technology Externship ^D	3
MGMT100	Introduction to Business ^{A,2}	3
OADM110	Business Communication ^{A,2}	3
	Cultural Perspective ^E	3
	Personal Health ^E	2
		<u>67</u>

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

MEDA120	Medical Terminology ^A	3
HITT190	Introduction to Health Information Technology	3
CISC110	Intro to Information Systems ^{A,D}	3
HITT105	Legal Aspects of Health Information Technology	3
BIOL181	Human Anatomy & Physiology I ^D	4
		<u>16</u>

Second Semester

COMP110	English Composition I ^{A,B,1}	3
MATH115	Elementary Statistics ^{A,B,D,3}	3
HITT297	Medical Coding ^D	3
BIOL182	Human Anatomy & Physiology II ^D	4
	Personal Health ^E	2
		<u>15</u>

Third Semester

HITT298	Advanced Procedural Coding ^D	3
MGMT100	Introduction to Business ^{A,2}	3
OADM110	Business Communication ^{A,2}	3
HITT207	Health Information Technology Applications ^D	3
HITT217	Health Insurance & Reimbursement ^D	3
COMM110	Effective Speaking ^{G,4}	3
		<u>18</u>

Fourth Semester

HITT208	Healthcare Quality Improvement ^D	3
HITT250	Basic Pathophysiology and Pharmacology for Health Information Technology ^D	3
HITT299	Advanced Diagnostic Coding ^D	3
INTG285	Integration of Knowledge ^{C,D,4}	3
		<u>15</u>

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

Please visit www.bucks.edu for current requirements.

Fifth Semester

HITT288	Health Information Technology Externship ^D	3
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- A Open to Credit by Examination.
- B Placement testing required.
- C Any INTG course may be chosen.
- D Course requires prerequisite.
- E Consult the list of courses approved for this subcategory.
- 1 Satisfies College Writing Requirement
- 2 Satisfies Social Perspectives.
- 3 Satisfies College level Mathematics or Science.
- 4 Satisfies Writing Intensive requirement.
- 5 Satisfies Creative Expression.

Historic Preservation

CERTIFICATE MAJOR

Curriculum Code No. 3127

Department of Social and Behavioral Science

Penn 301 • Phone (215) 968-8270

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

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.

Graduates of this program are 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; and
- 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 ^A	3
	required:	<u>15</u>

Electives: (9 credits required)

HIST194	Historic Preservation Planning and Sustainability	3
HIST195	Introduction to Historical Archaeology	3
HIST202	Law, Taxes and Zoning for Historic Preservation	3
HIST204	Oral History in Preservation	3
HIST205	Restoration Workshop I	3
HIST207	HABS Workshop	3
HIST210	Preservation Field Studies	3
HIST214	Preservation Lab	3
HIST216	Historic Garden Preservation	3
HIST219	Management of Historic Sites	3
INDP290	Independent Study: Historic Preservation	3
VAFW190	History of American Furniture	3
		<u>24</u>

Recommended Semester Sequence

First Semester

HIST197	The History and Theory of Historic Preservation	3
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Second Semester		
HIST198	History of American Architecture	3
	Elective	3
Summer		
	Elective	3
Third Semester		
HIST199	Methodology and Documentation in Historic Preservation	3
	Elective	3
Fourth Semester		
HIST201	Building Conservation	3
HIST203	Internship for Historic Preservation	3

A Course requires prerequisite.

Hospitality & Tourism Management

OCCUPATIONAL MAJOR

Curriculum Code No.2022

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 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 non-commercial 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 of this program are able to

- demonstrate basic hospitality industry knowledge and proficiency in the core functions of their hospitality positions;
- communicate effectively with internal and external customers through oral, written or graphic methods to demonstrate professional attitudes and workplace habits;
- employ asset management techniques in various hospitality operations to control costs; and
- organize and direct food production and service in a variety of settings and supervise employees.

Degree Course Requirements*

ACCT103	Introductory Accounting	
	or	
ACCT105	Financial Accounting ^E	3/4
CISC100	Introduction to Computers	
	or	
CISC110	Introduction to Information Systems ^E	3
COMM110	Effective Speaking ^{E,2}	3
COMP110	English Composition I ^{A,E,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 ^E	3

HRIM120	Basic Food Preparation and Management ^E	3
HRIM121	Advanced Food Preparation and Management ^E	3
HRIM200	Hotel & Lodging Operations Management ^E	3
HRIM210	HRIM Internship ^E	3
HRIM220	HRIM Seminar ^{E,6}	3
HRIM280	Cooperative Education - HRI ^{B,E}	3
MGMT130	Business Law	3
MGMT100	Introduction to Business ⁴	3
MGMT120	Business Mathematics ^{A,E,5}	3
MKTG100	Principles of Marketing ^E	3
OADM110	Business Communication ^{A,E,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

HRIM100	Introduction to Tourism and Hospitality	3
HRIM105	Safety and Sanitation (Certification Course)	3
MGMT100	Introduction to Business ⁴	3
OADM110	Business Communication ^{A,E,1}	3
	Cultural Perspectives ^C	3
		15

Second Semester

COMP110	English Composition ^{A,E,1}	3
HRIM120	Basic Food Preparation and Management ^E	3
HRIM200	Hotel & Lodging Operations Management ^E	3
MGMT120	Business Mathematics ^{A,E,5}	3
MKTG100	Principles of Marketing ^E	3
		15

Summer Session

HRIM210	HRIM Internship ^E	3
		3

Third Semester

ACCT103	Introductory Accounting or Financial Accounting ^E	3/4
ACCT105	Effective Speaking ^{E,2}	3
COMM110	Effective Speaking ^{E,2}	3
HRIM110	Financial Management in Tourism & Hospitality ^E	3
HRIM121	Advanced Food Preparation and Management ^E	3
MGMT130	Business Law	3
		15/16

Fourth Semester

CISC100	Introduction to Computers or	
CISC110	Introduction to Information Systems ^E	3
HLTH120	Nutrition ³	3
HRIM220	HRIM Seminar ^{E,6}	3
HRIM280	Cooperative Education-HRI ^{B,E}	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.

E Course requires prerequisite.

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



JAMES R. BENNETT ('83), who earned a full scholarship to the prestigious School of Visual Arts in New York based on the portfolio he created at Bucks, is an award-winning artist and illustrator of Jerry Seinfeld's best-selling children's book, *Halloween*.

"When I give lectures at art schools around the country, I always bring up my experience at Bucks," the Pipersville resident says. "It was a great experience because [the faculty] broke down everything about painting, sculpture and art to its basic form. I had a much more well-rounded idea about how to paint a picture. I tell students that it's much easier to specialize after you have such a broad base."

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

Please visit www.bucks.edu for current requirements.

Hotel/Restaurant/ Institutional Supervision

CERTIFICATE PROGRAM
Curriculum Code No. 3073

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

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

This certificate program prepares students for such careers as supervisors and management trainees in hotels, restaurants, schools and nursing homes. Graduates of this program are able to:

- demonstrate basic hospitality industry knowledge and proficiency in the core functions of their hospitality positions;
- communicate effectively with internal and external customers through oral, written or graphic methods to demonstrate professional attitudes and workplace habits;
- employ asset management techniques in various hospitality operations to control costs; and
- organize and direct operations and service in a variety of settings and supervise employees.

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 ^A	3
HRIM200	Hotel and Lodging Operations Management ^A	3
HRIM120	Basic Food Preparation and Management ^A	3
HRIM121	Advanced Food Preparation and Management ^A	3
HRIM220	HRI Seminar ^A	3
MGMT130	Business Law	3
MGMT200	Organizational Behavior ^A	3
OADM110	Business Communication ^A	3
		33

^A Course requires prerequisite.

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.

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.

Science, Technology, Engineering & Mathematics
Department

Founders 112 • Phone (215) 968-8305

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.

Graduates of this program will be able to:

- Develop a plan for achieving vocational and/or transfer goals.
- Prepare a clearly delineated transfer plan tailored to the transfer school of choice.

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 Science, Technology, Engineering & Mathematics Department to develop a Transfer Education Plan. This plan must be approved by the Dean of Academic Affairs.

Degree Course Requirements

COMM110	Effective Speaking ^{F,3}	3
COMP110	English Composition I ^{A,F,1}	3
COMP111	English Composition II ^{F,2}	3
	Cultural Perspectives ^B	3
	Social Perspectives ^C	3
	College Level Mathematics ^{A,B} or Science ^B	3
	Personal Health ^B	2
INTG285	Integration of Knowledge ^{F,2}	3
	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,F,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 ^{F,2}	3
	Social Perspectives ^C	3
	Personal Health ^D	2
	Transferable Electives ^{D,E}	<u>8</u>
		16

Third Semester

COMM110	Effective Speaking ^{F,3}	3
	Transferable Electives ^{D,E}	<u>13</u>
		16

Fourth Semester

INTG285	Integration of Knowledge ^{F,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, RUSS110, RUSS111

^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 chairperson of the Science, Technology, Engineering & Mathematics Department.

^E A Transfer Education Plan (TEP) must be completed in consultation with and have written approval from the assistant academic dean of the Mathematics, Science & Technology department.

^F Course requires prerequisite.

1 Satisfies College Writing requirement.

2 Satisfies College Writing Intensive requirement.

3 Satisfies Creative Expression requirement.

Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Information Science & Technology

TRANSFER MAJOR

Curriculum Code No. 1102

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.

Science, Technology, Engineering & Mathematics
Department

Founders 112 • Phone (215) 968-8305

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 pursuing this major develop an understanding of the business environment and its information processing needs.

Degree Course Requirements*

CISC110	Introduction to Information Systems ^G	3
CISC113	Visual Basic Programming I ^G	3
CISC115	Computer Science I ^G	4
CISC122	Computer Science II ^G	4
CISC213	Computer Science III ^G	4
CISC128	Comparative Operating Systems	4
CISC143	Essentials of Networking ^G	4
CISC215	Database Design and Application Development ^G	3
VAMM110	Web and Interactive Design	3
COMM110	Effective Speaking ^{G,3}	3
COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,2}	3
MGMT100	Introduction to Business	3
INTG285	Integration of Knowledge ^{E,G,6}	3
	Cultural Perspectives ^B	3
	College level Mathematics Electives ^{A,C,F,5}	6
	Personal Health ^B	2
	Elective ^F	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	Introduction to Information Systems ^G	3
COMP110	English Composition I ^{A,G,1}	3
CISC115	Computer Science I ^G	4
MGMT100	Introduction to Business	3
	Cultural Perspectives ^B	3
		16

Second Semester

CISC128	Comparative Operating Systems	4
CISC113	Visual Basic Programming I ^G	3
COMP111	English Composition II ^{G,2}	3
CISC122	Computer Science II ^G	4
	Mathematics ^{A,C,F,5}	3
		17

Third Semester

VAMM110	Web and Interactive Design	3
CISC143	Essentials of Networking ^G	4
CISC213	Computer Science III ^G	4
	Personal Health ^B	2
	Mathematics ^{A,C,F,5}	3
		16

Fourth Semester

COMM110	Effective Speaking ^{G,3}	3
CISC215	Database Design and Development ^G	3
INTG285	Integration of Knowledge ^{E,G,6}	3
	Elective ^F	3
		12

A Placement testing required.

B Consult the list of courses approved for this subcategory. Any course may be chosen.

C Choose either MATH117 and 118 or MATH140 and 141.

E Any INTG course may be chosen.

F Pre-college level courses do not meet this requirement.

G Course requires prerequisite.

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.

Information Technology Studies

OCCUPATIONAL MAJOR - AAS

Curriculum Code No. 2164

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.

Science, Technology, Engineering & Mathematics Department

Founders 112 • Phone (215) 968-8305

This major is for students whose educational and occupational goals are not met by the Science, Technology, Engineering & Mathematics 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 Science, Technology, Engineering & Mathematics Department Assistant Academic Dean. 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 Science, Technology, Engineering & Mathematics Assistant Academic Dean.

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; and
- work effectively as a team member to plan and implement solutions to computer related problems.

Degree Course Requirements*

COMM110	Effective Speaking ^{G,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 ^{F,G,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	2



ADELAIDE CROMPTON earned a certificate in Historic Preservation, then put those skills to work by restoring a historic farmhouse in Warminster.

"The house needed a lot of work, but I restored it myself with the knowledge that I got from the Historic Preservation program. The instructors and professors gave me the courage to buy an old house and restore it."

Bucks was the first community college in the nation to offer a Historic Preservation program.

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

Please visit www.bucks.edu for current requirements.



JAIME ROJAS attended Bucks for three years (1996-99) then transferred to Widener University, where he earned his Bachelor of Science degree in hospitality administration. The restaurant manager, who came to the United States from Mexico, says Bucks gave him a wonderful opportunity to start college and complete his degree at a private university.

"I chose Bucks because it was close to home and very affordable, then found the classes to be just as challenging as Widener. It's absolutely the best way to get an education, because the classes and professors are the same level as any university."

Hospitality and Tourism majors advance to occupations as hotel and restaurant managers.

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

Second Semester		15
College Level Writing ^{A,B}		3
Cultural Perspectives ^C		3
Personal Health ^C		2
Computing Electives ^E		6
		14
Third Semester		
COMM110 Effective Speaking ^{G,1}		3
College Level Mathematics Elective ^{D,3}		3
Computing Electives ^E		9
		15
Fourth Semester		
INTG285 Integration of Knowledge ^{F,G,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. 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 Assistant Academic Dean: Mathematics, Science and Technology Department.
F Any INTG course may be chosen.
G Course requires prerequisite.
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.

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 print and online journalism. The courses parallel the offerings in the first two years of most four-year journalism programs. The weekly campus newspaper 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.

The Journalism Program of Study is for students who:

- intend to transfer to four-year colleges in journalism or a communication major;
- want to gain employment in entry-level news reporting or editing;
- want to use the most current layout software in publishing or a newspaper position; and
- desire experience in both print and online journalism.

Journalism Program of Study Learning Outcomes:

- Graduates of this program are able to
- demonstrate the competencies described in the BCCC Core Curriculum;
 - understand the complexities of media and society studies;
 - practice the skills and knowledge necessary for jobs in print and online journalism, including a solid grounding in the fundamentals of news reporting, writing, editing, and page layout; and
 - demonstrate their understanding of journalism ethics,

press freedom, the First Amendment, and libel law.

Degree Course Requirements		
COMM110 Effective Speaking ^{A,E}		3
COMM111 Media and Society		3
COMP110 English Composition I ^{A,E,1}		3
COMP111 English Composition II ^{G,2}		3
ECON111 Principles of Economics - Macro		3
HIST151 U.S. History: Young America ³		3
HIST152 U.S. History: Modern America ³		3
JOUR175 News Reporting and Writing ^G		3
JOUR275 Newspaper Editing and Page Layout ^H		3
JOUR276 Feature Writing for Newspapers and Magazines ^H		3
JOUR277 Public Affairs Reporting ^H		3
JOUR278 Webcast News Production ^H		3
LITR232 American Literature from 1865 or Introduction to Short Fiction		3
LITR277 American State and Local Government		3
POLI120 College Level Mathematics ^{A,E} or Science ^E		3
		3
		3
INTG285 Integration of Knowledge ^{E,F,4}		4
Personal Health ^D		2
Social Perspectives ^C		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

COMM111 Media and Society	3
COMP110 English Composition I ^{A,E,1}	3
JOUR175 News Reporting and Writing ^G	3
POLI120 American State and Local Government	3
HIST151 U.S. History: Young America ³	3
	15

Second Semester

COMP111 English Composition II ^{G,2}	3
College Level Mathematics ^{A,E} or Science ^E	3
COMM110 Effective Speaking ^{A,E}	3
ECON111 Principles of Economics - Macro	3
JOUR276 Feature Writing for Newspapers and Magazines ^H	3
	15

Third Semester

LITR232 American Literature from 1865 or Introduction to Short Fiction	3
LITR277 Electives ¹	4
	2
JOUR275 Newspaper Editing and Page Layout ^H	3
JOUR278 Webcast News Production ^H	3
	15

Fourth Semester

HIST152 U.S. History: Modern America ³	3
Creative Expression ^B	3
Social Perspectives ^C	3
INTG285 Integration of Knowledge ^{G,K,4}	3
JOUR277 Public Affairs Reporting ^H	3
	15

- A Placement testing required.*
B Choose from COMP115, COMP116.
C Choose from GEOG110, POLI111, PSYC110, SOCI110, WMST110.
D Choose from HLTH103, HLTH110, HLTH120, HLTH130, HLTH200, PSYC100, PSYC120, or PSYC125.
E Course requires prerequisite.
F Any INTG course may be chosen.
G Corequisite or prerequisite: COMP107 or COMP110.
H Choose from JOUR155, JOUR275, JOUR276.
H Prerequisite: JOUR175.
I Choose from VAMM100, JOUR155.
1 Satisfies College Writing Level I.
2 Satisfies College Writing Level II.
3 Satisfies Cultural Perspectives.
4 Satisfies Writing Intensive requirement.

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

VAFA194	American Art History	3
COMM110	Effective Speaking ^H	3
COMP110	English Composition I ^{B,H,1}	3
COMP111	English Composition II ^{H,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: Young America ⁴	3
HIST152	U.S. History: Modern America 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
	College Level Mathematics ^B or Science ^E	3
	Creative Expression ^C	2
	Electives ^G	8
	Integration of Knowledge ^{F,5}	3
	Personal Health ^D	2
		<u>60</u>

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,H,1}	3
HIST151	U.S. History: Young America ⁴	3
POLI111	American National Government ³	3
SOCI110	Introduction to Sociology	
	or	
SOCI140	Peoples of America	3
	Elective ^G	3
		<u>15</u>

Second Semester

VAFA194	American Art History	3
COMP111	English Composition II ^{H,2}	3
GEOG105	Geography of the U.S./Canada	3
HIST152	U.S. History: Modern America ⁴	3
COMM110	Effective Speaking ^H	3
		<u>15</u>

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 ^G	2
		<u>14</u>

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
	Integration of Knowledge ^{F,5}	3
	Personal Health ^D	2
		<u>16</u>

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 except COMM110.

D Consult the list of courses approved for this subcategory. Any course may be chosen except PHED129, HLTH110, COMM105, and PSYC100.

E Consult the list of courses approved for this subcategory. Any course may be chosen except MATH110 and MGMT120.

F Any INTG course may be chosen.

G Pre-college level courses do not meet this requirement.

H Course requires prerequisite.

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.

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.

Liberal Arts: General Emphasis is for students who

- intend to transfer to four-year colleges in the liberal arts;
- need to explore the liberal arts areas prior to a commitment to a specific major;
- need pre-major work in law, medicine, journalism, business, or other career fields; and
- need or want to maximize acceptance of general education courses by transfer colleges.

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.

Liberal Arts: General Emphasis Program of Study

Learning Outcomes:

Graduates of this program are able to

- demonstrate the competencies described in the BCCC Core Curriculum.

NOTE: Only some colleges will accept American Sign Language to

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

Please visit www.bucks.edu for current requirements.

satisfy the foreign language requirement.

Degree Course Requirements		
COMM110	Effective Speaking ^{L,3}	3
COMP110	English Composition I ^{A,L,1}	3
COMP111	English Composition II ^{L,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 ^K	10
	Foreign Language or Humanities (HUMN111, HUMN112, HUMN113, HUMN114, HUMN120)	3
INTG285	History (any HIST course)	3
	Integration of Knowledge ^{J,L,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

COMM110	Effective Speaking ^{L,3}	3
COMP110	English Composition I ^{A,L,1}	3
	College Level Mathematics ^A or Science ^B	3
	Elective ^K	3
	Foreign Language or Humanities (HUMN111, HUMN112, HUMN113, HUMN114, HUMN120)	3
		15

Second Semester

COMP111	English Composition II ^{L,2}	3
	Electives ^K	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 ^K	3
	History (any HIST course)	3
INTG285	Integration of Knowledge ^{J,L,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. Any course may be chosen except MATH090, MATH095, MATH103, MATH110 or MGMT120.

C Any science course may be chosen except CHEM100 or EDUC150.

D Any of the following may be chosen: FCUL110, HIST111, HIST112, HIST151, HIST152 or any Foreign Language course.

E Any LITR course may be chosen except LITR262, 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, VACV141, VACV142, COMT101, MUSC101, MUSC105.

H Consult the list of courses approved for this subcategory. Any course may be chosen.

I Any ECON, GEOG, POLL, PSYC or SOCI course may be chosen.

J Any INTG course may be chosen.

K Pre-college level courses do not meet this requirement.

L Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Creative Expression.

4 Satisfies Writing Intensive requirement.

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.

Liberal Arts: Psychology Interpersonal Emphasis

TRANSFER MAJOR

Curriculum Code No. 1183

Department of Social & Behavioral Science

Founders 210 • Phone (215) 968-8270

The goals of the Psychology - Interpersonal Emphasis major are to

- provide a liberal arts experience with an emphasis in the theory and practice of psychology and communication;
- prepare students for transfer to institutions offering bachelor's degree programs in psychology, organizational dynamics, business and psychology, health information management, public health, therapeutic recreation, and liberal studies-social sciences by acquiring knowledge of psychological theories, through the use of interpersonal and collaborative skills.

Graduates of this program are able to

- describe major psychological theories that address interpersonal relations;
- apply psychological principles to their own lives and to the lives of others; and
- demonstrate effective communication and collaborative skills.

Degree Course Requirements

COMM105	Interpersonal Communications	3
COMM110	Effective Speaking ^{G,3}	3
COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,2}	3
INTG285	Integration of Knowledge ^{G,7}	3
PSYC100	Psychology of Personal Awareness ⁶	3
PSYC105	Introduction to Group Dynamics ^G	3
PSYC110	Introduction to Psychology ^{5,†}	3
	Cultural Perspectives ^B	6
	College Level Mathematics ^{A,C,4}	3
	Psychology Electives ^D	6
	Science ^{E,4}	8
	Social Science ^F	3
	General Electives ^H	<u>12</u>
		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,G,1}	3
PSYC110	Introduction to Psychology ⁵	3
COMM105	Interpersonal Communications	3
	Cultural Perspectives ^B	3
	Elective ^H	3
		15

Second Semester

COMP111	English Composition II ^{G,2}	3
COMM110	Effective Speaking ^{G,3}	3
PSYC105	Introduction to Group Dynamics ^G	3
	Cultural Perspectives ^B	3
	College Level Mathematics ^{A,C,4}	3
		15

Third Semester

PSYC100	Psychology of Personal Awareness ⁴	3
	Psychology Elective ^D	3
	Science ^{E,4}	4
	Social Science ^F	3
	Elective ^H	3
		16

Fourth Semester



ART MARTIN ('80) already had a bachelor's in mathematics when he turned to Bucks to switch careers, earning his associate degree in business administration, then completing an MBA from La Salle University. He went on to become an IT professional at RCA Corp., Verizon predecessor Bell Atlantic, and GlaxoSmithKline. Martin's now the Director of Continuing Education and Program Development at Saint Joseph's University's College of Professional and Liberal Studies, where he's served as adjunct faculty since 1984.

"When I realized my career needed a new direction, Bucks was my first choice because of its reputation in the Business Studies department. It was a convenient way to get a first-class education and set me on the right path to further my success."

Is your preferred major not offered at Bucks? The Individual Transfer Studies program helps you select courses that transfer to a school offering your intended major.

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

Please visit www.bucks.edu for current requirements.

INTG285	Integration of Knowledge ^{G,7}	3
	Psychology Elective ^D	3
	Science ^{E,4}	4
	Electives ^H	6
		16

A Placement testing required.

B Consult the list of courses approved for inclusion within this subcategory. Any course may be chosen.

C Select any of the following: MATH101, MATH115, MATH117, MATH118, MATH120.

D Select any PSYC course.

E Select any of the following: BIOL101, BIOL102, BIOL181, BIOL182, CHEM101.

F Select any of the following: ECON, GEOG, POLI, or SOCI course.

G Course requires prerequisite.

H Pre-college level courses do not meet this requirement.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Creative Expression.

4 Satisfies Mathematics or Science.

5 Satisfies Social Perspectives.

6 Satisfies Personal Health.

7 Satisfies Writing Intensive Requirement.

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) 968-8270

The Psychology Pre-Professional program of study is designed for students who intend to transfer to a four-year college and continue for a bachelors degree in psychology. Often these students intend to pursue a graduate degree in professional psychology. This major emphasizes the scientific foundations of psychology including data analysis and experimental design.

Graduates of this program are able to

- demonstrate familiarity with the major concepts, theoretical perspectives and empirical findings in psychology;
- demonstrate an understanding of the basic scientific methods in psychology including research design, data analysis and interpretation;
- read and interpret research reports in the discipline's journals;
- write research reports employing APA style; and
- apply psychological principles to an understanding of their own and others' behavioral and mental processes.

Degree Course Requirements

BIOL101	Biological Science I ^{F,1}	4
BIOL102	Biological Science II ^F	4
COMM110	Effective Speaking ^{F,6}	3
COMP110	English Composition I ^{A,F,2}	3
COMP111	English Composition II ^{F,3}	3
MATH115	Elementary Statistics ^{A,F,1}	3
PSYC110	Introduction to Psychology ^{4,+}	3
PSYC180	Human Growth and Development ^F	3
	or	
PSYC181	Developmental Psychology: Lifespan ^F	3
PSYC215	Introductory Psychological Statistics ^F	4
PSYC270	Experimental Psychology ^{F,5}	4
PSYC200	Social Psychology ^F	3
	or	
PSYC280	Psychology of Abnormal Behavior ^F	3
	Cultural Perspectives ^C	6
	Electives ^E	9

INTG285	Integration of Knowledge ^{F,5}	3
	Personal Health ^B	2
	Social Science ^D	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

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

Second Semester

BIOL102	Biological Science II ^F	4
COMP111	English Composition II ^{F,3}	3
MATH115	Elementary Statistics ^{A,F,1}	3
PSYC180	Human Growth and Development ^F	3
	or	
PSYC181	Developmental Psychology: Lifespan ^F	3
	Cultural Perspectives ^C	3
		16

Third Semester

PSYC215	Introductory Psychological Statistics ^F	4
PSYC200	Social Psychology ^F	3
	or	
PSYC280	Psychology of Abnormal Behavior ^F	3
	Electives ^E	6
	Social Science ^D	3
		16

Fourth Semester

PSYC270	Experimental Psychology ^{F,5}	4
COMM110	Effective Speaking ^{F,6}	3
	Electives ^E	3
INTG285	Integration of Knowledge ^{F,5}	3
		13

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 Pre-college level courses do not meet this requirement.

F Course requires prerequisite.

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.

6 Satisfies Creative Expression requirement.

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

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;



EDWARD J. BUTLER ('81), who received his associate degree in business administration from Bucks, was recently promoted to vice president of information technology at ISS Solutions, a provider of technology services to local and state government, healthcare, manufacturing and commercial markets, where he's worked for more than 20 years. He also holds a project management certificate from Penn State University and several other technical certifications.

"Bucks was a great place to start my education. The small class size and experienced professors equipped me with the skills I needed to be successful in business. In fact, my two daughters recently attended BCCC with positive results and experiences."

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

Please visit www.bucks.edu for current requirements.



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 a B.A. in journalism."

- an informed acquaintance with the main forms of analysis needed for investigating the workings and development of modern society; and
- 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,K,1}	3
COMP111	English Composition II ^{K,2}	3
	College Level Mathematics ^A or Science ^D	6
	Creative Expression ^F	2
	Cultural Perspectives ^B	3
	Electives ^J	12
	History Electives	9
INTG285	Integration of Knowledge ^{L,K,3}	3
	Literature Elective ^H	3
	Personal Health ^E	2
	Social Perspectives ^C	3
	Social Science Electives ^G	9
COMM110	Effective Speaking ^K	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,K,1}	3
	Cultural Perspectives ^B	3
	History	3
	Personal Health ^E	2
	Social Perspectives ^C	3
		14

Second Semester

COMP111	English Composition II ^{K,2}	3
	History	3
	Social Science Electives ^G	6
COMM110	Effective Speaking ^K	3
		15

Third Semester

	College Level Mathematics ^A or Science ^D	3
	Electives ^J	6
	History	3
	Social Science Elective ^G	3
		15

Fourth Semester

	College Level Mathematics ^A or Science ^D	3
	Creative Expression ^F	2
	Electives ^J	6
INTG285	Integration of Knowledge ^{L,K,3}	3
	Literature Elective ^H	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: VAFA100, VAFA181, COMP115, COMM110, COMM230, COMT103, PHED126.

^G Choose three from ECON, GEOG, POLI, or SOCI, with no more than two from any one discipline.

^H Any LITR course except LITR246.

^I Any INTG course may be chosen.

^J Pre-college level courses do not meet this requirement.

^K Course requires prerequisite.

¹ Satisfies College Writing Level I.

² Satisfies College level Writing II.

³ Satisfies Writing Intensive requirement.

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

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.

Liberal Arts: Women's Studies Emphasis is for students who:

- intend to transfer to four-year colleges and major in Women's Studies, counseling, social work, health and medicine, business, family life, nursing, and law;
- desire to supplement their future major in non-traditional fields of study;
- seek experience in service-learning with on-site experience and mentoring in a chosen field; and
- need or want to maximize acceptance of general education courses by transfer colleges.

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 women and 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.

Liberal Arts: Women's Studies Emphasis Program of Study Learning Outcomes:

Graduates of this program are able to

- demonstrate the competencies described in the BCCC Core Curriculum;
- identify influences that affect women's lives;
- describe ways to effect change in their lives, their communities, and the world;
- analyze the social institutions that contribute to the construction of gender; and
- theorize the intersections of gender, knowledge, and academic disciplines.

Degree Course Requirements

VACV141	The Art of Independent Cinema or	
VACV142	The Art of Theatrical Cinema	3
COMM110	Effective Speaking ^{J,3}	3
COMP110	English Composition I ^{A,J,1}	3
COMP111	English Composition II ^{J,2}	3
HLTH200	Intro. to Women's Health Issues	3
SOCI130	Contemporary Social Problems	3
WMST110	Introduction to Women's Studies ^{B,J}	3
	College-Level Mathematics ^{A,1}	3
	Cultural Perspectives ^C	3
	Electives ^{D,1}	12
	Foreign Language	6
INTG285	Integration of Knowledge ^{E,1,4}	3

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

Please visit www.bucks.edu for current requirements.

Literature ^F	6
Psychology ^G	3
Science ^H	3
	<u>3</u>
	60

Recommended Semester Sequence

First Semester		
COMM110	Effective Speaking ^{J,3}	3
COMP1190	English Composition I ^{A,J,1}	3
WMST110	Introduction to Women's Studies ^{B,J}	3
	Elective ^{D,I}	3
	Foreign Language	3
		<u>15</u>

Second Semester		
COMP111	English Composition II ^{J,2}	3
HLTH200	Intro. to Women's Health Issues	3
	College-Level Mathematics ^A	3
	Foreign Language	3
	Elective ^{D,I}	3
		<u>15</u>

Third Semester		
VACV141	Introduction to Theatrical Cinema	3
	or	
VACV142	Introduction to Independent Cinema	3
SOCI130	Contemporary Social Problems	3
	Elective ^{D,I}	3
	Literature ^F	3
	Psychology ^G	3
		<u>15</u>

Fourth Semester		
	Cultural Perspectives ^C	3
	Elective ^{D,I}	3
INTG285	Integration of Knowledge ^{E,J,4}	3
	Literature ^F	3
	Science ^H	3
		<u>15</u>

- 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 course 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 Pre-college level courses do not meet this requirement.
 J Course requires prerequisite.
 1 Satisfies College Writing Level I
 2 Satisfies College Writing Level II
 3 Satisfies Creative Expression
 4 Satisfies Writing Intensive requirement

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

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;
- 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; and
- create written reports on job-related problems.

Degree Course Requirements

ACCT103	Introductory Accounting	
	or	
ACCT105	Financial Accounting ^F	3/4
CISC110	Introduction to Information Systems ^F	3
COMM110	Effective Speaking ^{F,2}	3
COMP110	English Composition I ^{A,F,1}	3
MGMT100	Introduction to Business ³	3
MGMT120	Business Mathematics ^{A,F,4}	3
	or	
MATH117	Finite Mathematics for Business ^{A,F,4}	3
MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
MKTG100	Principles of Marketing ^F	3
MKTG200	Advertising ⁶	3
MGMT280	Cooperative Education-Management ^F	
	or	
MKTG280	Cooperative Education-Marketing ^F	3
OADM110	Business Communication ^{A,F,1}	3
PSYC125	Stress Management ⁵	3
	Cultural Perspectives ^B	3
	Accounting Elective ^D	3/4
	Business Electives ^C	15
INTG285	Integration of Knowledge ^{E,F,6}	3
		<u>60/61/62</u>

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	Financial Accounting ^F	3/4
CISC110	Introduction to Information Systems ^F	3
MGMT100	Introduction to Business ³	3
OADM110	Business Communication ^{A,F,1}	3
	Cultural Perspective	3
		<u>15/16</u>

Second Semester

	Accounting Elective ^D	3/4
MKTG100	Principles of Marketing ^F	3
	Business Elective ^C	3
COMP110	English Composition ^{A,F,1}	3
MGMT120	Business Mathematics ^{A,4}	3
	or	
MATH117	Finite Mathematics for Business ^{A,F,4}	3
		<u>15/16</u>

Third Semester

PSYC125	Stress Management ⁵	3
COMM110	Effective Speaking ^{F,2}	3
MKTG200	Advertising ⁶	3
	Business Electives ^C	6
		<u>15</u>

Fourth Semester

MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
MGMT280	Cooperative Education-Management ^F	
	or	
MKTG280	Cooperative Education-Marketing ^F	3
	Business Electives ^C	6
INTG285	Integration of Knowledge ^{E,F,6}	3
		<u>15</u>

- 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, 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 course may be chosen.
 F Course requires prerequisite.
 1 Satisfies College Writing requirement.
 2 Satisfies Creative Expression.
 3 Satisfies Social Perspectives.
 4 Satisfies College level Mathematics or Science.



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.

- ⁵ Satisfies Personal Health.
⁶ Satisfies Writing Intensive requirement.

*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.



CURT HEINTZELMAN ('07), earned an associate degree in journalism at Bucks and is completing his bachelor's in corporate communication at Penn State-Abington. He also intends to pursue graduate studies in public policy. He's accomplished all this while working full-time as chief-of-staff to Pa. State Representative Katharine M. Watson (R-144th).

"Bucks provides a convenient, cost-effective way to stimulate your mind - no matter what your age. It facilitates a lifelong love of learning and provides a springboard to endless possibilities."

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.

Mathematics, Science & Technology Department
 Founders 112 • 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.

Graduates of this program are able to

- accurately interpret and translate pictorial and descriptive information into mathematical statements;
- solve problems quantitatively and communicate results clearly;
- demonstrate understanding of functions, limits, differentiation and integration, as appropriate;
- demonstrate computational skills in areas of applied mathematics.

Although students completing this degree typically transfer to a 4-year institution with the intention of completing a Bachelor's program, they may be employed as teaching assistants or science technicians.

Degree Course Requirements*

CISC115	Computer Science I ^F	4
CHEM121	Chemistry I ^{A,F}	
	or	
PHYS121	Physics I ^F	4
COMP110	English Composition I ^{A,F,1}	3
COMP111	English Composition II ^{F,2}	3
COMM110	Effective Speaking ^{F,3}	3
MATH140	Calculus I ^{A,F,4}	4
MATH141	Calculus II ^F	4
MATH242	Calculus III ^F	4
MATH260	Linear Algebra ^F	3
	Cultural Perspectives ^B	3
	Electives ^E	15
INTG285	Integration of Knowledge ^{D,F,5}	3
	Mathematics Elective ^C	3
	Personal Health ^B	2
	Social Perspectives ^B	3
		61

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

CISC115	Computer Science I ^F	4
COMM110	Effective Speaking ^{F,3}	3
COMP110	English Composition I ^{A,F,1}	3
MATH140	Calculus I ^F	4
	Personal Health ^B	2
		16

Second Semester

COMP111	English Composition II ^{F,2}	3
MATH141	Calculus II ^F	4
CHEM121	Chemistry I ^{A,F}	
	or	

PHYS121	Physics I ^F	4
	Social Perspectives ^B	3
		14
Third Semester		
MATH242	Calculus III ^F	4
MATH260	Linear Algebra ^F	3
	Cultural Perspectives ^B	3
	Electives ^E	6
		16
Fourth Semester		
INTG285	Integration of Knowledge ^{D,F,5}	3
	Mathematics Elective ^C	3
	Electives ^E	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 course may be chosen.
 E Pre-college level courses do not meet this requirement.
 F Course requires prerequisite.
 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.

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

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 obtains patients' 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:

- perform basic administrative medical assisting functions including scheduling appointments, coding, managing accounts receivables and payables, and maintaining accounting records;
- perform basic clinical medical assisting functions including preparing and maintaining examination treatment areas, assisting with examinations, procedures and immunizations, collecting and processing specimens, performing diagnostic testing, and applying proper aseptic techniques;
- perform within legal and ethical boundaries; and
- display a professional manner and image.

Degree Course Requirements

ACCT103	Introductory Accounting	3
BIOL115	Basic Human Anatomy	3
COMM110	Effective Speaking ^{D,3}	3
COMP110	English Composition I ^{A,D,1}	3
HLTH110	Responding to Emergencies ²	3
MEDA205	Medical Law and Ethics	3
MEDA220	Medical Assistant Externship ^D	3

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

Please visit www.bucks.edu for current requirements.

MGMT120	Business Math ^{D,5}	3
OADM105	Administrative Office Procedures I ^D	3
OADM110	Business Communication ^{A,D,1}	3
MEDA120	Medical Terminology	3
MEDA200	Clinical Procedures I ^D	3
MEDA201	Clinical Procedures II ^D	3
MEDA203	Laboratory Procedures ^D	3
MEDA215	Medical Administrative Procedures ^D	3
MEDA216	Medical Insurance, Billing & Reimbursement ^D	3
MEDA275	Medical Transcription I ^D	3
HITT297	Medical Coding ^D	3
PSYC110	Introduction to Psychology ⁴	3
	Cultural Perspective ^B	3
INTG285	Integration of Knowledge ^{C,D,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
OADM105	Administrative Office Procedures I ^D	3
MEDA120	Medical Terminology	3
MGMT120	Business Math ^D	3
MEDA205	Medical Law and Ethics	3
		15

Second Semester

MEDA215	Medical Administrative Procedures ^D	3
COMP110	English Composition I ^{1,D,A}	3
MEDA275	Medical Transcription I ^D	3
MEDA200	Clinical Procedures I ^D	3
ACCT103	Introductory Accounting	3
		15

Third Semester

MEDA203	Laboratory Procedures ^D	3
OADM110	Business Communication ^{1,D,A}	3
MEDA216	Medical Insurance, Billing & Reimbursement ^D	3
MEDA201	Clinical Procedures II ^D	3
HLTH110	Responding to Emergencies ²	3
COMM110	Effective Speaking ^{D,3}	3
		18

Fourth Semester

MEDA220	Medical Assistant Externship ^D	3
HITT297	Medical Coding ^D	3
INTG285	Integration of Knowledge ^{C,D}	3
PSYC110	Introduction to Psychology ^{4,+}	3
	Cultural Perspective ^B	3
		15

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

A Placement testing required.

B Consult the list of courses approved for this subcategory.

C Any INTG course may be chosen.

D Course requires prerequisite.

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.

Medical Assistant: Administrative

CERTIFICATE PROGRAM

Curriculum Code No. 3148

Department of Business Studies

Penn 401 • Phone: (215) 968-8227

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

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:

- perform basic administrative medical assisting functions including scheduling, appointments, coding, managing accounts receivables and payables, and maintaining accounting records;
- perform within legal and ethical boundaries;
- display a professional manner and image; and
- demonstrate an understating of the anatomical structure and physiological functions of the human body and of medical terms descriptive of body systems.

Certificate Requirements

OADM140	Keyboarding/Typewriting I ^A	3
MEDA120	Medical Terminology	3
MEDA215	Medical Administrative Procedures ^A	3
MEDA216	Medical Insurance, Billing, & Reimbursement ^A	3
MEDA275	Medical Transcription I ^A	3
HITT297	Medical Coding ^A	3
MEDA205	Medical Law and Ethics	3
MEDA220	Medical Assisting Externship ^A	3
		24*

A Course requires prerequisite.

* 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

Department of Business Studies

Penn 401 • Phone (215) 968-8227

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

The Medical Assistant Certificate program offers complete training for students to receive a certificate with specialization in clinical medical assisting. Clinical medical assistants assist doctors and patients in physicians' back offices, clinics, and outpatient departments of hospitals. They also are employed as medical assistants in laboratories or other health service areas.

Graduates of this program are able to:

- prepare and administer medications;
- perform within legal and ethical boundaries;
- display a professional manner and image; and
- perform basic clinical medical assisting functions including taking medical histories, explaining treatment procedures to patients, preparing patients for examination, collecting specimens, performing basic laboratory tests, and drawing blood.

Certificate Requirements

BIOL115	Basic Human Anatomy	3
MEDA120	Medical Terminology	3
MEDA200	Clinical Procedures I ^A	3
MEDA201	Clinical Procedures II ^A	3
MEDA203	Laboratory Procedures ^A	3
MEDA205	Medical Law and Ethics	3
MEDA220	Medical Assisting Externship ^A	3
		21

A Course requires prerequisite.

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

Looking to become a psychologist?

The Liberal Arts: Psychology Pre-Professional Emphasis is the major for you.

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

Please visit www.bucks.edu for current requirements.

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.

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

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

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 and facilitate research; and
- design system controls to monitor patient information security.

Certificate Requirements

OADM140	Keyboarding/Typewriting I ^A	3
BIOL115	Basic Human Anatomy	3
MEDA120	Medical Terminology ^A	3
HITT190	Introduction to Health Information Management	3
HITT105	Legal Aspects of Health Information Technology	3
HITT217	Medical Insurance & Reimbursement ^A	3
HITT240	Medical Coding/Billing Externship ^A	3
HITT297	Medical Coding ^A	3
HITT298	Advanced Procedural Coding ^A	3
HITT299	Advanced Diagnostic Coding ^A	3
		30

A Open for credit by exam.

B Course requires prerequisite.

C Completion of all other HIT courses and permission of the Department of Business Studies.

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

Students interested in Multimedia at Bucks need to meet with a Visual Arts faculty member for advising. 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.

Graduates of this program are able to

- demonstrate an understanding of the methods and materials associated with fundamental drawing and two-dimensional design and/or three-dimensional design;
- use traditional and new media to begin to explore and express their own creative voice;
- read about, write about, and analyze art and art history using basic research, critical thinking skills, and a visual arts vocabulary;
- prepare and present a formal, professional-quality portfolio of work which may be used to apply for admission to a four-year college; and
- demonstrate and apply skills associated with digital imaging, digital illustration, web design, and multimedia applications.

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*

VAF100	Drawing Fundamentals ³	3
VAF101	2-D Design Fundamentals	
	or	
VAF102	3-D Design Fundamentals	3
VAF250	Fine Arts and Design Portfolio Studio ^F	3
VAM100	Digital Imaging	3
VAM110	Web and Interactive Design	3
VAM120	Interface Design	3
VAM130	3D Modeling Concepts ^F	3
VAM209	Multimedia Concepts I ^F	3
VAM210	Multimedia Concepts II ^F	3
VAG102	Illustration: Drawing and Digital ^F	3
COMP110	English Composition I ^{A,F,1}	3
COMP111	English Composition II ^{F,2}	3
SOCI110	Intro. to Sociology ⁶	3
	Art History ^{C,4}	6
	College Level Math or Science ^{A,B}	3
INTG285	Integration of Knowledge ^{D,F,5}	3
	Personal Health ^B	2
	Digital Elective ^E	3
	Studio Electives	6
		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

VAF100	Drawing Fundamentals ³	3
VAF101	2-D Design Fundamentals	
	or	
VAF102	3-D Design Fundamentals	3
VAM100	Digital Imaging	3
COMP110	English Composition I ^{A,F,1}	3
	Art History ^{C,4}	3
		15

Second Semester

VAM120	Interface Design	3
VAM110	Web and Interactive Design	3

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

Please visit www.bucks.edu for current requirements.

VAGD102	Illustration: Drawing and Digital ^F	3
COMP111	English Composition II ^{F,2}	3
	Art History ^{C,4}	3
		<u>15</u>
Third Semester		
VAMM130	3D Modeling Concepts ^F	3
VAMM209	Multimedia Concepts I ^F	3
SOCI110	Introduction to Sociology	3
	Math/Science ^{A,B}	3
	Elective ^E	3
		<u>15</u>
Fourth Semester		
VAF250	Fine Arts and Design Portfolio Studio ^{F,3}	3
VAMM210	Multimedia Concepts II ^F	3
	Personal Health ^B	3
INTG285	Integration of Knowledge ^{D,F,5}	3
	Electives ^E	6
		<u>17</u>

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: VAF250, VAF251, VAF252, VAF253.

D Any INTG course may be chosen.

E Suggested Electives: VACV130, VACV135, VACV137, MUSC124, COMM111, VAF250, VAF251, VAF252, VAF253, VAGD200, CISC113, CISC118, CISC224, JOUR155.

F Course requires prerequisite.

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 Perspective.

*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.

Music

TRANSFER MAJOR

Curriculum Code No. 1019

Students interested in Music at Bucks need to meet with a Music faculty member for advising. 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 125 • Phone (215) 968-8425

Music Area

Hicks 208 • Phone (215) 968-8047

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.

Graduates of this program are able to

- perform appropriate musical repertoire competently in both solo and ensemble environments;
- identify and analyze in both written and aural formats the historical forms, styles, genres, and compositional techniques of varied musical 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; and
- sight-sing melodies accurately and take musical dictation by applying compatible solfège methodologies.

Students entering as Music majors 1) must successfully pass the qualifying exam for entrance into Music

Theory I and Ear Training I, 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 (215-968-8425) 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 MUSG, MUSC and MUSE prefixes are open to all students who have satisfied any published prerequisite.

Students must own an instrument and purchase music as required for study.

Students will be charged a music lesson fee for all MUSL courses.

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,G,1}	3
COMP111	English Composition II ^{G,2}	3
MUSC101	Introduction to Music OR	
MUSC105	American Music OR	
MUSC106	History of Jazz ³	3
MUSC103	World Music ⁶	3
MUSC111	Music Theory I ^B	3
MUSC112	Music Theory II ^{B,G}	3
MUSC115	Ear Training I ^B	3
MUSC116	Ear Training II ^{B,G}	3
MUSC124	Music Technology ⁴	3
MUSC201	Musical Styles and Literature: Music before 1750 ^G	3
MUSC202	Musical Styles and Literature: Music after 1750 ^G	3
MUSC211	Music Theory III ^G	3
MUSC212	Music Theory IV ^G	3
MUSC215	Ear Training III ^G	3
MUSC216	Ear Training IV ^G	3
MUSL111	Principal Applied Lessons I ^B	1
MUSL112	Principal Applied Lessons II ^G	1
MUSL211	Principal Applied Lessons III ^G	2
MUSL212	Principal Applied Lessons IV ^G	2
MUSG165	Group Instruction in Piano, Level I	1
	College level Mathematics ^A or Science ^C	3
	Ensembles ^{E,F}	4
INTG285	Integration of Knowledge ^{D,G,5}	3
	Personal Health ^C	2
		<u>64</u>

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,G,1}	3
MUSC111	Music Theory I ^B	3
MUSC115	Ear Training I ^B	3
MUSC124	Music Technology ⁴	3
MUSL111	Principal Lessons I ^G	1
MUSG165	Group Instruction in Piano, Level I	1
	Ensemble ^F	1
		<u>15</u>

Second Semester

COMP111	English Composition II ^{G,2}	3
MUSC101	Introduction to Music ³ OR	
MUSC105	American Music ³ OR	
MUSC106	History of Jazz ³	3
MUSC112	Music Theory II ^{B,G}	3
MUSC116	Ear Training II ^{B,G}	3
MUSL112	Principal Lessons II ^G	1
	Ensemble ^E	1
	Personal Health ^C	2
		<u>16</u>

Third Semester



Women's Studies focuses on women in society, the contributions of women to all cultures, and issues raised by contemporary changes in women's lives.

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

Please visit www.bucks.edu for current requirements.



SUSAN MARANDOLA ADAMS ('78) is the proprietor of the Intercourse Canning Company, which was featured 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. 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.

MUSC201	Musical Styles and Literature: Music before 1750 ^G	3
MUSC211	Music Theory III ^G	3
MUSC215	Ear Training III ^G	3
MUSL211	Principal Lessons III ^G	2
	College level Mathematics ^A or Science ^C Elective	3
	Ensemble ^E	1
		<u>15</u>

Fourth Semester

MUSC202	Musical Styles and Literature: Music after 1750 ^G	3
MUSC212	Music Theory IV ^G	3
MUSC216	Ear Training IV ^G	3
MUSC103	World Music ^G	3
MUSL212	Principal Lessons IV ^G	2
INTG285	Integration of Knowledge ^{D,G,5}	3
	Ensemble ^E	1
		<u>18</u>

- A Placement testing required.
 - B Audition and/or placement testing required.
 - C Consult the list of courses approved for this subcategory. Any course may be chosen.
 - D Any INTG course may be chosen.
 - E Any of the following courses may be chosen: MUSE101, MUSE115, MUSE121, MUSE140, MUSE151, MUSE155, MUSE201. All Ensemble courses may be repeated.
 - F MUSE101 is required.
 - G Course requires prerequisite.
 - 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.

Neuroscience

TRANSFER MAJOR

Curriculum Code No. 1194

Department of Social & Behavioral Science
 Founders 210 • Phone (215) 968-8270

Neuroscience encompasses the neural foundations of normal and abnormal behavior and the application of this knowledge to the diagnosis and treatment of neurological and psychiatric disorders, as well as to the development of brain-based methods and models in fields ranging from education to economics. The Neuroscience Program provides students with an understanding of fundamental neuroscientific concepts in preparation for transfer to a four-year college and completion of the baccalaureate degree in neuroscience or a related discipline, or employment as a technician in the pharmaceutical, medical device, medical instrumentation, or biotechnology industries.

Graduates of this program are able to

- Describe the structure and function of the nervous system in health and disease;
- Apply the principles of scientific reasoning to neuroscience; and
- Identify, retrieve, read, and discuss neuroscience articles published in the peer-reviewed literature.

Degree Course Requirements

BIOL121	Biological Principles I ^F	4
BIOL122	Biological Principles II ^F	4
CHEM121	Chemistry I A, ^F	4
CHEM122	Chemistry II ^F	4
COMM110	Effective Speaking ^{F,6}	3
COMP110	English Composition I ^{A,F,2}	3
COMP111	English Composition II ^{F,3}	3
INTG285	Integration of Knowledge ^{F,5}	3
MATH115	Elementary Statistics A, ^F	3
MATH120	College Algebra ^{A,B,F,1}	4
MATH122	Trigonometry & Analytic Geometry ^{A,C,F,3}	4
NEUR121	Fundamentals of Neuroscience ^F	4
NEUR122	Clinical Neuroscience ^F	3
PHIL125	Basic Problems of Philosophy ⁷	3
PSYC110	Introduction to Psychology ^{A,F,4}	3
PSYC215	Introductory Psychological Statistics ^F	4
	Psychology Elective ^{D,F}	3
	Personal Health ^E	2
		<u>60</u>

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

COMM110	Effective Speaking ^{F,6}	3
COMP110	English Composition I ^{A,G,1}	3
MATH120	College Algebra ^{A,B,F,1}	4
PSYC110	Introduction to Psychology ⁵	3
	Elective ^H	2
		<u>15</u>

Second Semester

CHEM121	Chemistry I A, ^F	4
COMP111	English Composition II ^{F,3}	3
MATH122	Trigonometry & Analytic Geometry ^{A,C,F,3}	4
PHIL125	Basic Problems of Philosophy ⁷	3
	Psychology Elective ^{D,F}	3
		<u>16</u>

Third Semester

BIOL121	Biological Principles I ^F	4
CHEM122	Chemistry II ^F	4
MATH115	Elementary Statistics A, ^F	3
NEUR121	Fundamentals of Neuroscience ^F	4
		<u>15</u>

Fourth Semester

BIOL122	Biological Principles II ^F	4
INTG285	Integration of Knowledge ^{G,7}	3
NEUR122	Clinical Neuroscience ^F	3
PSYC215	Introductory Psychological Statistics ^F	4
		<u>14</u>

- A Placement testing required.
 - B MATH122, MATH125, or MATH140 may be substituted.
 - C MATH125, MATH140, or MATH141 may be substituted.
 - D PSYC181, PSYC200, PSYC230, or PSYC280 may be chosen.
 - E Consult the list of courses approved for inclusion within this subcategory. Any course may be chosen.
 - F Course requires prerequisite.
 - 1 Satisfies Mathematics or Science.
 - 2 Satisfies College Writing Level I.
 - 3 Satisfies College Writing Level II.
 - 4 Satisfies Social Perspectives.
 - 5 Satisfies Writing Intensive Requirement.
 - 6 Satisfies Creative Expression.
 - 7 Satisfies Cultural Perspectives.
- 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.

Nursing

OCCUPATIONAL MAJOR

Curriculum Code No. 2035

Students interested in Nursing at Bucks need to meet with a nursing faculty member for advising.

The nursing program requires additional fees.

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 the 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 a 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 Accreditation Commission for Nursing, Inc., (ACEN)3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 Phone. 404.975.5000, Fax. 404.975.5020

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
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 Placement 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 Placement 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 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 seven years have lapsed since their last high school science course.
4. To satisfy the Mathematics requirements a student must take the placement test in order to determine the appropriate placement. The student needs to complete MATH095 OR receive a score on the Math Placement 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 five 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 placement 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. NLN-RN Pre RN entrance exam of 50th percentile or above (55th percentile preferred), OR ACT of 20 or above OR, SAT of 900 or above (critical reading and math). NLN Examination must be completed by the December testing deadline. All applicants must have an official score (in order to be deemed official, document must be sent directly from issuing institution, The College Board, to admissions postmarked by the December application deadline and posted on WebAdvisor..
7. After meeting all of the following criteria, 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 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: (Necessary paperwork will be handed out and discussed at Orientation)

1. Current CPR certification (BCLS course)
2. Current Health examination
3. Current Immunizations record
4. Current State Police criminal check and/or FBI



BRETT DIAKON ('00), a national sales director for an educational software company, led the Centurions Golf Team to the 1999 National Junior College Athletic Association National Championship. He won a golf scholarship to Elon University in Burlington, N.C., building on his AA in communication from Bucks to earn a BA in the same major. Since playing at the BCCC Foundation's Golf Classic in 1999, where golfers were goaded to "Beat the Bucks Brat" (which no one did), Diakon has actively served on the Foundation's golf committee and is currently a member of its board.

"I chose BCCC because it had everything I needed – strong academics and credits that would transfer to almost any college or university. Actually, Bucks offered some of the most challenging classes and greatest life lessons, more so than the other institutions I attended. My ongoing involvement with the College has also allowed me to grow as a professional."

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

Please visit www.bucks.edu for current requirements.



RONALD A. MAGRO, JR. ('77) is a senior designer at Congoleum Corp. "I design patterns for tiles and sheet vinyl flooring products...you've probably unintentionally walked all over my work!" Magro earned an AA in fine arts from Bucks, a BA in advertising design at the College of New Jersey, and an MFA in painting and drawing from Marywood University.

"Bucks County Community College gave me a great foundation to build my education in art and design that has led me to a successful career in the arts...That's what I love about Bucks – it builds dreams."

That love of Bucks runs in the family: Magro's son Dan graduated in 2006 (see page 20), while his aunt, Linda Laing, and sister, Sandra Magro, also attended BCCC.

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. The student must not have not been convicted of a driving under the influence of intoxicating liquors and/or drugs within five (5) years of participation in the program. In the event a student is permitted to participate in the program and then it is learned that he/she does not meet the criteria as set forth herein, they will be immediately removed from the program.

5. Current FBI fingerprint clearance
6. Current Child Abuse Clearance that demonstrates child abuse free in lifetime.
7. Current negative drug and alcohol screen.

Prior to starting the 2nd year, students must re-submit the following to the Director. Associate Degree Nursing

1. Current CPR certification
2. Current State Police criminal check and/or FBI check demonstrating the above.
3. Current PPD 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 BCCC catalog.
6. A student who is unsuccessful in any required nursing course may repeat that course only one time, and must reapply for admission and is 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 associate or baccalaureate nursing degree 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 ACEN 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 Pennsylvania 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, NURS 120 Drug Calculations and NURS 220 Health Assessment.
2. Transfer students will achieve placement based on review of individual nursing course syllabi.
3. Criteria for Challenge of Nursing I/Nursing 101 is 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
 - COMM 110 - Effective Speaking
 - One cultural perspective course

Degree Course Requirements

BIOL181	Human Anatomy and Physiology I ^{B,F}	4
BIOL182	Human Anatomy and Physiology II ^{A,F}	4
BIOL228	Microbiology ^{A,F}	4
CHEM101	Chemistry A ^{B,F,1}	4
COMM110	Effective Speaking ^{E,E,4}	3
COMP110	English Composition I ^{C,B,F,2}	3
COMP111	English Composition II ^{3, D,F}	3
HLTH120N	Nutrition ^{A,5,I}	3
NURS101	Nursing I ^{F,G}	6
NURS102	Nursing II ^{F,G}	6
NURS201	Nursing III ^{F,G}	9
NURS202	Nursing IV ^{F,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.

First Semester

BIOL181	Human Anatomy and Physiology I ^{B,F}	4
CHEM101	Chemistry A ^{B,F,1}	4
COMP110	English Composition I ^{C,B,F,2}	3
NURS101	Nursing I ^{F,G}	6
		17

Second Semester

BIOL182	Human Anatomy and Physiology II ^{A,F}	4
BIOL228	Microbiology ^{A,F}	4
HLTH120N	Nutrition ^{A,5,1}	3
NURS102	Nursing I ^{F,G}	6
		17

Third Semester

COMP111	English Composition II ^{3,D,F}	3
NURS201	Nursing III ^{F,G}	9
PSYC110	Introduction to Psychology ^{6,D}	3
SOCI110	Introduction to Sociology ^{6,D}	3
		18

Fourth Semester

COMM110	Effective Speaking ^{F,E,4}	3
NURS202	Nursing IV ^{F,G,7,8}	9
	Cultural Perspectives ^{E,H}	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.

F Course requires prerequisite.

G Must be CPR certified prior to enrollment.

H Consult the list of courses approved for this subcategory.

Any course may be chosen.

1 HLTH120N sections are taught by a registered dietitians as required by the PA State Board of Nursing.

2 Satisfies College Level Mathematics or Science.

3 Satisfies College Writing Level I.

4 Satisfies College Writing Level II.

5 Satisfies Creative Expression.

6 Satisfies Personal Health.

7 Satisfies Social Perspectives.

8 Satisfies Writing Intensive requirement.

8 Satisfies Integration of Knowledge requirement.

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 Services office 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 are 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; and
- prepare and deliver informative and persuasive speeches in a business setting.

Degree Course Requirements

CISC100	Introduction to Computers	3
COMM110	Effective Speaking ^{G,2}	3
COMP110	English Composition I ^{A,G,1}	3
COMP114	Technical Writing ^G	
	or	
OADM110	Business Communication ^{A,G,1}	3
MGMT100	Introduction to Business ³	3
MGMT120	Business Mathematics ^{A,G,4}	3
	Cultural Perspectives ^B	3
	Elective ^F	3
INTG285	Integration of Knowledge ^{E,G,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,G,1}	
	or	
COMP114	Technical Writing ^G	3
MGMT100	Introduction to Business ³	3
	Elective ^F	3
	Occupational Elective ^{C,D}	3
		15

Second Semester

COMP110	English Composition I ^{A,G,1}	3
MGMT120	Business Mathematics ^{A,G,4}	3
	Cultural Perspectives ^B	3
	Occupational Electives ^{C,D}	6
	Personal Health ^B	2
		17

Third Semester

COMM110	Effective Speaking ^{G,2}	3
	Occupational Electives ^{C,D}	12
		15

Fourth Semester

INTG285	Integration of Knowledge ^{E,G,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 licensure training.)

E Any INTG course may be chosen.

F Pre-college level courses do not meet this requirement.

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

Please visit www.bucks.edu for current requirements.



- G Course requires prerequisite.
 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.

Credits exceeding the required minimum cannot be used to satisfy required credits in other course 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 Services office 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 degree program is designed to prepare highly qualified office professionals needed in today's high-technology office environment. The program provides a broad background in office management, business, communication, computer technology, and interpersonal skills. Depending upon the track chosen, individuals in the Office Administration and Systems Technology degree program are qualified to hold the following positions in areas of business and industry or government: executive assistant, legal assistant, or administrative assistant to an accounting specialist.

Graduates of this program will:

- create business letters, memorandums, and other documents in correct English at a high level of speed and accuracy in updated formats;
- 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; and
- use computers effectively and efficiently and apply software applications in an office environment.

Degree Course Requirements

COMM110	Effective Speaking ^{F,5}	3
COMP110	English Composition I ^{B,F,1}	3
MGMT100	Introduction to Business ²	3
MGMT120	Business Mathematics ^{B,F,3}	3
OADM110	Business Communication ^{B,F,1}	3
OADM140	Keyboarding/Typewriting ^A	3
OADM142	Basic Applications of Microsoft Excel	1
OADM143	Basic Applications of Microsoft Access	1
OADM145	Basic Applications of Microsoft PowerPoint	1
OADM147	Microsoft Windows	1
OADM155	Searching the Web	1
OADM165	Basic Applications of Microsoft Publisher	1
OADM167	Basic Applications of Microsoft Outlook	1
OADM190	Professional Development	3
OADM225	MS Word - Beginning ^{A,F}	3
OADM226	MS Word- Advanced ^F	3
OADM230	Microsoft Office ^F	3
OADM245	Microsoft PowerPoint Level II	1
OADM260	Advanced Keyboarding ^F	3
INTG285	Integration of Knowledge ^{E,F,4}	3
	Cultural Perspective ^D	3
	Personal Health ^D	3
	Track Courses ^C	3
		<u>12/13</u>
		62/63

Track A: Administrative Emphasis

OADM105	Administrative Office Procedures ^F	3
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OADM150	Office Technology Concepts ^F	3
OADM195	Records Management ^F	3
OADM205	Administrative Office Procedures II ^F	3
OADM246	Microsoft PowerPoint Level III ^F	<u>1</u>
		13/63

Track B: Legal Emphasis

OADM115	Legal Terminology	3
MGMT130	Business Law	3
LAWS100	Introduction to Paralegal Studies Law	3
OADM126	Word Perfect ^F	<u>3</u>
		12/62

Track C: Accounting Emphasis

ACCT103	Introductory Accounting	3
ACCT105	Financial Accounting ^F	4
ACCT120	Payroll Records and Accounting ^F	3
ACCT130	Accounting Applications of the Microcomputer ^F	<u>3</u>
		13/63

Track D: Management/Marketing Emphasis

ACCT103	Introductory Accounting	3
MKTG100	Principles of Marketing ^F	3
MKTG200	Advertising	3
MGMT210	Office Management OR	
MGMT250	Human Resource Management ^F	<u>3</u>
		12/62

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
OADM140	Keyboarding/Typewriting ^A	3
OADM147	Microsoft Windows	1
OADM155	Searching the Web	1
OADM167	Basic Applications of Microsoft Outlook	1
OADM190	Professional Development	3
	Track Course ^C	<u>3</u>
		15

Second Semester

OADM260	Advanced Keyboarding ^F	3
OADM225	MS Word - Beginning ^{A,F}	3
OADM142	Basic Applications of Microsoft Excel	1
OADM145	Basic Applications of Microsoft PowerPoint	1
OADM165	Basic Applications of Microsoft Publisher	1
	Track Course ^C	3/4
	Cultural Perspective ^D	<u>3</u>
		15/16

Third Semester

OADM226	MS Word - Advanced ^F	3
COMM110	Effective Speaking ^{F,5}	3
COMP110	English Composition I ^{B,F,1}	3
MGMT120	Business Mathematics ^{B,F,3}	3
OADM143	Basic Applications of Microsoft Access	1
OADM245	Microsoft PowerPoint Level II	1
	Track Course ^C	<u>3</u>
		17

Fourth Semester

OADM230	Microsoft Office ^F	3
OADM110	Business Communication ^{B,F,1}	3
INTG285	Integration of Knowledge ^{E,G,4}	3
	Personal Health ^D	3
	Track Course ^C	<u>3</u>
		15

A Open to Credit by Examination.

B Placement testing required.

C Students must complete all courses in the chosen track.

D Consult the list of courses approved for this subcategory. Any course may be chosen.

E Any INTG285 course may be chosen.

F Course requires prerequisite.

1 Satisfies College Writing requirement.

2 Satisfies Social Perspectives.

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

Please visit www.bucks.edu for current requirements.

- ³ Satisfies College level Mathematics or Science.
- ⁴ Satisfies Writing Intensive requirement.
- ⁵ Satisfies Creative Expression.

Office Skills-Accelerated

CERTIFICATE PROGRAM

Curriculum Code No.3173

Department of Business Studies

Penn 401 • Phone (215)-968-8227

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

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:

- utilize state-of-the-art equipment and software to accomplish work-related tasks accurately and productively in an office environment;
- derive 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; and
- create documents using Microsoft Word and produce spreadsheets for business using Microsoft Excel.

Certificate Course Requirements

OADM101	Electronic Keyboarding plus	1
OADM104	Formatting with Word ^B or	2
OADM140	Keyboarding/Typewriting I ^A	3
OADM141	Basic Applications of Microsoft Word ^B	1
OADM142	Basic Applications of Microsoft Excel ^B	1
OADM143	Basic Applications of Microsoft Access ^B	1
OADM145	Basic Applications of Microsoft PowerPoint	1
OADM147	Microsoft Windows	1
OADM155	Searching the Web	$\frac{1}{9}$

^A Open for credit exam.

^B Course requires prerequisite.

Paralegal Studies

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 Services office 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

- explain the basic concepts of substantive and procedural law including the operation of the legal system and the theory of law;
- Perform the duties of a legal assistant in the public and private sector or in a position relating to the practice of law; and
- demonstrate an understanding of the ethical obligations and legal limitations of the paralegal in the public and private sectors.

Degree Course Requirements *

CISC100	Introduction to Computers	3
COMM110	Effective Speaking ^{E,2}	3
COMP110	English Composition ^{A,E,1}	3
HIST152	U.S. History: Modern America ³	3
LAWS100	Introduction to Paralegal Studies or	
LAWS110	Introduction to Nurse Paralegal Studies ^E	3
MGMT130	Business Law	3
LAWS140	Civil Practice/Litigation Procedures ^E	3
LAWS220	Legal Research & Writing ^E	3
LAWS225	Advanced Legal Research & Writing ^E	3
LAWS240	Negligence and Personal Injury: Paralegal ^E	3
LAWS285	Paralegal Internship ^E	3
MGMT100	Introduction to Business ⁴	3
	College Math ^A or Science ^{D,5}	3
OADM110	Business Communication ^{A,E,1}	3
POLI111	American National Government	3
POLI120	American State and Local Government	3
PSYC125	Stress Management ⁶	3
INTG285	Integration of Knowledge ^{B,E,7}	3
	Paralegal Electives ^{C,E}	$\frac{9}{63}$

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 ^E	3
MGMT100	Introduction to Business ⁴	3
	College Math ^A or Science ^{D,5}	3
OADM110	Business Communication ^{A,E,1}	3
POLI111	American National Government	$\frac{3}{15}$

Second Semester

CISC100	Introduction to Computers	3
COMP110	English Composition I ^{A,E,1}	3
LAWS140	Civil Practice/Litigation Procedures ^E	3
MGMT130	Business Law	3
LAWS220	Legal Research and Writing ^E	$\frac{3}{15}$

Third Semester

COMM110	Effective Speaking ^{E,2}	3
LAWS225	Advanced Legal Research and Writing ^E	3



AILENE VITORSKY, a Liberal Arts major, plans to transfer in 2010 to a four-year university to earn a Bachelor of Science in Nursing. She's following in the footsteps of three older brothers, all of whom began their academic careers at Bucks and entered the nursing field.

"Everywhere you go at Bucks, there's someone to help you. Whenever I have a question, I get immediate help. They make the transition from high school to college really easy, with the resources available, like the Tutoring Center."

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

Please visit www.bucks.edu for current requirements.

Bucks is an accredited member of the National Association of Schools of Music. We maintain programs based on the same standards as the best professional and university music schools in the country.

LAWS240	Negligence and Personal Injury: Paralegal ^E	3
POLI120	American State and Local Government Paralegal Electives ^{C,E}	3 3
		15
Fourth Semester		
HIST152	U.S. History: Modern America ³	3
PSYC125	Stress Management ⁶	3
INTG285	Integration of Knowledge ^{B,E,7}	3
LAWS285	Paralegal Internship ^E Paralegal Electives ^{C,E}	3 6
		18

*Requires a writing score of 6 or successful completion of Business Communication (OADM110) or English Composition I (COMP110).

A Placement testing required.

B Any INTG course may be chosen.

C Any LAWS course except 100,110 or MGMT 130 may be chosen.

D Consult the list of courses approved for subcategories.

E Course requires prerequisite.

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.

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

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

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

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.

Graduates of this program are able to

- Demonstrate an understanding of the basic concepts of substantive and procedural law including the operation of the legal system and the theory of law;
- Perform the duties of a legal assistant in the public and private sector or in a position relating to the practice of law; and
- Demonstrate an understanding of the ethical obligations and legal limitations of the legal assistant in the public and private sectors.

Certificate Requirements

LAWS100	Introduction to Paralegal Studies or	
LAWS110	Introduction to Nurse Paralegal Studies ^B	3
MGMT130	Business Law	3
LAWS140	Civil Practice/Litigation Procedures ^B	3

LAWS220	Legal Research & Writing ^B	3
LAWS225	Advanced Legal Research & Writing ^B	3
LAWS240	Negligence and Personal Injury: Paralegal ^B	3 3
LAWS285	Paralegal Internship ^B Paralegal Electives ^{A,B}	3 9
		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.

B Course requires prerequisite.

Phlebotomy CERTIFICATE PROGRAM

Curriculum Code No. 3166

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

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

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

- perform venipunctures and capillary punctures;
- demonstrate proper techniques of collection, transport and requisitioning of blood specimens;
- perform within legal and ethical boundaries; and
- display a professional manner and image.

Certificate Requirements

BIOL115	Basic Human Anatomy	3
MEDA120	Medical Terminology	3
MEDA204	Phlebotomy Procedures & Techniques ^A	3
MEDA205	Medical Law and Ethics	3
MEDA230	Phlebotomy Externship ^A	4
		16

A Course requires prerequisite.

Photography

TRANSFER MAJOR
Curriculum code No. 1195

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 Photography Transfer Major provides students with experiences in film-based and digital photography. Students develop their technical and creative skills and learn skills applicable to both fine art and commercial photography.

The program includes a balance of film-based and digital photographic techniques allowing students to understand the link between technological innovation and the photographic process. Students are encouraged to develop a unique aesthetic in both commercial and artistic image making. Emphasis on darkroom, digital, location and studio work develops both the creative ability and the technical skills essential both photography careers and transfer to four-year institutions.

Graduates from this program may pursue transfer to

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

Please visit www.bucks.edu for current requirements.

professional art schools and complete a baccalaureate degree or begin a career as an entry-level commercial photographer. Photographers may find work with commercial photography studio or in a business such as wedding and/or portrait photography, advertising agencies, publishing companies, training companies, and other firms in the communications business.

Graduates of this program are able to

- use film-based and digital photography to begin to explore and express their own creative voice;
- prepare and present a formal, professional-quality portfolio of work which may be used to apply for admission to a four-year college and/or as part of an employment application; and
- demonstrate and apply skills associated with traditional film and digital-based imagery as well as photographic lighting techniques in both the studio and the field.

Students entering as photography majors require an assessment interview. A portfolio review is not required for admission, but is recommended for placement purposes. An advisor will help select the appropriate sequence of courses.

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

Degree Course Requirements*

VACV140	Digital Editing	3
VAF101	2-D Design Fundamentals	3
VAF110	Digital Photography Fundamentals ³	3
VAF151	Introduction to Photography ³	3
VAF157	Photography II ^E	3
VAF196	Photo History ⁴	3
VAF210	Digital Photography II ^E	3
VAF211	Studio Lighting Fundamentals ^E	3
VAF257	Large Format Photography ^E	3
VAMM100	Digital Imaging	3
VAMM110	Web and Interactive Design	3
VAMM250	Digital Arts Portfolio Studio ^E	3
	Studio Electives ^F	6
COMP110	English Composition I ^{A,1}	3
COMP111	English Composition II ^{E,2}	3
	Art or Film History ^C	6
INTG285	Integration of Knowledge ^{D,E,5}	3
SOCI110	Intro. to Sociology ⁶ OR	
MGMT100	Intro. to Business ⁶	3
	College Level Math or Science ^{A,B}	3
	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

VAF151	Introduction to Photography ³	3
VAMM100	Digital Imaging	3
VAF196	Photo History ⁴	3
VAF101	2-D Design Fundamentals	3
COMP110	English Composition I ^{A,G,1}	3
		15

Second Semester

VAF157	Photography II ^E	3
VAF110	Digital Photography Fundamentals ³	3
	Art or Film History ^C	3
COMP111	English Composition II ^{G,2}	3
VAMM110	Web and Interactive Design	3
	Personal Health ^B	2
		17

Third Semester

VAF257	Large Format Photography ^E	3
VAF210	Digital Photography II ^E	3
VACV140	Digital Editing	3
	College Level Math or Science ^{A,B}	3
SOCI110	Intro. to Sociology ⁶ OR	
MGMT100	Intro. to Business ⁶	3
		15

Fourth Semester

VAF211	Studio Lighting Fundamentals ^E	3
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INTG285	Studio Electives ^F	6
VAMM250	Integration of Knowledge ^{D,G,5}	3
	Digital Arts Portfolio Studio ^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: VAF191, VAF192, VAF193, VACV142.

D Any INTG course may be chosen.

E Course requires prerequisite.

F Any studio course with the prefix of VAF, VAG, VAC, and/or VAMM may be selected.

G Course requires prerequisite.

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.

*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.

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.

Science, Technology, Engineering & Mathematics Department

Founders 112 • Phone (215) 968-8305

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 Science, Technology, Engineering & Mathematics Department is required.

Graduates of this program are able to

- demonstrate and apply proficiency in the basic sciences including laboratory skills and knowledge of biology.
- demonstrate and apply proficiency in the basic sciences including laboratory skills and knowledge of chemistry.

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 ^F	4
BIOL122	Biological Principles II ^F	4
CHEM121	Chemistry I ^{A,F}	4
CHEM122	Chemistry II ^F	4
COMP110	English Composition I ^{A,F,1}	3
COMP111	English Composition II ^{F,2}	3
MATH120	College Algebra ^{A,B,F,3}	4
PSYC110	Introduction to Psychology ^{4,†}	3
SOCI110	Introduction to Sociology ⁴	3
COMM110	Effective Speaking ⁶	3
	Cultural Perspectives ^D	3
INTG285	Integration of Knowledge ^{F,5}	3
	Personal Health ^D	2
	Pre-Allied Health Electives ^E	18
		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



AARON DUGAN, a guitarist touring worldwide and recording with unique American reggae artist Matisyahu, attended Bucks in the late 1990s. He says a BCCC professor encouraged him to transfer to The New School in New York City, where he graduated from its jazz program in 2000.

"I had a great time at Bucks. The teachers there were amazing. Bucks turned out to be a wonderful learning and social environment including world-class instructors and facilities."

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

Please visit www.bucks.edu for current requirements.

requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

COMP110	English Composition I ^{A,F,1}	3
MATH120	College Algebra ^{A,B,F,3}	4
	Pre-Allied Health Elective ^E	4
	Cultural Perspective ^D	3
		<u>14</u>

Second Semester

CHEM121	Chemistry I ^{A,F}	4
COMP111	English Composition II ^{F,2}	3
PSYC110	Introduction to Psychology ^D	3
	Personal Health ^D	2
	Pre-Allied Health Elective ^E	3
		<u>15</u>

Third Semester

BIOL121	Biological Principles I ^F	4
CHEM122	Chemistry II ^F	4
	Pre-Allied Health Electives ^E	8
		<u>16</u>

Fourth Semester

BIOL122	Biological Principles II ^F	4
SOCI110	Introduction to Sociology ⁴	3
COMM110	Effective Speaking ⁶	2
INTG285	Integration of Knowledge ^{D,F,5}	3
	Pre-Allied Health Electives ^E	3
		<u>15</u>

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, COMM105, COMM110, CHEM221, CHEM222, CHEM242, BIOL181, BIOL182, BIOT105, BIOT125, MATH115, PHYS106, PHYS107, PSYC180, SOCI120, or courses in mathematics, cultural perspectives, or social perspectives.

F Course requires prerequisite.

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

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.

Pre-K – 4 Early Education

TRANSFER MAJOR

Curriculum Code No.4192

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 (215) 968-8270

The goals of the Early Childhood/Elementary Education Pre K-4 major are to:

- provide a teacher education program with an emphasis in the theory and practice in the Pre K-4 setting in accordance with the framework and program guidelines provided by the Pennsylvania Department of Education and NAEYC;
- prepare students for transfer to institutions offering bachelor's degree programs in Elementary Education Pre K-4 and Special Education by acquiring knowledge of educational theories and practices, through use of interpersonal skills, collaborative skills and field experiences in an educational setting; and
- prepare students to enter the workforce in day care and other early childhood career paths.

Graduates of this program are able to:

- apply their knowledge of educational theories, principles and competencies that are appropriate to the Pre K-4 setting;

- demonstrate an understanding of the characteristics of an effective educator; and
- determine adaptations, accommodations, and cognitive development of diverse students in an inclusive setting.

Degree Course Requirements

BIOL101	Biological Science I ^{1,E}	4
COMM110	Effective Speaking ⁴	3
COMP110	English Composition I ^{A,D,E,2}	3
COMP111	English Composition II ^{D,E,3}	3
PSYC110	Introduction to Psychology ^{6,†}	3
EDUC100	Foundations of Education [†]	3
MATH102	Mathematical Concepts for Educators I ^{A,E,1}	3
MATH105	Mathematical Concepts for Educators II ^{A,E,1}	3
EDUC105	Foundations for Early Learning Pre K-4 ^{E,F,G}	3
EDUC115	Observing and Recording the Behavior of Young Children ^{F,G}	3
EDUC120	Early Learning and Development I - Ages birth - 5 ^{F,G}	3
EDUC130	Early Learning and Development II - Adolescence ^{F,G}	3
EDUC150	Math & Science Experiences for Young Children	3
EDUC160	Introduction to Exceptionalities ^{E,F,G}	3
EDUC170	Language and Literacy Development in Early Childhood: Birth through five years ^{F,G}	3
EDUC200	Integrated Art, Movement and Play ^{F,G}	3
	Personal Health Elective ⁵	2
	Cultural Perspectives ^B	3
INTG285	Integration of Knowledge ^{C,E,7}	3

Transfer Track

	Literature Elective	3
	Education Elective	3
EDUC205	Fieldwork, Observation/Assessment in Education I [Special Education/Autism emphasis] ^{E,F,G} OR	
EDUC206	Fieldwork, Observation/Assessment in Education II [PreK-4] ^{E,F,G}	3

Career Track

LITR246	Children's Literature	3
EDUC220	Practicum in Education ^{F,G,J}	6
		<u>63</u>

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	Effective Speaking ⁴	3
COMP110	English Composition I ^{A,D,E,2}	3
PSYC110	Introduction to Psychology ^{E,6}	3
EDUC105	Foundations of Early Learning PreK-4 ^{E,F,G}	3
EDUC120	Early Learning and Development I - Ages birth -5 ^{F,G}	3
		<u>15</u>

Second Semester

COMP111	English Composition II ^{A,E,2}	3
EDUC130	Foundations of Early Learning PreK-4 ^{E,F,G}	3
EDUC160	Introduction to Exceptionalities ^{F,G}	3
EDUC150	Science and Math Experiences for Young Children	3
MATH102	Mathematical Concepts for Educators I ^{A,1}	3
	Personal Health Elective ⁵	2
		<u>17</u>

Third Semester

BIOL101	Biological Science I ^{E,1}	4
EDUC115	Observing and Recording the Behavior of Young Children ^{F,G}	3
EDUC170	Language and Literacy Development in Early Childhood:	

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

Please visit www.bucks.edu for current requirements.

EDUC200	Birth through five years ^{F,G}	3
MATH105	Integrated Art, Movement and Play ^{F,G}	3
	Mathematical Concepts for Educators II ^{A,1}	3
		16

Fourth Semester

INTG285	Cultural Perspectives ^B	3
	Integration of Knowledge ^{C,E,7}	3

Transfer Major

EDUC205	Education Elective	3
	Literature Elective	3

EDUC206	Fieldwork, Observation/Assessment in Education I [Special Education/Autism emphasis] ^{E,F,G} OR	
	Fieldwork, Observation/Assessment in Education II [PreK-4] ^{E,F,G}	3

Career Major

LITR246	Children's Literature	3
EDUC220	Practicum in Education ^{F,G,J}	6
		15

A Placement testing required.

B Any of the following may be chosen: HIST151, HIST152.

C Any INTG course may be chosen.

D Pre-college level courses do not meet this requirement.

E Course requires prerequisite.

F Field experience component.

G PA clearances required.

H Suggested electives: EDUC144, EDUC155, PSYC190. Check with transfer institution or Education Advisor.

1. Transfer track check Literature requirement with transfer institution.

J This course is for the Career Path track only.

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.

† Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better), or Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110

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.

Recreational Leadership

CERTIFICATE PROGRAM

Curriculum Code No. 3190

Department of Health, Physical Education & Nursing
Gymnasium 102 • Phone (215) 968-8451

The Recreation Leadership Certificate Program prepares the student to work in the recreation field by providing students the following skills: lifeguarding, professional CPR/First Aid, water safety instructor training, advanced skills and standards for ropes course training, and facility and events planning. The program is designed to provide students with a fundamental knowledge base of the recreation field, employment options available within this area, and to provide the students the necessary skills for gainful employment in recreation.

This program prepares students to work as aquatic directors, park service personnel, outdoor educators, program specialists and ropes course instructors. Graduates of this program are able to:

- Explain the history of the outdoor recreation program and field;
- Describe the appropriate rescues needed per criteria of victim;
- Explain and describe the procedures to perform CPR (Adult, Child, Infant);
- Explain and describe the procedures to perform First Aid;
- Explain and describe the procedures to perform AED (Adult, Child);
- Describe the counseling skills and procedures to

implement a counseling session;

- Describe and explain how to set up a ropes course, belay and perform a rescue;
- Explain and describe the six basic strokes in aquatics and explain stroke mechanics;
- Explain and describe how to plan an event; and
- Explain and describe the main functions and areas of concern surrounding facility design.

Certificate Requirements

HLTH110	Responding to Emergencies	3
PHED155	Lifeguarding	2
PHED156	Water Safety Instructor ^A	2
PHED190	Outdoor Recreation	3
PHED191	Outdoor Recreation Leadership	3
PHED170	Individual Fitness and Wellness	2
SPMT202	Facility and Events Planning	3
		18

A Requires prerequisite and/or co requisite.

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.

Retail Management

OCCUPATIONAL MAJOR

Curriculum Code No. 2017

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

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;
- interpret business periodicals in addition to technical reports, and develop written reports on job-related problems;
- relate the special skills required in a people-intensive industry;
- demonstrate a technical knowledge of the major functions of a retail organization; and
- utilize the knowledge of how to merchandise a product.

Degree Course Requirements

ACCT103	Introductory Accounting	3
CISC110	Introduction to Information Systems ^F	3
COMM110	Effective Speaking ^{F,2}	3
COMP110	English Composition I ^{A,F,1}	3
MGMT130	Business Law	
	or	
MGMT180	Legal Environment of Business	3
MGMT100	Introduction to Business ³	3
MGMT120	Business Mathematics ^{A,F,4}	
	or	
MATH117	Finite Mathematics for Business ^{A,F,4}	3



JUSTIN DERRY ('11) plans to become a third-generation nurse, following in the footsteps of his mother, grandmother and grandfather. The Langhorne resident was quick to get involved on campus, activating the BCCC Drama Club, performing in several plays, choirs and vocal ensembles, and serving as a Bucks Ambassador and Orientation Team Leader. He says he was drawn to Bucks because of its stellar reputation.

"The main reason that I chose Bucks was because the nursing program is one of the best around here. It's such a good program and it's so close. When I got here, I got wrapped up in Student Life soon after I went to Orientation and have been active ever since. I love it here."

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

Associate Degree Nursing Program graduates are eligible to take the exam to become a registered nurse.

MGMT200	Organizational Behavior ^F	3
MGMT280	Cooperative Education-Management ^F	3
	or	
MKTG280	Cooperative Education-Marketing ^F	3
MKTG100	Principles of Marketing ^F	3
MKTG110	Selling	3
MKTG135	Retail Management	3
MKTG140	Retail Merchandising	3
MKTG200	Advertising	3
OADM110	Business Communication ^{A,F,1}	3
PSYC125	Stress Management ^S	3
	Accounting Electives ^B	3/4
	Cultural Perspectives ^C	3
	Business Electives ^D	3
INTG285	Integration of Knowledge ^{E,F,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
OADM110	Business Communication ^{A,F,1}	3
MGMT120	Business Mathematics ^{A,F,4}	3
	or	
MATH117	Finite Mathematics for Business ^{A,F,4}	3
		15

Second Semester

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

Summer Session

MGMT280	Cooperation Education-Management ^{F**}	3
	or	
MKTG280	Cooperative Education-Marketing ^{F**}	3
		3

Third Semester

MGMT200	Organizational Behavior ^F	3
MKTG110	Selling	3
	Cultural Perspectives ^C	3
	Business Elective ^D	3
		12

Fourth Semester

PSYC125	Stress Management ^S	3
COMM110	Effective Speaking ^{E,2}	3
MKTG200	Advertising	3
MGMT130	Business Law	3
	or	
MGMT180	Legal Environment of Business	3
INTG285	Integration of Knowledge ^{E,F,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, HRIM, LAWS, MEDA, MGMT, MKTG, OADM or REAL may be chosen.

E Any INTG course may be taken.

F Course requires prerequisite

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.

** 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.

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.

Science, Technology, Engineering & Mathematics Department

Founders 112 • Phone (215)968-8305

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 division.

Graduates of this program are able to

- apply mathematical concepts and methods to phenomena and problems as related to chemistry;
- apply mathematical concepts and methods to phenomena and problems as related to physical science; and
- describe the energy transformations in living systems.

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,1,1}	3
COMP111	English Composition II ^{1,2}	3
	Biology Elective ^B	4
CHEM121	Chemistry I ^{A,1}	4
COMM110	Effective Speaking ¹	3
	Cultural Perspectives ^F	3
	Elective ^H	3
INTG285	Integration of Knowledge ^{G,1,5}	3
	Literature or Foreign Language	3
	College Level Mathematics	
	Electives ^{E,3}	10-12
	College Level Mathematics ^E or	
	Science ^{B,C,D} Electives	4
	Personal Health ^F	2
	Physics Elective ^{D,1}	4
	Science Electives ^{B,C,D}	8
	Social Perspectives ^F	3
		60-62

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,1,1}	3
CHEM121	Chemistry I ^{A,1}	4
	Literature or Foreign Language	3
	College Level Mathematics	
	Elective ^{E,3}	3-4
	Personal Health ^F	2
		15-16

Second Semester

COMP111	English Composition II ^{1,2}	3
	Cultural Perspectives ^F	3
	College Level Mathematics	
	Elective ^{E,3}	3-4
	Science Elective ^{B,C,D}	4
	Social Perspectives ^F	3
		16-17

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

Please visit www.bucks.edu for current requirements.

Third Semester

Biology Elective ^B	4
College Level Mathematics Elective ^{E,3}	3-4
College Level Mathematics ^E or Science ^{B,C,D} Electives	4
Physics Elective ^{D,1}	4
	16

Fourth Semester

COMM110	Effective Speaking ¹	3
	Elective ^H	3
INTG285	Integration of Knowledge ^{G,L,5}	3
	Science Elective ^{B,C,D}	4
		13

A Placement testing required.

B Except BIOL101, BIOL102, BIOL115.

C Except CHEM100, CHEM101, CHEM102.

D Except SCIE101.

E Except MATH101, MATH102, MATH110, MATH117, MATH118.

F Consult the list of courses approved for this subcategory. Any course may be chosen.

G Any INTG course may be chosen.

H Pre-college level courses do not meet this requirement.

1 Course requires prerequisite.

2 Satisfies College Writing Level I.

3 Satisfies College Writing Level II.

4 Satisfies College Level Mathematics or Science.

5 Satisfies Social Perspectives.

6 Satisfies Writing Intensive requirement.

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.

Secondary Education: Biology

TRANSFER MAJOR

Curriculum Code No. 1169

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.

Science, Technology, Engineering & Mathematics Department

Founders 112 • Phone (215) 968-8305

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.

Graduates of this program are able to:

- Recognize and relate the importance of science in daily life experiences.
- Demonstrate an understanding of fundamental scientific concepts and proficiency in performing basic laboratory techniques.

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,C,1}	3
COMP111	English Composition II ^{C,2}	3
EDUC100	Foundations of Education [†]	3
PSYC190	Educational Psychology	3
COMM110	Effective Speaking ^{C,5}	3
PSYC110	Introduction to Psychology	3
BIOL121	Biological Principles I ^C	4
BIOL228	Microbiology ^C	4
CHEM121	Chemistry I ^{A,C,3}	4
CHEM122	Chemistry II ^C	4
CHEM221	Organic Chemistry I ^C	5
CHEM222	Organic Chemistry II ^C	5
PHYS106	Physics A ^C	4
PHYS107	Physics B ^C	4
	Health/ PE elective ^B	2
	Cultural Perspectives ^B	3
INTG285	Integration of Knowledge ^{B,C,4}	3
		60

Recommended Semester Sequence

First Semester

COMP110	English Composition I ^C	3
CHEM121	Chemistry I ^C	4
PSYC110	Introduction to Psychology	3
BIOL121	Biological Principles I ^C	4
	Health Elective	2
		16

Second Semester

COMP111	English Composition II ^C	3
CHEM122	Chemistry II ^C	4
COMM110	Effective Speaking ^{C,5}	3
BIOL228	Microbiology ^C	4
		14

Third Semester

CHEM221	Organic Chemistry I ^C	5
PHYS106	Physics A ^C	4
EDUC100	Foundations of Education	3
	Cultural Perspectives	3
		15

Fourth Semester

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

A Placement testing required; Chem 121 requires taking and passing the Chem Placement Exam and Math120 or a score of 8 on the Math Assessment test

B Consult list Category 1

C Course requires prerequisite.

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

Secondary Education: History

TRANSFER MAJOR

Curriculum Code No. 1180

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

Penn 301 • Phone (215) 968-8270

The Secondary Education History major is designed for students who plan to teach history 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 history.

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.

Graduates of this program are able to:

- Demonstrate understanding of the American historical heritage;
- Demonstrate understanding of the Western historical heritage; and

Degree Course Requirements

COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,2}	3
COMM110	Effective Speaking ^{G,3}	3
EDUC100	Foundations of Education	3
PSYC110	Introduction to Psychology	3
PSYC190	Educational Psychology ^G	3
HIST111	History of Western Civilization I	3
HIST112	History of Western Civilization II	3
HIST151	U.S. History: Young America	3
HIST152	U.S. History: Modern America	3
POLI111	American National Government	3
	History Elective	3
	Social Perspectives ^C	6
	Cultural Perspectives ^C	6
	College Level Mathematics ^{A,D}	3
	College Level Science ^E	3
INTG285	Integration of Knowledge ^{F,G,4}	3
	Personal Health ^B	3



AMY DAILEY ('04) earned her associate degree in nursing at Bucks, completed her BSN at Jacksonville University (Fl.), and is finishing her MSN at the University of South Alabama. The married mother works at Aria Health (formerly Frankford Hospital), is a nurse examiner for the Bucks County Sexual Assault Response Team, administers first aid at Sesame Place amusement park, and is an adjunct faculty member at Bucks. Her mother also graduated from the Bucks nursing program in the 1970s.

"My instructors at Bucks really inspired me to continue my education. They really push critical thinking and gave me a lot of the tools I needed to succeed. They have really helped me to obtain opportunities that I would have never thought I could accomplish."

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,G,1}	3
HIST111	History of Western Civilization I	3
PSYC110	Introduction to Psychology	3
	College Level Science ^E	3
	Personal Health ^B	3
		15

Second Semester

COMP111	English Composition II ^{G,2}	3
HIST112	History of Western Civilization II	3
COMM110	Effective Speaking ^{G,3}	3
POLI111	American National Government	3
	College Level Math ^{A,D}	3
		15

Third Semester

HIST151	U.S. History: Young America	3
EDUC100	Foundations of Education	3
	Cultural Perspectives ^C	3
	Social Perspectives ^C	3
	History Elective	3
		15

Fourth Semester

HIST152	U.S. History: Modern America	3
PSYC190	Educational Psychology ^G	3
	Cultural Perspectives ^C	3
	Social Perspectives ^C	3
INTG285	Integration of Knowledge ^{F,G,4}	3
		15

A Placement testing required.

B Consult the list of courses approved for this subcategory.

C Consult the list of courses approved for this subcategory. Choose any course not already selected or required.

D Choose from MATH101, MATH102, MATH115, MATH117, MATH120, MATH122, MATH125 and MATH140

E Choose from BIOL101, BIOL102, BIOL110, CHEM101, CHEM121, SCIE101, SCIE102, SCIE103.

F Any INTG285 course may be chosen.

G Course requires prerequisite.

1 Satisfies College Writing Level I.

2 Satisfies College Writing Level II.

3 Satisfies Creative Expression.

4 Satisfies Writing Intensive Requirement.

Secondary Education: Mathematics**TRANSFER MAJOR**

Curriculum Code No. 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 Services office early in their academic program to determine which courses will be transfer to the college of their choice.

Science, Technology, Engineering & Mathematics Department

Founders 112 • Phone (215) 968-8305

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.

Graduates of this program are able to:

- accurately interpret and translate pictorial and descriptive information into mathematical statements;
- solve problems quantitatively and communicate results clearly;

- demonstrate understanding of numeric, algebraic and geometric reasoning;
- demonstrate computational skills in areas of applied mathematics.

Although students completing this degree typically transfer to a 4-year institution with the intention of completing a Bachelor's program, they may be employed as teaching assistants or science technicians.

Degree Course Requirements*

CISC115	Computer Science I ^F	4
PHYS121	Physics I ^F	4
COMP110	English Composition I ^{A,F,1}	3
COMP111	English Composition II ^{F,2}	3
COMM110	Effective Speaking ^{F,3}	3
MATH140	Calculus I ^{A,F,4}	4
MATH141	Calculus II ^F	4
MATH242	Calculus III ^F	4
MATH260	Linear Algebra ^F	3
PSYC110	Introduction to Psychology ⁵	3
EDUC100	Foundations of Education	3
PSYC190	Educational Psychology ^F	3
	Cultural Perspectives ^B	3
	Electives ^E	9
INTG285	Integration of Knowledge ^{A,D,F,5}	3
	Mathematics Elective ^C	3
	Personal Health ^B	2
		61

Recommended Semester Sequence**First Semester**

EDUC100	Foundations of Education	3
PSYC110	Introduction to Psychology	3
COMP110	English Composition I ^{A,F,1}	3
MATH140	Calculus I ^{A,F,4}	4
	Personal Health ^B	2
		15

Second Semester

COMP111	English Composition II ^{F,2}	3
MATH141	Calculus II ^F	4
PHYS121	Physics I ^F	4
PHYC190	Educational Psychology ^F	3
		14

Third Semester

MATH242	Calculus III ^F	4
MATH260	Linear Algebra ^F	3
CISC115	Computer Science I ^F	4
	Cultural Perspectives ^B	3
	Electives ^E	3
		17

Fourth Semester

INTG285	Integration of Knowledge ^{D,F,5}	3
	Mathematics Elective ^C	3
COMM110	Effective Speaking ^{F,3}	3
	Electives ^E	6
		15

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

E Pre-college level courses do not meet this requirement.

F Course requires prerequisite.

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

Small Business Management**OCCUPATIONAL MAJOR**

Curriculum Code No. 2054

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.



BRIAN P. LYNCH ('03), who returned to college after 19 years of working in construction, earned an AA at Bucks and is now Manager of Trades Maintenance at Drexel University.

"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.

Department of Business Studies

Penn 401 • Phone (215) 968-8227

Graduates of this program are able to

- write a business plan for starting one's own business or purchasing an existing business;
- demonstrate an understanding of the accounting functions necessary for operating a small business; and
- apply the management, marketing, legal, and insurance knowledge to operating a small business.

Degree Course Requirements

ACCT103	Introductory Accounting or	
ACCT105	Financial Accounting ^F	3/4
CISC110	Introduction to Information Systems ^F	3
COMM110	Effective Speaking ^{F,2}	3
COMP110	English Composition I ^{A,F,1}	3
MGMT100	Introduction to Business ³	3
MGMT110	Small Business Management	3
MGMT120	Business Mathematics ^{A,F,4} or	
MATH117	Finite Mathematics for Business ^{A,F,4}	3
MGMT130	Business Law or	
MGMT180	Legal Environment of Business	3
MGMT280	Cooperative Education-Management ^F or	
MKTG280	Cooperative Education-Marketing ^F	3
MKTG100	Principles of Marketing ^F	3
MKTG110	Selling	3
MKTG200	Advertising	3
OADM110	Business Communication ^{A,F,1}	3
PSYC125	Stress Management ³ Accounting Electives ^B	3/4
	Cultural Perspectives ^C	3
	Business Electives ^D	9
INTG285	Integration of Knowledge ^{E,F,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	Financial Accounting ^F	3/4
OADM110	Business Communication ^{A,F,1}	3
MGMT110	Small Business Management	3
CISC110	Introduction to Information Systems ^F	3
	Cultural Perspectives ^C	3
		15/16

Second Semester

	Accounting Elective ^B	3/4
MGMT100	Introduction to Business ³	3
PSYC125	Stress Management ³	3
COMP110	English Composition I ^{A,F,1}	3
MGMT120	Business Mathematics ^{A,F,4} or	
MATH117	Finite Mathematics for Business ^{A,F,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 ^F	3
		15

Fourth Semester

COMM110	Effective Speaking ^{F,2}	3
MGMT280	Cooperative Education-Management ^F or	
MKTG280	Cooperative Education-Marketing ^F	3
MKTG110	Selling	3
	Business Elective ^D	3
INTG285	Integration of Knowledge ^{E,F,6}	3

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, HRIM, LAWS, MEDA, MGMT, MKTG, OADM, or REAL may be chosen.

E Any INTG course may be chosen.

F Course requires prerequisite

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.

** 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.

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) 968-8270

The goals of the Social Services major are to:

- provide a liberal arts experience with an emphasis in the science-based theory and practice of the behavioral and social sciences;
 - prepare students for transfer to institutions offering bachelors degree programs in human relations and social assistance such as: social work, occupational therapy, behavioral and health services, behavioral and addictions counseling, among others; and
 - prepare students upon graduation to work in a variety of fields as entry level social or human services workers in settings such as adult daycare, group home settings, geriatric facilities, substance abuse settings, life skills programs, or community outreach worker.
- Graduates of this program are able to:
- demonstrate familiarity with the major concepts, theoretical perspectives and empirical findings in the behavioral and social sciences;
 - demonstrate an understanding of the basic scientific methods of the behavioral and social sciences including research design, data analysis and interpretation; and
 - apply psychological principles to an understanding of their own and others' behavioral and mental processes.

to determine which courses will transfer to the college of their choice.

INTG285	Integration of Knowledge ^{E,G,6}	3
SPMT280	Sport Management Internship ^G	3
	Math ^A and/or Science ^C	3
	Physical Education Electives ^B	4
		16

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 course may be chosen.

F CISC110 or CISC115 may be substituted.

G Course requires prerequisite.

A community advisory group helps the College ensure that the Office Administration and Systems Technology program reflects the learning skills required by employers.

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

Degree Course Requirements		
COMM110	Effective Speaking ^{G,3}	3
COMP110	English Composition I ^{A,G,1}	3
COMP111	English Composition II ^{G,2}	3
INTG285	Integration of Knowledge ^{G,7}	3
MATH115	Elementary Statistics ^{A,G,4}	3
PSYC100	Psychology of Personal Awareness ⁶	3
PSYC110	Introduction to Psychology	3
PSYC181	Developmental Psychology: Life Span ^G	3
SOCI110	Introduction to Sociology ⁵	3
	Cultural Perspectives ^B	6
	Science ^C	7
	Psychology Electives ^D	6
	Applied Electives ^E	12
	General Elective ^F	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,G,1}	3
PSYC110	Introduction to Psychology	3
COMM110	Effective Speaking ^{G,3}	3
PSYC100	Psychology of Personal Awareness ⁶	3
	General Elective ^F	3
		15

Second Semester

COMP111	English Composition II ^{G,2}	3
MATH115	Elementary Statistics ^{A,G,4}	3
SOCI110	Introduction to Sociology ⁵	3
	Cultural Perspectives ^B	3
PSYC181	Developmental Psychology: Lifespan ^G	3
		15

Third Semester

	Science ^C	3/4
	Cultural Perspectives ^B	3
	Applied Electives ^E	6
	Psychology Elective ^D	3
		15/16

Fourth Semester

	Science ^C	3/4
	Applied Electives ^E	6
INTG285	Integration of Knowledge ^{G,7}	3
	Psychology Elective ^D	3
		15/16

A Placement testing required.

B Consult the list of courses approved for this subcategory.

C Select any of the following: BIOL101, BIOL102, BIOL115, BIOL181, BIOL182

D Select any of the following: PSYC105, PSYC120, PSYC125, PSYC160, PSYC200, PSYC280,

E Select any of the following: CHEM101, CISC100, CISC110, ECON111, ECON112, HUMN120, PHIL105, PHIL111, POLI111, SOCI120, SOCI130, SOCI140, SSWK110, SSWK120, WMST110

F Pre-college level courses do not meet this requirement.

G Course requires prerequisite.

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.

7 Satisfies Writing Intensive Requirement.

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.

Sport Management

TRANSFER MAJOR
Curriculum Code No. 1154

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

Department of Health, Physical Education & Nursing Gymnasium 102 • Phone (215) 968-8451

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.

Students who complete this program will be able to:

- demonstrate the ability to communicate effectively with others through oral, written, and/or graphic means that apply interpersonal skills and professional attitudes;
- assess, evaluate, and use information effectively and efficiently as lifelong learners in pursuit of personal and professional objectives. This includes interpreting and applying their knowledge of the principles of sport management, marketing, and/or event planning to direct, support or control a sport enterprise; and
- demonstrate understanding of basic Sport Management Core work; and
- compute with proficiency and confidence, in planning marketing strategies, and/or campus recreation, intramurals and other activities.

Degree Course Requirements*

CISC100	Introduction to Computers ^F	3
COMM110	Effective Speaking ^{G,4}	3
COMP110	English Composition I ^G	3
COMP111	English Composition II ^G	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 ^G	3
	Physical Education Electives	6
SPMT280	Cooperative Education/ Sport Internship ^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. See catalog for key.

First Semester

COMP110	English Composition I ^{A,G,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

CISC100	Introduction to Computers ^F	3
COMP111	English Composition II ^{G,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

COMM110	Effective Speaking ^{G,4}	3
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Program of study requirements and other catalog contents are subject to change.

Please visit www.bucks.edu for current requirements.

- 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 the college catalog 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.

	Information ^E	3
HRIM200	Hotel & Lodging Operations Management ^E	3
		<u>3</u>
HRIM210	HRIM Internship ^E	3
HRIM220	HRIM Seminar ^E	3
MGMT100	Introduction to Business ³	3
MGMT120	Business Mathematics ^{A,E,4}	3
MGMT130	Business Law	3
MKTG100	Principles of Marketing ^E	3
MKTG110	Selling	3
MKTG220	Marketing on the Internet	3
OADM110	Business Communication ^{A,E,2}	3
	Cultural Perspectives ^B	3
INTG285	Integration of Knowledge ^{C,E}	3
	Personal Health ^D	<u>3</u>
	Total Credits	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

HRIM101	Introduction to the Travel Services Industry	3
CISC100	Introduction to Computers or	
CISC110	Introduction to Information Systems ^E	3
OADM110	Business Communication ^{A,E,2}	3
MGMT100	Introduction to Business ³	3
	Cultural Perspectives ^B	<u>3</u>
		15

Second Semester

COMP110	English Composition I ^{A,E,2}	3
HRIM110	Financial Management in Tourism & Hospitality ^E	3
HRIM115	Computer Reservation and Travel Information ^E	3
HRIM200	Hotel & Lodging Operation Management ^E	3
MGMT120	Business Mathematics ^{A,E,4}	<u>3</u>
		15

Summer Session

HRIM210	HRIM Internship ^E	3
		<u>3</u>

Third Semester

COMM110	Effective Speaking ^{E,1}	3
MGMT130	Business Law	3
HRIM111	Conference and Business Meeting Planning	3
		<u>3</u>
MKTG100	Principles of Marketing ^E	3
INTG285	Integration of Knowledge ^{C,E}	<u>3</u>
		15

Fourth Semester

HRIM220	HRIM Seminar ^E	3
MKTG110	Selling	3
MKTG220	Marketing on the Internet	3
	Personal Health ^D	<u>3</u>
		12

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 COMM105, HLTH103, HLTH110, HLTH120, HLTH130, PSYC100, PSYC125

E Course requires prerequisite.

1 Satisfies Creative Expression Requirement

2 Satisfies College Writing Requirement

3 Satisfies Social Perspectives Requirement

4 Satisfies College Level Mathematics or Science Requirement

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

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 Cultural

Perspectives Integration of Knowledge and Personal Health

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 Services office 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.

Graduates of this program are able to:

- 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 techniques and marketing plans; and
- develop business presentation techniques for group and convention presentations.

Degree Course Requirements*

CISC100	Introduction to Computers	
	or	
CISC110	Introduction to Information Systems ^E	3
COMM110	Effective Speaking ^{E,1}	3
COMP110	English Composition I ^{A,E,2}	3
HRIM101	Introduction to The Travel Services Industry	3
HRIM110	Financial Management in Tourism & Hospitality ^E	3
HRIM111	Conference and Business Meeting Planning	3
HRIM115	Computer Reservations and Travel	

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

Please visit www.bucks.edu for current requirements.

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.

Graduates of this program are able to:

- demonstrate skills to 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 techniques and marketing plans;
- develop business presentation techniques for group and convention presentations.

Certificate Requirements

CISC100	Introduction to Computers	
	or	
CISC110	Introduction to Information Systems ^B	3
HRIM101	Introduction to The Travel Services Industry	3
HRIM111	Conference and Meeting Planning	3
HRIM115	Computer Reservations and Travel Information ^B	3
HRIM210	HRIM Internship ^B	3
MKTG110	Selling	3
OADM110	Business Communication ^{A,B}	3
		21

^A Placement testing required

^B Course requires prerequisite.

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.

Web Designer and Multimedia

CERTIFICATE PROGRAM
Curriculum Code No. 3147

Department of the Arts
Hicks Art Center • Phone (215) 968-8425

Gainful Employment disclosure information is available for this program of study at <http://www.bucks.edu/gainful>

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.

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.

Graduates of this program are 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; and

- 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 ^A	3
VAMM209	Multimedia Concepts I ^A	3
VAGD102	Illustration: Drawing & Digital ^A	3
	Multimedia Electives	<u>6</u>
		24

Multimedia Electives (select 2 courses):

CISC113	Visual Basic Programming I
CISC118	Media Authoring ^A
CISC224	Web Databases ^A
VACV130	Media Scriptwriting
VACV135	Video Studio Production I
VACV137	Audio Production
MUSC124	Electronic Music Synthesis I
VAFA110	Digital Photography Fundamentals
VAMM210	Multimedia Concepts II ^A
VAMM230	3-D Digital Animation ^A

^A Course requires prerequisite.

**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.*

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

Please visit www.bucks.edu for current requirements.

Accounting	66	Foreign Languages	79	Philosophy	99
American English as a Second Language.	67	American Sign Language.	79	Physical Education	81
Art	103	Arabic	79	Physics	100
Biology	67	Chinese	79	Political Science	100
Biotechnology.	68	French	79	Psychology	100
Chef Apprenticeship.	68	German	79	Reading.	101
Chemistry	69	International Cultures.	80	Real Estate	101
Cinema/Video Production	70	Italian	80	Science	102
Communication Studies	71	Japanese	80	Social Services.	102
Composition.	71	Spanish	80	Sociology	102
Computer/Information Science.	71	Geography	81	Sport Management.	83
Cooperative Education.	74	Health Information Technology.	81	Student Services	103
Criminal Justice	75	Health and Physical Education.	81	Visual Arts	103
Economics	76	History	84	Art Foundation Year Studies	103
Education	76	Hospitality &Tourism Management.	86	Art History	103
Engineering.	77	Humanities	87	Ceramics	103
English as a Second Language	67	Independent Study	87	Cinema/Video Production.	70
Fire Science.	78	Integration of Knowledge.	88	Drawing: Second Year	104
		Journalism	89	Glassblowing and Stained Glass.	104
		Law/Paralegal.	98	Graphic Design and Illustration.	104
		Literature	89	Jewelry	104
		Management.	90	Painting	104
		Marketing.	91	Photography	105
		Mathematics.	91	Printmaking.	105
		Medical Assisting	92	Portfolio Studios.	105
		Music	93	Sculpture	105
		Nanofabrication Technology	95	Web Design & Multimedia.	105
		Nursing.	96	Woodworking.	106
		Office Administration.	96	Women's Studies	106
		Paralegal/Law	98		
		Performance Arts	99		

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

The use of technology
may be required in
some classes.

For students who need
assistance, the **Technology
Learning Centers (TLCs)** are
available in the Newtown,
LowerBucks, and UpperBucks
Campuses.

The Business Studies department offers a variety of programs and courses in the areas of Accounting, Chef Apprenticeship, E-Business, Hospitality Management, Management, Marketing, Paralegal, Office Administration, and Real Estate, in addition to our general Business Administration transfer program.

Accounting

ACCT103 Introductory Accounting

(Formerly ACCT090)

This course provides an introduction to the principles and concepts of financial accounting. This course focuses on bookkeeping and accounting procedures through the accounting cycle for service and merchandising businesses, including special journals. This course presumes no previous knowledge of accounting. 3 Credits

ACCT105 Financial Accounting

(Formerly Principles of Accounting I)

This course provides an introduction to the objectives, principles, assumptions and concepts of financial accounting. It focuses on procedures and practices from the accounting cycle through financial statement presentation with an emphasis on recognizing, valuing, reporting, and disclosing assets, liabilities, and equity. This course presumes no previous accounting knowledge. 4 Credits

Prerequisite: Reading Placement Test score Level 3 or ACCT103 (C or better)

ACCT106 Managerial Accounting

(Formerly Principles of Accounting II)

This course introduces students to the concepts and applications of managerial accounting. Students focus on analysis and recording of various manufacturing costs, cost-volume-profit analysis, preparation of financial statements for a manufacturer, creation of static and flexible budgets and reports, evaluation of capital investments, and various costing systems. 4 Credits

Prerequisite: ACCT105 (C or better)

ACCT108 Introduction to Accounting Software EXPERIMENTAL

An introductory course in the practical application and study of current 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

This course prepares students with little or no experience in personal finance to make money management decisions. Students analyze the interrelationships of budgeting, banking, credit, taxation, investments, insurance, and estate planning as they apply to consumer decision-making. 3 Credits

**ACCT120
Payroll Records and Accounting**
This course examines the various payroll laws, payroll accounting systems, and the procedures for computing wages and salaries in small, medium, and large firms. 3 Credits
Prerequisite: ACCT103 (C or better) or ACCT105 (C or better)

ACCT130 Accounting Applications for the Computer

This course provides a survey of automated accounting functions, including basic accounting procedures through the accounting cycle for service and merchandising businesses. Students implement current industry standard software to perform accounting functions and analyze financial statements. 3 Credits

Prerequisite: ACCT103 (C or better) or ACCT105 (C or better)

ACCT200 Intermediate Accounting I

This course provides an intensive study of the application of generally accepted accounting principles and financial pronouncements for financial reporting and disclosure of current and noncurrent assets. 3 Credits

Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies

ACCT201 Intermediate Accounting II

This course provides an intensive study of the application of generally accepted accounting principles and financial pronouncements to the financial reporting and disclosure of current and noncurrent liabilities and stockholders' equity. 3 Credits

Prerequisite: ACCT200 (C or better) or permission of the Department of Business Studies

ACCT210 Cost Accounting I

This course provides an understanding of cost accounting systems and procedures and how they are used for business strategy and implementation. This course presents an analysis of key data for planning and controlling to assist in management decisions. 3 Credits

Prerequisite: ACCT106 (C or better) or permission of the Department of Business Studies

ACCT230 Financial Management

This course examines the financial methods and techniques for a business. Analysis emphasizes 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**
This course examines Federal and Pennsylvania state tax laws as they relate to individual income taxes. This 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

This course examines the Federal and Pennsylvania state tax laws as they relate to individual income taxes. It focuses on concepts of gains and losses from property transactions, miscellaneous income items, tax computation, and credits. This course also introduces pass-through entities and their impact on individual taxation. 3 Credits

Prerequisite: ACCT240 (C or better) or permission of the Department of Business Studies

ACCT250 Auditing

This course provides a presentation of current audit practices for audit decision making and evidence accumulation. This course emphasizes the understanding of the audit objectives, the audit risks, the audit decisions to be made, the appropriate audit evidence, and audit reports. 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 the Department of Business Studies

ACCT280 Cooperative Education - Accounting

This course evaluates a student's ability to relate the academic accounting concepts and skills with on-the-job experience and research of accounting topics as they relate to the student's academic preparation and career objectives. 3 Credits

Prerequisite: 24 college credits, a GPA of 2.0 earned in courses by the Department of Business Studies, and Permission of the Department of Business Studies

American English as a Second Language

AESL081 Writing Fundamentals for International Students

This course is designed for international students who need to learn the fundamentals of writing. Students will develop the proper use of American English grammar, syntax, and skill in writing sentences and basic developmental paragraphs. 6 Credits
Prerequisite: Placement by the Department of Language and Literature only

AESL083 Reading Fundamentals for International Students

AESL 083 is a reading course designed for international students who need to learn the fundamentals of reading. It focuses on reading comprehension skills: vocabulary development, including word definitions, word families, common American idioms, and familiarity with American cultural influences. 3 Credits
Prerequisite: Placement by the Department of Language and Literature only

AESL085 Oral Communication Fundamentals for International Students

This course is designed for international students who need to learn the fundamentals of oral communication. Students develop their ability to understand spoken English and express themselves clearly in conversation and academic discourse. Individual and group work, as well as reading and writing assignments, build students' American English vocabulary. 3 Credits
Prerequisite: Placement by the Department of Language and Literature only

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: Placement by the Department of Language and Literature only

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
Prerequisite: Placement by the Department of Language and Literature only

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
Prerequisite: Placement by the Department of Language and Literature only

Biology
In addition to tuition and fees, students within certain programs within the Department of Science, Technology, Engineering and Mathematics may have incidental expenses for laboratory items.

BIOL101
Biological Science I
This course is an introduction to processes common to all living organisms. Science and the scientific method are described. 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. 4 Credits
Prerequisite: Reading Level 3 or READ110 (C or better) or permission of the Department of Science, Technology, Engineering and Mathematics; Math Level 5 or higher or MATH095 (C or better); Writing Level 4 or COMP090 (C or better)

BIOL102
Biological Science II
This course explores aspects of life at the macroscopic, whole-organism level. Topics are ecology, taxonomy, a survey of plant and animal life forms, and an examination of major systems for both plants and animals, with emphasis on humans. This course does not meet the curriculum requirements for biology majors. 4 Credits
Prerequisite: Reading Level 3 or READ110 (C or better) or permission of the Department of Science, Technology, Engineering and Mathematics; Math Level 5 or higher or MATH095 (C or better); Writing Level 4 or COMP090 (C or better). BIOL101 is recommended but not required.

BIOL115
Basic Human Anatomy
This course is a study of human anatomy which develops a basic understanding of the structure and function of body organs and systems and their interactions. The topics of nutrition, metabolism, growth and development are also studied. 3 Credits
Prerequisite: Reading Level 3 or higher, or READ110 (C or better) or permission of the Department of Science, Technology, Engineering and Mathematics. Math Level 5 or higher, or MATH095 (C or better) Writing Level 4 or higher, or COMP090 (C or better)

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 (C or better) or CHEM121 (C or better) or permission of the Department of Science, Technology, Engineering and Mathematics.

BIOL122
Biological Principles II
This course is a continuation of BIOL121 and focuses on comparative studies of plant and animal systems within an evolutionary framework. 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. 4 Credits
Prerequisite: BIOL121 (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 structure and function of the integumentary, muscular, nervous, and skeletal systems are also examined. 4 Credits
Prerequisite: CHEM101 (C or better) or CHEM121 (C or better) or recent High School Chemistry (C or better) and approval by the Department of Science, Technology, Engineering and Mathematics

BIOL182
Human Anatomy and Physiology II
This course, a continuation of Human Anatomy and Physiology I, studies the structure and function of the cardiovascular, digestive, endocrine, excretory, nervous, reproductive, and respiratory systems. 4 Credits
Prerequisite: BIOL181 (C or better)

BIOL183
ICD-10 Anatomy & Physiology EXPERIMENTAL
This course is designed to meet the needs of medical coding professionals for the increased specificity associated with ICD-10. Advance anatomy and physiology is required to understand the upgraded coding requirements and apply it to common medical diseases, disorders, injuries, and conditions. 3 Credits
Prerequisite: Permission of the Department

BIOL220
Principles of Ecology
This course includes a detailed study of ecology from the individual organism to populations, communities, and ecosystems. It examines the physical, chemical, and biological components of ecological interactions, and includes a comparative treatment of terrestrial and aquatic ecosystems. Laboratory exercises require field trips. 4 Credits
Prerequisite: BIOL101 (C or better) or BIOL121 (C or better)

BIOL228
Microbiology
This course includes a study of viruses, protozoa, algae, fungi and with special emphasis, bacteria. Laboratories incorporate the preparation of cultures and use of aseptic laboratory techniques, stains and biochemical activity for identification of organisms. The relationship of microbes to health and disease are also studied. 4 Credits
Prerequisite: BIOL121 (C or better) or a grade of C or better in both CHEM101 and BIOL181

BIOL280
Cooperative Education: Biology/Biotechnology/Environmental Science
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: Must meet the criteria established for each major

Biotechnology

BIOT105

Introduction to Biotechnology

This course is an introduction to the field of biotechnology. Topics include recombinant DNA, production of biological molecules, bioprocessing, and current events. Students also review employment and careers in the biotechnology and biopharmaceutical industries. Laboratories include aseptic technique, pipetting and measurement, DNA extraction and restriction digestion, gel electrophoresis, and PCR. 4 Credits

BIOT125

Biotechnology Methods and Techniques

This course is an introduction to common practices and methodologies of Biotechnology. Students will get hands-on experience using and maintaining laboratory instruments. Laboratory procedures will include solution preparation, aseptic technique, protein separations and assays, DNA electrophoresis, and Polymerase Chain Reaction (PCR). Lectures will support the laboratory activities. 4 Credits
Prerequisite: CHEM121 (C or better)

BIOT205

Cell and Tissue Culture

This course is an introduction to the theory, standard practices, and methodologies of animal cell culture. Students will get hands-on laboratory experience including sterile technique, media preparation, cell counting, maintenance and storage of cell lines, and scale-up. Lectures will support the laboratory activities. 4 Credits
Prerequisite: BIOT125 (C or better) and BIOL121 (C or better)

BIOT221

Biomanufacturing

The course provides a solid foundation in the biomanufacturing process of biopharmaceuticals, including producing them under current Good Manufacturing Practices. Students use bacteria, mammalian and/or yeast cells to produce human proteins using the tools of manufacturing, such as upstream and downstream processing of proteins and quality control of protein production. 4 Credits
Prerequisite: BIOT125 (C or better) or permission of the STEM department

BIOT275

Biotechnology Seminar

The course provides a solid foundation. This course is intended to prepare students for careers in Biotechnology. Topics include resume writing, interview skills, and discussion and presentation of scientific data. The course will feature speakers from the biotechnology industry and field trips to biotechnology laboratories. 1 Credit
Prerequisite: BIOT125 (C or better)

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)

Governmental standards of Food Safety and Sanitation with emerging issues are reviewed. Students who complete the course successfully receive an industry recognized food safety certificate. 3 Credits

HRIM120

Basic Food Preparation and Management

After completing this course, the student should be able to demonstrate 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 preparation techniques, terminology, use and care of equipment, food costing, and 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 course covers cost implementation, meat and seafood fabrication, and group dynamic quantity food preparation 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 Manger. Topics will be charcuterie techniques, aspics, galantines, pates, mousses, and terrines, buffet preparation, and food arrangement will be demonstrated with group projects. Buffet 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 Manger 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 Baking and Decorating-Techniques and Procedures, and is a companion course to Baking II-Advanced Techniques. Students will learn techniques to create European style cakes and pastries. Hands on instruction in the creation of 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 souffles. 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, 141, 142, 143, 144 and 145

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

EXPERIMENTAL

Students will develop the knowledge and ability to produce handcrafted yeast raised breads. This course emphasizes the production of sour-dough, 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

HRIM155 Chocolate - Essential Skills

EXPERIMENTAL

A course about the history, production and preparation of chocolate. Students will learn tempering techniques; create chocolate decorations, garnishes and confections. 1 Credit

Prerequisite: HRIM105 or permission of the Department of Business Studies

Chemistry

In addition to tuition and fees, students within certain programs within the Department of Science, Technology, Engineering and Mathematics may have incidental expenses for laboratory items.

CHEM100 Preparatory Chemistry

This lecture and laboratory course introduces some basics of chemistry for students with inadequate preparation for Chemistry I. The development of skills for solving quantitative (numerical) problems is emphasized. Topics include measurement, basic chemical concepts and theories, and nomenclature of simple ionic and covalent compounds. 4 Credits

Prerequisite: MATH103 (C or better)
Corequisite: MATH120

CHEM101 Chemistry A

This lecture and laboratory course examines basic principles of general and organic chemistry. Topics include nature of matter, measurement, dimensional analysis, atomic structure, bonding, properties of gases, liquids, solids, and solutions, chemical reactions, acids and bases, hydrocarbons, functional groups, radiochemistry, and nomenclature. Knowledge of arithmetic and basic algebra is essential. 4 Credits

Prerequisite: MATH095 (C or better) or Math Placement Test score of 5

CHEM102 Chemistry B

In this lecture and laboratory course the chemical principles covered in a qualitative manner in Chemistry A (CHEM101) are reviewed quantitatively. The study of important topics in Organic and Biological Chemistry is enhanced. Polymer Chemistry and Industrial Syntheses are introduced. 4 Credits

Prerequisite: CHEM101 (C or better) or CHEM121 (C or better)

CHEM103 Introduction to Chemical Technology

This orientation course aids students in gaining perspective for the chemical field and provides 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)

CHEM121 Chemistry I

Science and engineering majors take this lecture and laboratory course to study fundamental theories and principles of chemistry. Topics include stoichiometry, atomic/ molecular structure, bonding, states of matter, changes of state, and solutions. A quantitative study of each area is stressed; a strong background in chemistry and mathematics is required. 4 Credits
Prerequisite: MATH120 (C or better) and Chemistry Placement Exam Score of 1

CHEM122 Chemistry II

This lecture and laboratory course is a continuation of CHEM121. Topics include molecular shape, chemical reactions, properties of liquids and solids and changes of state, solutions, reaction kinetics, chemical equilibrium, thermodynamics, and electrochemistry. Equilibrium topics include gaseous reactions, the ionization of weak acids and bases, hydrolysis of salts, and buffers. 4 Credits

Prerequisite: CHEM121 (C or better)

CHEM144 Chemical Reactions, Separations and Identifications

This lecture and laboratory course is 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. 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

The structure, synthesis, and reactivity of mono- and poly-functional carbon containing compounds are covered in one semester in this lecture and laboratory course. The laboratory stresses one-step synthesis using a variety of organic laboratory techniques. 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

The preparation, properties, and reactions of the more important classes of carbon compounds are studied in this lecture and laboratory course. Emphasis is on reaction mechanisms, stereochemistry, and functional group characteristics. The laboratory stresses synthetic methods and techniques. Compounds are analyzed using classical and instrumental methods. 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

This course is a continuation of Chemistry 221 with an emphasis on aromatic and carbonyl chemistry. Spectroscopy and chromatography are integrated into the lecture and laboratory. Compounds are analyzed using classical and instrumental methods. 5 Credits

Prerequisite: CHEM221 (C or better)

CHEM230

Quantitative Analysis

The principles and applications of gravimetric and volumetric analysis are reviewed in this lecture and laboratory course. Topics include the theory for selecting various analytical methods, separation techniques — precipitation, extraction and complexation, sources of error, data handling, and error analysis. Solving numerical problems is emphasized. 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

This is 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 are 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 co-requisite
Corequisite: See prerequisites

CHEM280

Cooperative Education: Chemistry

This course provides 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.

Cinema and Video Production

Studio art supplies can be expensive. Lab fees may be required.

VACV130

Media Scriptwriting

This course introduces students to the fundamentals of writing and critiquing scripts for various media. Students write, edit and pitch original material. Students critique their own work and the work of other writers. 3 Credits

Prerequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)

VACV135

Video Studio Production I

This course introduces students to the equipment and techniques of video studio production from planning through scripting to taping. A series of exercises and individual projects provide a foundation for personal expression in various video formats. 3 Credits

VACV137

Sound Design for Film & Video

This course covers the fundamental elements of producing, designing and editing sound for film/video. Students learn the basics of audio recording, sound editing and multi-track sound design specifically for the moving image. Topics covered include microphone techniques, field and studio recording, Foley techniques and using digital audio multi-tracking software. 3 Credits

VACV140

Digital Editing

The course covers digital editing using current software tools. Students work with digital non-linear editing hardware and software tools, multi-track audio creation, sound sweetening, and edit decision lists. Students may work with their own footage or with exercise footage prepared by the instructor. 3 Credits

VACV141

The Art of Independent Cinema

Students examine 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

Prerequisite: Writing Placement Test score of 6 or COMP107 (C or better)

VACV142

The Art of Theatrical Cinema

Students will examine the art and craft. Students examine 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 as well as their historic, cultural, religious, political and economic context. 3 Credits

Prerequisite: Writing Placement Test score of 6 or COMP107 (C or better)

VACV145

Film Production I

This course introduces the equipment, techniques, and the art of filmmaking. Through a series of exercises and projects, students explore the basic processes of motion picture production from planning and filming to editing and incorporation of sound. Students create two original black and white wild track films. 3 Credits

VACV230

Motion Graphics

Students learn the essential elements of motion graphics and visual effects creation through the use of industry standard software programs. This course provides students with the essential skills of compositing and creating post processing effects for a wide range of media including video, animation, gaming and the web. 3 Credits

Prerequisite: VACV140 (C or better) or VAMM100 (C or better)

VACV231

Video Field Production

Students practice single-camera, on-location, digital video-tape recording, and post-production, non-linear video editing. Students plan the location of shoots, practice storyboarding and scripting, and operate digital video cameras, microphones, lights and tripods. 3 Credits

Prerequisite: VACV140 (C or better)

VACV232

Cable TV Production I

Students produce two twenty-eight minute cablecast news and information programs. These programs are aired on local cable systems. Students participate in each of the following activities: studio and field production, video editing, use of computer graphics, and final program assembly. 3 Credits

Prerequisite: VACV135 (C or better) or permission of the Department of the Arts

VACV235

Video Studio Production II

Students write, produce, direct, and edit their own original 15-minute programs. Professional attitudes are emphasized in the students' collaboration with crew members in producing and directing programs. 3 Credits

Prerequisite: VACV135 (C or better) or permission of the Department of the Arts

VACV238

Cinematography

Students research and explore the art of visual storytelling through published works and hands-on lighting and cinematography techniques for both studio and field projects. Students learn creative composition through lighting, camera techniques and color manipulation to convey their message. 3 Credits

Prerequisite: VACV231 (C or better) and VACV140 (C or better)

VACV242

Cable TV Production II

Students participate in advanced digital video editing techniques and production of two twenty-eight minute cable television news shows ready for cablecast. 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: VACV232 (C or better)

VACV246

Film Production II

Building on the skills from Film Production I, students explore detailed techniques of filmmaking using special equipment, synchronous sound, and laboratory processes. Students work on the development of skills and techniques through individual projects. Students produce a 7.5-minute original film. 3 Credits

Prerequisite: VACV145 (C or better)

VACV247

Advanced Cinema/Video Production

This is an advanced class in cinema video production. The final project is based on content and in a format selected by the student with the approval of the instructor. Students apply skills and methods learned in the prerequisite courses to the development of their own creative work. 3 Credits

Prerequisite: VACV246 (C or better) and VACV231 (C or better)

VACV280

Cooperative Education - Media Arts

This course provides on-the-job experience in a cinema video/multimedia field directly related to students' academic preparation and career objectives. Periodic meetings between faculty coordinator and students are held to ensure students' progress. Students maintain a work journal and complete a final report summarizing the learning experience. 3 Credits

Prerequisite: Cinema/Video or Multimedia major, 30 BCCC credits, a GPA of 2.5 earned in courses offered by the Department of the Arts

Communication Studies

COMM105

Interpersonal Communication

This introductory communication skills course 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. 3 Credits

COMM110

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 use of voice and body in speech delivery. 3 Credits

Prerequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)

COMM111

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 communication, multimedia, and journalism, will gain through this college-level, survey course a foundation for future studies and responsible citizenship. 3 Credits

COMM210

Voice and Articulation

This course is designed for students in communication based careers such as theater performance, film acting, broadcasting, education, and business. Coursework focuses on improving quality of speaking voice, articulation and pronunciation of sounds, and accent reduction. This is a workshop based class highlighting application and practice. 3 Credits

COMM230

Oral Interpretation

This course engages the student in analyzing prose, poetry and drama, and non-fiction, 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

COMM240

Persuasive Communication

Students build skills in analysis, writing, and communication of persuasive messages. Topics include: the theoretical premises currently operating in the field of persuasion, research and analysis of persuasive messages, preparing and delivering persuasive messages through a variety of channels. 3 Credits

Prerequisite: Completion of COMM111 (C or better)

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 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*. For more information, including scoring standards and sample essays, contact the Department of Language & Literature in Penn 105 or call 968-8150.

** Students who are registered for writing courses without having taken the placement test will be dropped.*

COMP090

Basic Writing

By writing short compositions, through a process of pre-writing, drafting, revising, and editing, students improve both grammar and usage and composition development and organization. Course readings serve as sources and models for writing. This course prepares students for subsequent composition courses. 3 Credits

Prerequisite: Writing Placement Test score of 2 or permission of the Department of Language and Literature

COMP107

Introduction to Academic Writing

To prepare students for COMP110, this course emphasizes paragraph development in academic, text-based essay assignments. Instructors guide students through the writing process, which requires critical thinking and decision-making in the use of evidence, sources, and rhetorical modes for effective paragraphs and essays. 3 Credits

Prerequisite: Writing Placement Test score of 4 or better or COMP090 (C or better)

COMP108

Introduction to Academic Reading and Writing

EXPERIMENTAL

To prepare students for COMP110, this course emphasizes academic, text-based, themed reading and writing assignments. Instructors guide students through the reading and writing process, which requires critical thinking and decision-making in the use of evidence, sources, and rhetorical modes for effective paragraphs and essays. 3 Credits

Prerequisite: Writing Placement Test score of 4 or better or COMP090 (C or better); and Initial Reading Placement Test score of 2 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 focus of the course is to lay 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

Prerequisite: Writing Placement Test score of 6 or better or COMP107 (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

Prerequisite: COMP110 (C or better) or Permission of the Department of Language and Literature

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 and 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. 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 and Literature, based on the writing samples

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. COMP116: Creative Writing II is an expansion of the skills listed in COMP115. 3 Credits

Prerequisite: COMP110 (C or better) or permission of the Department.

Computer/ Information Science

CISC100

Introduction to Computers

A 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, graphics, and the impact of computers on society. 3 Credits

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. 3 Credits

Prerequisite: Reading Placement Test score of 41 or above, or Level 3

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. 3 Credits

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, collections, file processing, database processing using ADO, graphics, MDI, Crystal Reports, and advanced functions. 3 Credits

Prerequisite: CISC113 (C or better) or extensive knowledge of another programming language

CISC115

Computer Science I

This is 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. 4 Credits

Prerequisite: MATH095 (C or better) or Math Placement Test score of 5 or higher

CISC122

Computer Science II

This course is a continuation of Computer Science I and emphasis is placed on structured and object-oriented programming techniques. Topics include file I/O, lists, stacks, recursion, sorting, searching, strings, and their application in problem solving. 4 Credits

Prerequisite: CISC115 - Java based (C or better)

CISC127

Spreadsheet Concepts and Applications

This course is 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

The course introduces the student to the functional components of the operating system software, which manages the physical resources of the computer system. Microprocessor based operating systems are emphasized. 4 Credits

CISC135

Programming for Mobile Devices

This course is an overview of developing mobile apps for a variety of platforms. Students utilize an SDK and development tools, and build applications for distribution via an app store. Students choose one platform for more in depth study culminating in a final project. 3 Credits

Prerequisite: CISC115 or previous Object Oriented programming experience with Permission of Department

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: CISC128 or permission of the Department.

CISC144

Introduction to Microsoft Desktop

This course will focus on the current Microsoft desktop version as the preferred corporate desktop operating system. It will explore the Microsoft networking family and the salient functions and features of installing, configuring, and maintaining the client operating system. 4 Credits

Prerequisite: CISC143 (C or better)

CISC201

Managing and Maintaining the PC

The course covers installation, configuration, upgrading, troubleshooting, and repairing 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: CISC128 (C or better)

CISC202

Linux Network Administration

This course provides students with an introduction to Linux Local Area Networks, their components, installation procedures, maintenance and usage, and function in an organization. Students gain hands-on experience in lab exercises using a Linux network. 4 Credits

Prerequisite: CISC128 (C or better)

CISC211

Object Oriented C++

This course introduces the advanced programming techniques in C++ utilizing digital game programming. It will introduce students to C++ object oriented programming, as well as OpenGL and its components. 4 Credits

Prerequisite: CISC122 (C or better)

CISC213

Computer Science III (Java)

This course is a continuation of Computer Science II. This course will apply object-oriented and software engineering techniques to the design and implementation of programs that manipulate complex data structures. Topics include recursion, stacks, queues, linked lists, hash tables, trees. 4 Credits

Prerequisite: CISC122 (C or better)

CISC215

Database Design and Application Development

This course will provide students with This course provides students with a foundation of knowledge needed to work with database management systems and to create applications utilizing current development strategies. Students examine various types of database techniques with emphasis on relational designs. Students design and implement solutions to business-related problems. 3 Credits

Prerequisite: CISC113 (C or better) or CISC115 (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 LAN 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

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 Microsoft Server

This course will focus on Microsoft Server in the corporate environment. 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 Security and Troubleshooting

This course is a practical approach to both securing and troubleshooting a network with emphasis on the local area network. Extensive laboratory work is provided. Topics include wired and wireless network security, cryptography, risk mitigation, 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 and Information Science area

CISF110

Computer Forensics I

This course is an introduction to the science of computer forensics. Topics include how data is stored, where it is located and how to recover data using commercial and open source software utilities to conduct computer investigations. Students will gain hands-on experience in the laboratory. 3 Credits
Prerequisite: CISC105 or CISC128)
Corequisite: CISC128 with permission of the Department of Science, Technology, Engineering and Mathematics.

CISF210

Computer Forensics II

This course is a continuation of Computer Forensics I. Topics include the fundamentals of digital computer acquisition, preservation, and analysis. Classroom concepts will be applied in a laboratory setting where students will employ basic rules of evidence, standard operating procedures for computer forensics. 3 Credits
Prerequisite: CISF110 (C or better)

CISG102

Introduction to Game Design and Simulation

This course introduces the basic techniques, concepts, and vocabulary of electronic game and simulation development. Topics, such as storyboarding, character creation, scorekeeping, and the psychology of gaming will be discussed. Additionally students will develop games for both recreation and educational settings utilizing several types of software. 3 Credits
Prerequisite: Reading Placement Test score Level 3

CISG112

Foundations of Game Design

This course introduces the foundations of digital game design from both a theoretical and practical perspective. Students will apply solid game design and software engineering practices to complete lab assignments. They will work in teams to develop a simple original game which will undergo peer and instructor evaluation. 3 Credits
Prerequisite: CISG102 (C or better)
Corequisite: CISG115

CISG221

Game Studio I - Concepts and Design

Students will work in teams to complete the logical design, documentation, and limited prototyping for an original digital game. All materials produced in this class will be used as the basis for developing a complete and functional game in CISG222 Game Studio II - Prototyping, Playtesting, and Production the following semester. 4 Credits

Prerequisite: CISG112 (C or better) and CISG211 (C or better) and VAMM209 (C or better)

CISG222

Game Studio II - Prototyping, Playtesting and Production

Using the materials produced in CISG221 - Game Studio I, Concepts and Design, students will work in teams to build a fully functional digital game in accordance with best design practices, industry standard tools and procedures. 4 Credits

Prerequisite: CISG221 (C or better)

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.

Prerequisite: Must meet the criteria established for each major.
Please also see departmental listing for complete course descriptions.

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

BIOL280

Cooperative Education: Biology/Biotechnology/Environmental Science

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: Must meet the criteria established for each major

CHEM280

Cooperative Education: Chemistry

This course provides 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 and Information Science area

"Our offerings in Computer Science reflect the latest in technology. We stress hands-on experience in the classroom."

**Lisa Angelo,
Assistant Academic Dean,
Science, Technology,
Engineering and Mathematics**



ROBERT PORCHE teaches computer information science, including the latest technology in game design and simulation.

“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.”

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

The student is required to perform 180 hours of internship at an affiliated training site. An attempt is made to match sites to the intern’s professional interests and career goals. Periodic meetings between the College Coordinator and the student are held to review actual experience and observation. 3 Credits
Prerequisite: Permission of the Assistant Academic Dean of the HPEN Department. Must have completed all sport management Core courses with a 2.5 GPA in those courses.

VACV280
Cooperative Education - Media Arts (formerly COMV280)

Cooperative education offers students the option to further learn about their field of study through on the job experience and observation in a placement

directly related to the student’s academic and career objectives. Periodic meetings between faculty supervisor and student are scheduled. Students are required to prepare a written report. 3 Credits

Prerequisite: Cinema/Video or Multimedia major, 30 BCCC credits, a GPA of 2.5 earned in courses offered by the Department of the Arts

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 (C or better)

VAGD280
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.

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
Prerequisite: Permission of the Department of Language and Literature

Criminal Justice

CRIJ100 Introduction to the Administration of Criminal Justice

This course is an introductory survey of the evolution, principles, concepts, and practice of the theory and nature of the criminal justice system including police, courts, and corrections systems. 3 Credits

Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better), or

Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110.

CRIJ110 Introduction to Criminal Law

This course introduces students to the study of substantive criminal law. The major topics of study include the purposes of criminal law, the elements of crimes, defenses to crimes, criminal sanctions, and the principles of constitutional limits on criminal law. 3 Credits

Prerequisite: CRIJ100 (C or better)

CRIJ115 Outlaw Gangs and Organized Crime

This course introduces students to the most current legal strategies and law enforcement tools for detecting and interdicting outlaw gangs and organized crime. The major areas of focus include a study of the origins of outlaw gangs and organized crime, and the impact of these outlaw organizations on American society. 3 Credits

Prerequisite: CRIJ100 or
Corequisite: CRIJ100

CRIJ116 Crimes in U.S. Business

This course introduces students to the history of white-collar crime and present-day white collar crime. The major topics of study include criminal infractions in small and large business corporations and the methods of investigation utilized by criminal justice agencies. 3 Credits

Prerequisite: CRIJ100 or
Corequisite: CRIJ100

CRIJ120 Criminal Evidence

Study of the laws of evidence at the This course introduces students to the laws of evidence at the operational level of law enforcement officers and other criminal justice professionals. The major topics of study include the federal rules of evidence, arrest, force, search, and seizure. 3 Credits

Prerequisite: CRIJ100 or
Corequisite: CRIJ100

**CRIJ130
Criminal Investigation/Forensics**
This course introduces students to the fundamentals of criminal investigation, rules of evidence, sources of information, observations, descriptions, and identifications. The major areas of focus include collection techniques, preservation techniques, and the processing of physical evidence, records, reports, and statements by police investigators. 3 Credits

Prerequisite: CRIJ100 (C or better)

CRIJ140 Criminal Procedure

This course introduces students to the general principles of procedural law. The major topics of study include arrest, initial appearance, hearings, grand jury proceedings, arraignment, bail, procedures, motions to suppress evidence, trial, appellate steps, warrants and the various roles of individuals working within the criminal justice system. 3 Credits

Prerequisite: CRIJ100 or
Corequisite: CRIJ100

CRIJ160 Introduction to Juvenile Justice

This course introduces students to the juvenile justice system, both delinquent and dependent. The major topics include theories of juvenile delinquency and dependency, juvenile offender laws, and the relationship among juveniles, family, probation and schools. 3 Credits

Prerequisite: CRIJ100 or
Corequisite: CRIJ100

CRIJ210 Terrorism

This course introduces students to the history and foundations of terrorism, terrorism as a universal phenomenon, weapons of mass destruction, counterterrorism, and the future of terrorism. The major topics of study include modern day national and international events and their connections to terrorism. 3 Credits

Prerequisite: CRIJ100 (C or better)

CRIJ220 Psychology for Law Enforcement Officers

This course introduces students to the fundamental principles of psychology as applied to modern practices in managing crowds, criminals, delinquents, and the public. The major topics of study include an examination of psychological principles as applied to criminals and the effects of trauma on the criminal justice professional. 3 Credits

**CRIJ250
Police Organization and Administration**
This course introduces students to past and present police administration practices. The areas of focus include the operational procedures of both large and small departments and the administrative problems and principles associated with governmental and business administrations. 3 Credits

Prerequisite: CRIJ100 (C or better)

CRIJ260 Probation and Parole

This course introduces students to the history and fundamental theories of probation and parole. The major topics of study include county correctional systems policies and practices and federal and state correctional systems policies and practices. 3 Credits

Prerequisite: CRIJ100 (C or better)

CRIJ275 Introduction to Correctional Administration

Examines the evolution of American This course introduces students to correctional administration. The major topics include theories of criminal behavior, justifications for punishment, correctional philosophy, the correctional processes, correctional treatment methodology, early American prisons, today's prisons, prisons of the future and the role of probation in the criminal justice system. 3 Credits

Prerequisite: CRIJ100 (C or better)

CRIJ280 Cooperative Education - Criminal Justice

This course introduces students to field work directly related to the student's academic preparation and career objectives. The major areas of focus include partaking in actual field work, observing real-life situations of the working professional and their clients, and comparing academic theory to field work observations. 3 Credits

Prerequisite: CRIJ100 (C or better) and permission of the department.

CRIJ285 Constitutional Law for the Law Enforcement Officer

This course introduces students to constitutional law and the guarantees of personal liberties in the federal constitution. The major topics include the jurisdiction of the U.S. Supreme Court and the lower courts, case law, fundamental rights such as trials by jury, the right to counsel, privilege and self-incrimination. 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

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 analysis. 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 issues 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

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

Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better) or

Co-requisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ 110



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 years as Chief Inspector.

"I'm thrilled to have a part in educating and preparing people for this critical field. People in this profession have an enormous impact on society – the better educated our law enforcement officers, the better they can deal with problems they encounter."

EDUC105 Foundations for Early Learning Pre K-4

Students explore current issues with historical and philosophical background including inclusionary practices, curriculum development, cultural diversity, research, and developmentally appropriate practice in the Pre K-4 setting. The course includes five hours of observation. 3 credits

Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better) or

Co-requisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ 110

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

EDUC120 Early Learning and Development I - Ages Birth - 5

This course explores child development in the cognitive, language, physical, emotional, and social domains within a theoretical and research framework for children from birth to five years of age. Students examine the influences of cultural diversity, family, and education on early learning and development. Five hours of observation required. 3 credits

EDUC130 Early Development and Learning II - Ages 6 - 9

This course explores child development in the cognitive, language, physical, emotional, and social domains within a theoretical and research framework for children ages 6-9. Students examine the influences of cultural diversity, family, and education on early learning and development. The course includes five hours of observation. 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

EDUC155 Math Experiences for Young Children PreK-4

Participants in this course identify mathematics education relevant to the PreK-4 child. Students create math experiences, select appropriate materials, learn specific mathematical techniques, design developmentally appropriate lesson plans, and learn how to integrate math instruction into the PreK-4 curriculum. Course involves field experience. 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 cognitive impairment, learning disabilities, emotional disturbance, and physical handicaps are emphasized, including inclusion and other placement options. The course includes five hours of observation. 3 Credits

EDUC170 Language and Literacy Development in Early Childhood: Birth through five years

An exploration of language development. This course examines language and literacy development in children from birth to five years of age, including the role of English language learners and language development for exceptional learners. Students present developmentally appropriate activities in the areas of listening, speaking, reading, and writing. Five hours field experience. 3 Credits

EDUC175 Families, Schools, and Community

This course examines relationships among family, school and community as they relate to education. Early childhood professionals develop techniques for establishing respectful partnerships among parents, schools, caregivers and community agencies while employing effective communication strategies for each unique situation. 3 Credits

EDUC200 Integrated Arts, Movement and Play

Students study integrating children's creativity, play, music, movement and the arts into the curriculum. This course emphasizes process over product in guiding children to creatively express themselves in art, movement and play. Students learn how to effectively support goals of multicultural education and exceptional learners. Course involves field experience. 3 Credits

EDUC205 Fieldwork: Observation and Assessment in Education I [Special Education/Autism Emphasis]

Participants engage in a hands-on experience working with children with autism spectrum disorder in a classroom setting. Students use applied behavior analysis, observation, and informal assessment techniques to increase skills and change behavior. Minimum 40 hours of field experience. 3 Credits

*Prerequisite: EDUC160 or
Corequisite: EDUC160*

EDUC206 Fieldwork: Observation and Assessment in Education II- PreK- 4)

This course provides an overview of Students develop skills in interacting and observing children in an early childhood or elementary classroom. Students discuss issues in curriculum development and adaptation based on informal assessment instruments. Students assist with classroom instruction in a small group or one-to-one situation. Minimum twenty hours field experience. 3 credits

Prerequisite: EDUC105 (C or better)

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)

EDUC250 Early Childhood Program Organization and Administration

This course is designed for individuals currently working as directors in the early childhood field or for those who are preparing for administrative positions. Topics include local, state, national regulations and standards; program evaluation; effective supervision, mentoring of staff members; staff evaluation techniques; cultural sensitivity; and communicating with the community. 3 Credits

Prerequisite: Experience as a Director or Assistant Director of a child care center or permission of the Education Coordinator.

EDUC260 Management Issues in Early Childhood Facilities

This course is designed for directors of early childhood facilities or those who are preparing to assume administrative positions. The course focuses on strengthening the management skills of center directors and offers the opportunity to keep pace with changes in the child care center industry, human resources, and funding resources. 3 Credits

Prerequisite: Experience as a Director of Assistant Director of a child care center or permission of the Education Coordinator.

EDUC270 Leadership in the Early Childhood Program

This course is designed for individuals currently working as directors in the early childhood field or for those who are preparing to assume administrative positions. It explores the many dimensions of leadership and offers participants the chance to apply learning to specific projects and plans that will enhance their centers. 3 Credits

Prerequisite: Experience as a Director or Assistant Director of a child care center or permission of the Education Coordinator.

Engineering and Applied Engineering

ENGR112 Engineering Graphics

This course introduces students to engineering graphics. Topics include: terms, symbols, dimensioning, tolerancing, orthographic, auxiliary, and pictorial views, development and interpretation of engineering drawings, solution of engineering problems using both free-hand and computer aided drafting techniques. It is a foundation course for students pursuing a degree in engineering. 3 Credits

Prerequisite: Math Placement Test score of 8 or better, or MATH120 (C or better)

ENGR222 Statics

This course provides an overview of calculus-based engineering statics. Topics include: concurrent force systems; statics of particles; equivalent force/moment systems, distributed forces, and equilibrium of rigid bodies; trusses, frames, and machines; internal forces in structural members; friction; second moments of area, and moments of inertia. 3 Credits

Prerequisite: PHYS121 (C or better) and MATH141 (C or better)

ENGR223 Dynamics

This course provides an overview of calculus-based engineering dynamics. It is a continuation of Engineering Statics. Topics include: second moments, particle kinematics and dynamics, rigid body kinematics and dynamics, work-energy concepts, and vibrations. 3 Credits

Prerequisite: PHYS222 (C or better)

ENGR224 Strength of Materials

This course introduces students to the basics of strength of materials. Topics include: loading; statically indeterminate structures; temperature and prestrain effects; shear force and bending moment; axial, shear, bearing and bending stresses; deflection of beams; and buckling of columns. 3 Credits

Prerequisite: ENGR222

ENGR230 Thermodynamics

This course introduces the students to concepts of thermodynamics: pressure; temperature; heat and heat transfer; properties of substances; First Law of Thermodynamics and its application; Second Law of Thermodynamics and its application; analysis of power and refrigeration cycles. 3 Credits

Prerequisite: CHEM121 (C or better), PHYS122 (C or better), ENGR222 (C or better)

ENGR240 Introduction to Circuit Analysis

This course provides an overview of cThis course introduces the students to basic circuit devices and circuit analysis. Topics include: circuit elements, techniques of circuit analysis, natural response, steady state analysis, and basic filter design. 4 Credits

*Prerequisite: PHYS222 (C or better)
Corequisite: MATH250*

ENGT222 Applied Engineering Statics

This course provides an overview of This course provides a non-calculus analysis of Newton’s first law from an applications standpoint as it pertains to particles and rigid bodies. It utilizes algebra and trigonometry for application to problems involving force systems, equilibrium, and structures. 3 Credits

Prerequisite: PHYS106 (C or better) and MATH122 (C or better), or score of 9 on math placement test

ENGT223 Applied Engineering Dynamics

This course provides a continuation of ENGT222, and provides a non-calculus study of the fundamental laws and properties of second moments, particle kinematics and dynamics, rigid body kinematics and dynamics, and work-energy concepts. 3 Credits

Prerequisite: ENGT222 (C or better)

ENGT224 Applied Strength of Materials

This course provides a non-calculus analysis of applied strength of materials. Topics include: mechanical properties of materials; stress and strain analysis; loading in the design of shafts and beams; shear force and bending moment; axial, shear, deflection of beams; and buckling of columns. 3 Credits

Prerequisite: ENGT222 (C or better)

ENGT230 Applied Thermodynamics

This course provides a non-calculus overview of applied thermodynamics. Topics include: pressure; temperature; heat and heat transfer; properties of substances; First Law of Thermodynamics and its application; Second Law of Thermodynamics and its application; analysis of power and refrigeration cycles. 3 Credits

Prerequisite: PHYS106 (C or better) and MATH122 (C or better), or score of 9 on math placement test

ENGT240 Applied Circuit Analysis

This course provides a continuation of This course provides a non-calculus overview of applied circuit analysis. Topics include: circuit elements, techniques of circuit analysis, natural response, and steady state analysis. 4 Credits

Prerequisite: PHYS106 (C or better) and MATH122 (C or better), or score of 9 on math placement test

ENGT241 Applied Analog Electronics

This course provides a non-calculus overview of applied analog electronics. Topics include: introduction to semiconductors; diode characteristics and applications; bipolar junction and field effect transistors and applications; basic operational amplifier circuits; measurement applications; analog to digital conversion. 4 Credits

Prerequisite: ENGT240 (C or better)

ENGT242 Applied Digital Electronics

This course provides a non-calculus overview of applied digital electronics. Topics include: number systems, operations and codes; logic gates; Boolean algebra; combinatorial logic; latches, flip flops, and timers; counters and shift registers; memory and storage; computer concepts; and integrated circuits. 4 Credits

Prerequisite: PHYS106 (C or better)

ENGT250 Introduction to Engineering Communications

This course provides a continuation This course provides a non-calculus overview of the principles and applications of analog and digital data transmission via RF, microwave, wire, and fiber-optic technology associated with the transmission and reception of data. Topics include wired and wireless local area networks, cellular, satellite, radio, and microwave transmission. 3 Credits

Prerequisite: ENGT240 (C or better) and PHYS107 (C or better)

"We are all about words. We are the world in words – spoken and written. Reading and writing give form to our ideas and allow us to communicate with the world. Literature allows us to imagine other's lives and experiences. The world of our imagination is limitless, not confined to a screen. The Department of Language and Literature offers all this and more. Study a foreign language. Embrace another culture. Write a news story. Take a Women's Studies course. Understand the world. Everything is about words."

Susan Darrah,
Assistant Academic Dean,
Department of Language and
Literature Faculty

Fire Science

FRSC100

Introduction to Fire Science

This course is an overview of the history and philosophy of municipal fire protection and public fire prevention. It provides a basic understanding of laws and regulations, equipment, strategies and tactics, building construction, extinguishing agents, hazardous materials, fire chemistry and physics, and the types of municipal fire department organizational structures. 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 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

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

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

FRSC201

Firefighting Strategy and Tactics

This course introduces the fire science student to the complexities of safely and effectively fighting a structural fire. In class, students work in small groups to decide on the appropriate strategy, tactics, and action plan for various simulated structural fires. 3 Credits

FRSC202

Hazardous Materials

This course introduces the student to the chemical and physical characteristics, hazards, and combustibility of the most commonly encountered hazardous materials. Students learn how hazardous materials can influence fire development and spread, as well as how to manage hazardous materials at the incident scene. 3 Credits

FRSC205

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

FRSC206

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

FRSC208

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

FRSC209

Fire Service Occupational Health and Safety

This course introduces the Fire Science student to contemporary safety and health issues in the Fire Service, comprehensively covering emergency scene safety for both fire suppression and emergency medical personnel. Students are also introduced to the Occupational and Safety Health Act of 1970. 3 Credits

Foreign Language Placement Guidelines

- 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 years), belong in the Advanced 250 level courses.
- E. Students with 3 or more recent years of successful foreign language study or native speakers cannot take 110 courses for credit. High school transcripts will be checked and misplaced students will be transferred to the appropriate level or dropped from the course. 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 intermediate language courses by taking the C.L.E.P. examination. Anyone with questions should contact the Division of Language & Literature at (215) 968-8150.

American Sign language

AMSL110

American Sign Language I

In this introduction to American Sign Language, students develop visual receptive skills, with a focus on visual memory, visual discrimination, and gestural expressive skills, and learn basic ASL vocabulary and grammatical structures. This course introduces students to the American Deaf Community as a linguistic and cultural minority. 3 Credits

AMSL111

American Sign Language II

This course continues the work begun in AMSL110; students develop visual receptive skills, with a focus on visual memory, visual discrimination, and gestural expressive skills, and learn basic ASL vocabulary and grammatical structures. Students further their association with the American Deaf Community as a linguistic and cultural minority. 3 Credits
Prerequisite: AMSL110 (C or better) or equivalent

Arabic

ARBC110 Elementary Arabic I

This is an interactive course in which students acquire basic knowledge of the Arabic language as well as Middle Eastern culture. Students read, pronounce, write, and understand basic Arabic words. Cultural background is included. 3 Credits

ARBC111 Elementary Arabic II

This interactive course builds on the instruction from ARBC110. Students continue to acquire basic knowledge in the reading, pronunciation, writing, and understanding of basic Arabic words and phrases. Cultural background is included. 3 Credits

Prerequisite: ARBC110 (C or better) or by permission of the Department of Language and Literature

Chinese

CHNS110 Elementary Chinese I

In this course students learn the basics of understanding, speaking, reading, and writing Chinese. Oral proficiency, correct pronunciation, listening comprehension, and grammatical accuracy are all stressed, as well as the cultural and historical backgrounds of the Chinese-speaking countries. 3 Credits

CHNS111 Elementary Chinese II

In this continuation of CHNS110, students continue to learn more basics of understanding, speaking, reading, and writing Chinese. Oral proficiency, correct pronunciation, listening comprehension, and grammatical accuracy are all stressed, as well as the cultural and historical backgrounds of the Chinese-speaking countries. 3 Credits

Prerequisite: CHNS110 (C or better) or equivalent

French

FREN110 Elementary French I

In this course students learn the basics of understanding, speaking, reading, and writing French. This course stresses oral proficiency, pronunciation, listening comprehension, and grammatical accuracy, as well as the cultural backgrounds of French-speaking countries.. 3 Credits

FREN111 Elementary French II

In this interactive course, which continues the work of FREN110, students acquire a working knowledge of French necessary to accomplish basic tasks. This course emphasizes comprehension and practice in pronunciation and conversation, as well as listening, speaking, reading and writing skill in an authentic French cultural context. 3 Credits

Prerequisite: FREN110 (C or better) or equivalent

FREN201 Intermediate French I

This course reviews the basic knowledge. This course reviews basic essentials of vocabulary and grammatical constructions and presents some constructions not studied in the Elementary French sequence. The course also provides material for a solid foundation in conversation and composition. It continues to place emphasis on knowledge and appreciation of the culture of French-speaking countries. 3 Credits

Prerequisite: FREN111 (C or better) or equivalent

FREN202 Intermediate French II

This course reviews basic essentials of vocabulary and grammatical constructions and presents further constructions not covered in FREN201. The course provides additional material for a solid foundation in conversation and composition. It continues to place emphasis on knowledge and appreciation of the cultural backgrounds of French-speaking countries. 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 interactive course students acquire a basic knowledge of understanding, speaking, reading, and writing German. It continues to place emphasis on oral proficiency, listening, comprehension, and grammatical accuracy. Cultural background accompanies each chapter. 3 Credits

GRMN111 Elementary German II

A continuation of Elementary German. This interactive course continues the work of GRMN110; students continue to acquire a basic knowledge of understanding, speaking, reading, and writing German. It continues to stress oral proficiency, listening, comprehension, and grammatical accuracy. German cultural background accompanies each chapter. 3 Credits

Prerequisite: GRMN110 (C or better) or equivalent

GRMN201 Intermediate German I

This course reviews basic essentials of vocabulary and grammatical constructions and presents constructions not studied in the Elementary sequence. It provides material for a solid foundation in conversation and composition. This course continues to place emphasis on knowledge and appreciation of the culture of German-speaking countries. 3 Credits

Prerequisite: GRMN111 (C or better) or equivalent

GRMN202 Intermediate German II

This course reviews basic essentials of vocabulary and grammatical constructions and presents further constructions not studied in GRMN201. The course provides additional material for a solid foundation in conversation and composition. It continues to emphasize knowledge and appreciation of the cultural backgrounds of German-speaking countries. 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 defines intercultural communication, explores factors that influence it, and examines how all such considerations impact messages sent from one culture to another. It includes international as well as American co-cultures, and students examine case studies to learn how misunderstandings arise and how to minimize them. 3 Credits

Italian

ITAL110 Elementary Italian I

In this course students learn the basics of understanding, speaking, reading, and writing Italian. It stresses oral proficiency, correct pronunciation, listening comprehension, and grammatical accuracy, as well as the cultural and historical backgrounds of the Italian-speaking countries. 3 Credits

ITAL111 Elementary Italian II

In this interactive course students continue the work of ITAL111; students acquire a further working knowledge of Italian necessary to accomplish basic tasks. It continues to emphasize comprehension and more practice in pronunciation and conversation and addresses listening, speaking, reading, and writing skills within an authentic Italian cultural context. 3 Credits

Prerequisite: ITAL110 (C or better) or equivalent



ITAL201

Intermediate Italian I

In this course students study vocabulary, grammar, and idiomatic constructions; and continue to hone speaking, listening and writing skills. Students write compositions using new and more complex language structures and read culture-related materials.

3 Credits

Prerequisite: ITAL111 (C or better) or equivalent

ITAL202

Intermediate Italian II

This course combines review with new and more complex language usage than were studied in ITAL201. It continues to emphasize intermediate-level speaking, listening comprehension, idiomatic usage, and practice in writing. An Italian cultural reader focuses on Italian history and culture.

3 Credits

Prerequisite: ITAL201 (C or better) or equivalent

ITAL250

Advanced Italian I

This course emphasizes developing greater proficiency in understanding, speaking, reading, and writing Italian through study of more complex language structure, discussion of current Italian media, reading more difficult literary texts, and deeper study of the culture and history of Italy.

3 Credits

Prerequisite: ITAL202 (C or better) or by permission of the Department of Language and Literature

ITAL251

Advanced Italian II

This course builds on the instruction from ITAL250. Students continue to develop greater proficiency in understanding, speaking, reading and writing Italian through study of more complex language structure, discussion of current Italian media, reading more difficult literary texts, and deeper study of the culture and history of Italy.

3 Credits

Prerequisite: ITAL250 (C or better) or by permission of the Department of Language and Literature

Japanese

JPNS101

Elementary Japanese I

In this course students learn the basics of listening, speaking, understanding, reading, and writing using the Hiragana and Katakana writing system, and also study basic communication. The course includes knowledge and appreciation of the Japanese historical and cultural background.

3 Credits

JPNS102

Elementary Japanese II

In this continuation of study from JPNS101, students further develop the basics of listening, speaking, understanding, reading, and writing using the Hiragana and Katakana writing system, and study basic communication. The course continues to present Japanese historical and cultural background.

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 interactive course builds on the instruction from SPAN110; students continue to 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, which further develops skills introduced in SPAN111, reviews basic essentials of vocabulary and grammatical constructions and presents some constructions not yet studied. The course also provides material for a solid foundation in conversation and composition. Emphasis is 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

A continuation of SPAN201, this course reviews more basic essentials of vocabulary and grammatical constructions and presents constructions not yet studied. The course provides additional material for a solid foundation in conversation and composition. Emphasis continues to be placed on knowledge and appreciation of the cultural backgrounds of Spanish-speaking countries.

3 Credits
Prerequisite: SPAN201 (C or better) or equivalent

SPAN250

Advanced Spanish I

This continuation of the work from the Intermediate sequence focuses on discussion of selected cultural readings, periodical articles, etc., to instill a greater mastery of spoken and written Spanish. This course also addresses advanced language skills and a deeper understanding of the Spanish speaking countries.

3 Credits
Prerequisite: SPAN202 (C or better) or equivalent

SPAN251

Advanced Spanish II

In this continuation of work from SPAN250, students discuss selected cultural readings, newspaper and magazine articles, etc., in order to acquire a greater mastery of spoken and written Spanish. This course also addresses advanced language skills and a deeper understanding of the Spanish speaking countries.

3 Credits
Prerequisite: SPAN250 (C or better) or equivalent

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

Health Information Technology

HITT105 Legal Aspects of Health Information Technology

This course covers concepts and principles of law found in the healthcare field. The course focuses on legal issues regarding health information, including confidentiality, release of health information, consent forms, liability of healthcare providers, concepts and methods of risk management in the healthcare field, and other current medical/legal issues. 3 Credits

HITT190 Introduction to Health Information Technology

This course is an introduction to healthcare delivery systems with emphasis on organizational compliance, structure and accreditation, licensing and/or certification with regulatory agencies. This course covers revenue cycle management, claims management and bill reconciliation processes. Topics include chargemaster maintenance and health data classification. 3 Credits

HITT207 Health Information Technology Applications

This course covers the concepts of computer applications related to healthcare. This course discusses healthcare data sets, health information specialty systems, document archival, retrieval and imaging systems, and data storage systems. Students demonstrate an understanding of various health information software applications coding tasks. 3 Credits

Prerequisite: CISC110 (C or better) and HITT297 (C or better)

HITT208 Healthcare Quality Improvement

This course covers quality assessment and improvement, providing a basis for developing skills in collecting and analyzing data. Topics include healthcare evaluation systems and the role of HIT professionals in quality improvement, clinical pathways, case management, utilization management, risk management, infection control, and medical staff credentialing. 3 Credits

Prerequisite: HITT190 (C or better)

HITT217 Health Insurance and Reimbursement

This course covers health insurance products and managed care approaches to the financing and delivery of healthcare services. Students explore reimbursement and payment methodologies. Students examine forms, processes, practices and the roles of health information professionals. Students discuss concepts in insurance, third-party and prospective payments, and managed care organizations. 3 Credits

Prerequisite: HITT190 (C or better)

HITT250 Basic Pathophysiology and Pharmacology for Health Information Technology

This course is the study of pathological conditions and the drugs used in their treatment. Students study the description of conditions and diseases of the organ systems including etiology, signs and symptoms, and methods of diagnosis and treatment. Students identify disease entities and describe appropriate diagnostic and treatment modalities. 3 Credits

Prerequisite: MEDA120 or BIOL181 OR
Corequisite: MEDA120 or BIOL181

HITT280 Health Information Technology Externship

Health Information Technology Externship requires students to work a minimum of 120 clock hours at an off-campus healthcare site in a supervised practice experience. 3 Credits

Prerequisite: Completion of all other HITT courses and permission of the Department of Business Studies.

HITT285 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 International Classification of Diseases Coding Modifiers (ICD-9-CM) and Current Procedural Terminology (CPT) coding systems and related activities. 3 Credits

Prerequisite: Completion of all courses in the Medical Coding/Billing Certificate program and permission of the Department of Business Studies.

HITT297 Medical Coding Formerly MEDA297

This course covers principles of the International Classification of Diseases Coding Modifiers (ICD-9-CM), Current Procedural Terminology (CPT), and third party reimbursement. Students are provided with the fundamentals of a classification coding system used in health care industries. 3 Credits

Prerequisite: MEDA120 or BIOL115
Corequisite: MEDA120 or BIOL115

HITT298 Advanced Procedural Coding Formerly MEDA298

This advanced course covers Current Procedural Terminology (CPT), International Classification of Diseases (ICD-9 Volume 3), Health Care Procedural Coding Systems (HCPCS), modifier applications, evaluation and management services, and coding issues for specific body systems. 3 Credits

Prerequisite: HITT297 (C or better)

HITT299 Advanced Diagnostic Coding Formerly MEDA299

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: HITT297 (C or better)

Health, Kinesiology & Sport Management

HLTH103 Life and Health

An introduction to perplexing personal and social health problems IN 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 feed 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 studies variables related to a longer and healthier life. Students will learn basic exercise physiology, nutrition, and weight control. They will study the beneficial effects of regular exercise and nutritious diets maintaining a healthy weight and prevention 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

KINS106 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

KINS110 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

KINS116 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

KINS118 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

"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,
Assistant Academic Dean, Health,
Physical Education
& Nursing Department

KINS120

Horsemanship

This course is for beginners or non-riders of Hunt Seat Equitation. The basic fundamentals of English riding techniques are taught. 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

KINS122

Skiing

This Course is designed to teach students the fundamentals of downhill skiing. Basic concepts of exercise physiology and nutrition are presented. 2 Credits

KINS124

Badminton and Volleyball

This course provides students with the opportunity to participate in badminton and volleyball as leisure time pursuits. Instructions will emphasize skill fundamentals, strategy, and rules. It will also include basic principles of exercise physiology and nutrition as they pertain to an individual engaged in this lifetime sport. 2 Credits

KINS126

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

KINS129

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

KINS130

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

KINS133

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

KINS134

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

KINS135

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

KINS141

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, care of equipment, safety, and etiquette will be presented. 2 Credits

KINS142

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 bouts, and safety. Basic concepts of exercise physiology and nutrition will be presented. 2 Credits

KINS145

Bowling and Golf

This course teaches fundamental skills, techniques, and rule interpretations of golf and bowling as leisure time activities. Attention will focus on the selection and care of equipment, safety, and rules for tournament play, practice competition, and etiquette. Basic principles of the exercise physiology and proper nutrition will be presented. 2 Credits

KINS150

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

KINS154

Swim for Fitness

This course is designed to improve cardiovascular capacity and personal wellness through an individual program of aquatic training. Basic concepts of exercise and nutrition are presented. 2 Credits

Prerequisite: The student must be able to swim a minimum of 50 meters without stopping

KINS155

Lifeguarding

This course satisfies the transfer requirements for Physical Education majors. It is designed to meet all American Red Cross requirements. Students will receive certification in lifeguarding, first aid, and other appropriate certifications. Basic concepts of exercise physiology and nutrition will be presented. 2 Credits

Prerequisite: Must be 15 years of age, able to swim 500 yards, retrieve an object from under 10 feet of water and tread water for 2 minutes, no hands

KINS156

Red Cross Water Safety Instructor

This course is designed to teach students swim strokes and water safety techniques for American Red Cross certification in specific water safety courses. Included are specific concepts of planning, organizing, and teaching techniques. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

Prerequisite: 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

KINS170

Individual Fitness and Wellness

This course is designed to guide the student to develop a personal fitness program utilizing concepts of muscle physiology and nutrition. Each student will be evaluated and an individual exercise and nutrition program will be recommended. 2 Credits

KINS172

Gymnastics

This course satisfies requirements for physical education majors. Content includes an introduction to elementary tumbling and apparatus skills. It requires performance of specific skills, compulsory routines, and safe-class participation. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

KINS175

Dance: Square and Folk

This course satisfies the transfer requirements for Physical Education majors. Students are taught and practice square and folk dances. The course also teaches proper etiquette and appreciation of dance. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

KINS176**Basketball and Softball**

This course satisfies the transfer requirements for Physical Education majors. Fundamental skills and strategies of basketball and softball are introduced with emphasis on learning, teaching, playing, and coaching using current national and state rules. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

KINS177**Soccer and Wrestling**

This course satisfies the transfer requirements of Physical Education majors. It covers fundamental skills, NCAA rules, history, selection and care of equipment, and strategy needed to play, teach, officiate, and coach soccer and wrestling. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

KINS178**Basketball and Baseball**

This course satisfies the transfer requirements for Physical Education majors. Fundamental skills and basic strategies of basketball and baseball are introduced according to Men's rules. Instructional drills and progressions on various skill levels are emphasized. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

KINS179**Field Hockey and Soccer**

This course satisfies the transfer requirements for Physical Education majors. It teaches rules and strategy needed to play, officiate, teach and coach, and proper selection and care of equipment. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

KINS180**Foundations of Physical Education**

This course gives the prospective teacher of Health, Physical Education and Recreation insight into this area, including the historical, philosophical, and sociological principles with a survey of the latest research and literature in the field. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 3 Credits

KINS183**Movement and Physical Education for Early Childhood**

A study and application of the theories of movement, games, self-testing, and challenge activities suitable for young children. The growth patterns, developmental needs, interests, and related movement activities of elementary school children are examined. Field experience is included. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 3 Credits

KINS188**Net Games: Tennis and Badminton**

This course satisfies the transfer requirements for Physical Education majors. Students are given instruction and practice fundamentals, drills, court strategy, doubles play, and conditioning. They are taught about rules and equipment. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

KINS189**Bowling and Volleyball**

This course satisfies the transfer requirements for Physical Education majors. Content includes the history, etiquette, rules, terminology, and safe performance. Teaching, practice, and team play experience is provided. Lifetime health benefits related to proper nutrition and exercise physiology are examined. 2 Credits

KINS190**Introduction to Recreation Leadership**

This course is a comprehensive survey of recreational activities and facilities. Various agencies that govern and administer recreation programs will be studied as well. This course will examine the trends and philosophies of education for leisure, outdoor recreation programs and camping. A two day overnight camping experience is required. 3 Credits

KINS191**Outdoor Recreation**

This course teaches outdoor recreation activities, such as biking, cross-country skiing, orienteering, backpacking hiking, rock climbing, and repelling. Instruction includes classroom seminars, supervised outdoor practices, and field trips. Lifetime health benefits related to proper nutrition and exercise physiology 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 introduces the student 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 to sport principles as they apply to management, marketing, leadership style, communication, and motivation. 3 Credits

SPMT202**Facility Management and Event Planning**

This course analyzes effective management strategies and knowledge associated with pursuing a career in sport management. It 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**

The student is required to perform 180 hours of internship at an affiliated training site. An attempt is made to match sites to the intern's professional interests and career goals. Periodic meetings between the College Coordinator and the student are held to review actual experience and observation. 3 Credits

Prerequisite: Permission of the Assistant Academic Dean of the HPEN Department. Must have completed all sport management Core courses with a 2.5 GPA in those courses.

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 course will explore aspects, political, economic, social, religious, intellectual, environmental and artistic of western civilization from about 1500 to the present. 3 Credits

HIST113**Global History: Ancient and Medieval World**

This course is a survey of global history in which students explore the social, political, religious, economic, intellectual and artistic achievements of the earliest human societies until around the year 1500 A.D. 3 Credits

HIST114**Global History: Modern World**

This course is a survey of global history in which students explore the social, political, religious, economic, intellectual and artistic achievements of the major human civilizations from around the year 1500 A.D. to the present day. 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)**

This course is a survey and analysis of achievements and institutions of Western Europe from the disintegration of the Roman Empire through the Renaissance and Protestant Reformation. Major topics include the rise of Christianity and Islam, Feudalism, Renaissance and Protestant Reformation. 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 to c.1870. 3 Credits

HIST136**Modern Europe**

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 home-fronts 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

HIST144

Latin America

An interdisciplinary study of Latin America from its colonial origins to the present with an emphasis on contemporary conditions. 3 Credits

HIST146

East Asia

An interdisciplinary study of the cultures of China, Japan, Korea and neighboring countries. Social, historical, economic, factors will be examined with special attention paid to philosophy, traditional cultures, national unification, modernization and East/West relations. 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: Young America

This course is a survey of the United States from the background of independence until the end of the Reconstruction Era. Students explore the social, cultural, economic, and political dynamics of America's agrarian age. 3 Credits

HIST152

U.S. History: Modern America

This course is a survey of the Industrial Age until the end of the Vietnam War and beyond. Students explore the social, cultural, economic, and political dynamics of America's industrial development and position as a world power. 3 Credits

HIST153

Great American Speeches of the 20th Century

EXPERIMENTAL

Students will read, hear and/or watch fifteen notable political speeches of the 20th century and analyze them from historical, political, and rhetorical perspectives. After formulating their own analysis of a speech, students will research its immediate and long-term effects in American history. 3 Credits

HIST154

Photographic Image in American History

EXPERIMENTAL

An integral part of American culture for nearly 170 years, photographs teach us to remember, experience and understand our world. Students will critically analyze, evaluate, and interpret photographs as historical tools. More importantly, we will examine how the photographic image shaped our understanding of American History. 3 Credits

HIST155

The Peoples of Russia and Eastern Europe

This course is a survey of the historical development of the Slavic peoples and nations of Eastern Europe, emphasizing their roots, national consciousness, and cultural outlook. Topics include the modernization of Russia and Eastern Europe through the various phases of revolution, industrialization, East/West relations, and human rights. 3 Credits

HIST156

Interpreting History Through Cinema

EXPERIMENTAL

Cinema has become one of the most provocative and effective modes of mass communication. This course recognizes the uniqueness of film as an alternate method for exploring, dissecting and comprehending history. Students will view, analyze and evaluate films which depict pivotal circumstances and cataclysmic events in history. 3 Credits

HIST159

The American Civil War

This course examines the American Civil War, the conflict that defined the United States. Students study the time period stretching from the Compromise of 1850 to the Presidential election of 1876 as well as the various reasons for the war, the combat, the eventual 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

This course is a survey of the American experience from the age of discovery to the revolutionary convulsions of the late 18th century. Major topics include European antecedents and the dynamics of America's social, cultural, economic, and political life during these early years. 3 Credits

HIST172

20th Century America

This course is a survey of the American experience from pre-World War I to the present. Students explore the dynamics of America's social, cultural, economic, and political life 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

HIST177

Historical Field Studies

EXPERIMENTAL

Students who participate in this course will be combining multiple facets of historical inquiry as part of a study abroad program that will provide the student with the opportunity to explore the places, monuments and museum artifacts they would otherwise only learn about in a traditional classroom setting. 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
 This course is a study of the history of African-Americans from their origins in Africa to the present. Students examine the social, political, legal and economic history of the African-American community. Major topics include the impact of slavery, military service, and the Civil Rights Movement and Black Power Movement. 3 Credits
- HIST194**
Historic Preservation Planning and Sustainability
 An introduction to the methodology Historic Preservation Planning and Sustainability introduces students to the principles, practices, and procedures of land-use planning and public policy associated with historic preservation planning. Sustainable communities and the historic preservation connection are discussed within the context of case studies. Issues include combating sprawl, preserving rural landscapes, and managing growth. 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 practice 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
- 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
 The Internship for Historic Preservation provides students with practical training in the field. Students apply historic preservation skills to a selected preservation project. Students work directly under the supervision of a Historic Preservation Professional to develop the project plan and execution.. 3 Credits
Prerequisite: 18 credits of completed coursework in Historic Preservation (C or better)
- HIST204**
Oral History
 This course combines the theory and practice of oral history with extensive field work. Students examine the legal and practical issues of recording oral histories as they apply to a public project. Students interview, record, transcribe, formally present and assemble the material into an accepted archival format. 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
- 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 and 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
- 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
- HIST214**
Preservation Site Project
 Students will participate in various projects. This course combines classroom study with hands-on field work under the guidance of a historic preservation professional at a chosen site. Real-world experience surveying and assessing a historic building project or other historical site supplements class sessions. Students apply skills of drafting, photography, and writing to complete a class project. 3 Credits
Prerequisite: HIST201 (C or better)
- 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
- HIST219**
Management of Historic Sites
 Using case studies, students study the principles, methods and disciplines required to manage a small museum or historic site, with special emphasis on personnel, financial and collections management, exhibit development and interpretation, fundraising, marketing, customer service, governance, ethics and professional standards. 3 Credits
- HIST239**
American Pop Culture: History of Rock
 This course will focus on American popular culture through the lens of rock-n-roll music, including rock's roots, influences, and impact on popular culture. Students will experience the subtleties, power, and excitement of the music. 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 B.C.E. 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
- HIST290**
History Seminar
 In this capstone course students analyze issues and topics in American, Western and/or World history through a heavy focus on historical research, writing, presentation, and defense. Consequently, major topics include the techniques and methodologies of cultural, economic, political and social history. 3 Credits
Prerequisite: COMP111 (C or better) and 15 credit hours in HIST (C or better)



STEVE CAPUS is the Emmy-award winning president of NBC News. He started at Bucks in 1981 before transferring to Temple University. He started his career in television news at KYW-TV before moving to the network level as a producer for the *Today* show, *NBC Nightside* and MSNBC's *The News with Brian Williams*.

"The education that I received underscores what people can do. Bucks County Community College really works."

Hospitality & 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)

Governmental standards of Food Safety and Sanitation with emerging issues are reviewed. Students who complete the course successfully receive an industry recognized food safety certificate. 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 skills necessary to plan and organize traditional and technological conferences, meetings, conventions, trade shows and expositions. The student will learn to systemize and assemble reservations for lodging, air and ground transportation, food and beverages, site selection, room design, and 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 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 preparation techniques, terminology, use and care of equipment, food costing, and 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 course covers cost implementation, meat and seafood fabrication, and group dynamic quantity food preparation 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

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

HUMN111

Humanities I

This course is a historical survey of the art, literature, music, philosophy, technology, science, and religion of ancient cultures (25,000 B.C.E. -300 C.E.) Students explore the major themes at the heart of the Western cultural tradition. 3 Credits

HUMN112

Humanities II

This course is a historical survey of the art, literature, music, philosophy, technology, science, and religion of human civilizations from the dissolution of the Roman Empire to the Late Renaissance (300-1550 C.E.). Students explore the major themes and ideas at the heart of the Western cultural tradition. 3 Credits

HUMN113

Humanities III

This course is a historical survey of the art, literature, music, philosophy, science, technology, and religion of the Western World from the Late Renaissance to the Modern Era (1550-1880 C.E.). Students explore the major themes and ideas at the heart of the Western cultural tradition. 3 Credits

HUMN114

Humanities IV

This course is a historical survey of the art, literature, music, philosophy, science, technology, and religion of the Western World from the Age of Nationalism (1880 C.E.) to the present. Students explore the major themes and ideas at the heart of the Western cultural tradition. 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

This course is a survey of Christianity from its origins to the present stressing its history, teachings, and institutions. Major topics include the Life of Jesus, Early Church, Catholicism, Protestant Reformation, the Church in the Modern Age and the overall political and intellectual influence of Christianity on human history. 3 Credits

Prerequisite: HUM120 (C or better) or permission of the Department of Social and Behavioral Science

HUMN122

Buddhism - An Introduction

This course explores the history and ideas of Buddhism. Students explore the religion's varieties, basic abstract concepts and patterns of spread. 3 Credits

HUMN125

Religion in America

The contemporary scene in American This course is a survey of the contemporary American religious life. Major topics include the major world religions as well as the rise of noted cults with special emphasis upon their origins, practices and consequent reactions and repercussions. Students also explore the broad historical trends and phenomena in American religious life. 3 Credits

HUMN126

Science and Religion

Students examine the relationship between religion and science in western and non-western cultures and the extent to which they either conflict or cooperate. Areas of focus include science and religion in ancient Greece and China, medieval Arabia, modern Europe and contemporary America. 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

Holy War, Holy Peace in Islam, Judaism, Christianity

This course examines the origins and relationships among the world's three major religions Christianity, Islam and Judaism. Topics of emphasis include how the three religions influence one another and how they historically relate to each other in times of war and in times of peace. 3 Credits

HUMN129

Eastern Religions

Students examine the religions of the East, including Hinduism, Buddhism, Confucianism, Taoism, Shintoism and Shamanism. Areas of focus include historical development, cultural background and institutional development. 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 academic department offices. If the student wishes to transfer to a baccalaureate institution, the student is urged to check with that institution regarding transferability. Because of the requirements accompanying this course, students are cautioned to begin the procedure well in advance of registration.

Integration of Knowledge

INTG285

These courses share the following characteristics:

- They are theme based. (A theme is a topic that provides an organizing framework for the course).
- They include, but are not limited to, artistic, 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.
- Prerequisites include successful completion of 30 credits and a Writing Level II course (C or better).

The requirement for INTG285

Integration of Knowledge will be waived for students who have earned a bachelor's degree from a regionally accredited US college or university. Students must provide evidence of the earned degree to the Office of Admissions, Records and Registration and must contact the appropriate Academic Dean for the waiver.

INTG285

Integration of Knowledge

This writing-intensive, team-taught course examines themes from the perspectives of multiple disciplines (scientific, artistic and societal). 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 (C or better) of 30 credits and a College Level II writing course.



JO CIAVAGLIA, Health Enterprise Reporter at the Bucks County Courier Times and an award-winning journalist, earned her AA at Bucks before graduating magna cum laude from the College of New Jersey.

“I got my first taste of journalism at Bucks County Community College working on the student newspaper. That experience helped ignite the passion in me to write and be a journalist and muckraker and always seek the truth. If I hadn’t had that experience, I wouldn’t be where I am today.”

Current themes include:

Beauty

Students examine the concept of beauty in natural and constructed contexts to explore the formation of this aesthetic value and its impact. Topics include examining beauty in natural, artistic, historical, present and future constructs. Students discuss and react to visual and written materials to critically examine the concept.

Collapse—Why Civilizations Fail or Prevail

Students examine global and environmental issues that affect societal growth or decline with particular attention to how issues are addressed and how decisions are made. Students study these issues using the scientific method, an examination of how societies function, and how art represents past and present cultures.

Creativity

Creativity combines the familiar in unfamiliar ways to produce something novel. Students examine the nature of creativity from a variety of perspectives: psychology, fine and performing arts and the sciences among others. Students consider applications of creativity to school and/or work settings, and explore and express their own creativity.

Earth in Balance

Students learn about our connectedness with the planet and the wonder of our world. Students understand issues affecting our environment and the value of environmental stewardship. Individual and group assignments find meaningful ways to understand plants, animals and ecosystems.

Food and Society

Students explore the complex relationships among people, culture, society and their food. Students examine food and society from many perspectives including artistic, historical, societal, and scientific.

Genocide

Students 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.

Self, Identity & the Human Experience

What is the Self? How is it rooted in the person’s biological makeup? What aspects are socially constructed? How does the self develop and change? Students will explore these questions and be challenged to explore and write about their own evolving sense of self.

Social Media

Students explore social networking from artistic, societal, and scientific perspectives. They discover relationships between social media and, for example, communication, marketing, sciences, activism, performances, and events. Required: group work; significant online time and use of new media tools and applications, including video.

Utopia & 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.

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 humanity’s most commonplace and complex experiences—warfare.

Journalism

JOUR155

Advertising Copywriting

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

This is an intensive workshop course that stresses the hard news reporting and writing techniques important in both traditional print media and Internet publishing. Coverage of news events on and off-campus is supplemented by in-class deadline writing exercises. Students learn to gather information and check facts using Internet search engines. 3 Credits
Prerequisite: Writing Placement score of 6 or COMP107 (C or better)

JOUR275

News Editing and Page Layout

This course provides intensive training in the editing and preparation of newspaper copy, and the writing of headlines and page layout using computerized layout software. It 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
Prerequisite: JOUR175 (C or better)

JOUR276

Feature Writing for Print and Online Media

This workshop course is devoted to the preparation of feature material for magazines and online media, with attention to the ethics of freelancing. Coverage of news events on and off-campus is supplemented by in-class deadline writing exercises. Students learn how to gather information and check facts using Internet search engines. 3 Credits
Prerequisite: JOUR175 (C or better)

JOUR277

Public Affairs Reporting

An introduction to public affairs This course is an introduction to public affairs reporting, including coverage of local government, public schools, courts, crime, and social services. Students cover town government and school board meetings, trials, and the police beat. Emphasis is on students producing stories suitable for publication in the College newspaper or local media. 3 Credits
Prerequisite: JOUR175 (C or better)

JOUR278

Webcast News Production

This workshop course stresses the production of a video news webcast. Students conduct interviews, write scripts, shoot and edit digital video, and help produce a news webcast that can be shown online. Students learn to use digital videos cameras and editing software. 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

Literature

LITR205 English Literature to the 19th Century

This course traces the development of British Literature from its Anglo-Saxon origins to the beginning of the 19th Century through the examination of representative literary and historical/cultural texts from a diverse range of writers and perspectives. 3 Credits

LITR206 English Literature in the 19th and 20th Century

This course traces the development of British Literature from the beginning of the 19th Century to the present through the examination of representative literary and historical/cultural texts from a diverse range of writers and perspectives. 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 multi-cultural 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 oral folk tales through nursery rhymes, literary folk tales, modern fantasy, realistic fiction, and informational books. Students learn about poetry, prose, illustrations, fiction, and literary genres, study the dynamics of reading aloud, and explore creative techniques for presenting literature. 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 terms 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 analysis. 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 in the United States and internationally. Business and non-business majors will learn about the relationship and impact of business to society in which they are citizens, consumers, and producers. 3 Credits

MGMT110 Small Business Management

This course reviews considerations faced by an individual planning to establish and manage a small business venture in today's complex business environment. It includes a review of legal forms of ownership, financial planning and resources, considerations of management, operations and control, ethical issues, and the importance of social responsibility. 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 survey course provides the student with an understanding of the complex factors that affect a business in its desire and ability to trade with countries outside the United States. Topics include international trade theories, monetary systems and the global aspects of economic growth. 3 Credits
Prerequisite: MGMT100 or MGMT110 or Permission of the Department of Business Studies

MGMT120 Business Mathematics

This course applies students' interpretation of basic mathematical concepts 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: Math Placement Test score of 5 or better or MATH095 (C or better)



MGMT130

Business Law

This course examines 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. Topics include the basic elements of a contract, the Uniform Commercial Code, and provision on sales and negotiable instruments. 3 Credits

MGMT140

Supervision

This course investigates the roles and functions of the first-level supervisor in industrial, business, and institutional settings, both profit and non-profit. It reviews supervisory practices that relate directly to general issues and problems of managers at the first level and emphasizes the management of human relations from a supervisory perspective. 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. Topics include personal and business insurance. 3 Credits

MGMT180

Legal Environment of Business

This course examines the various classifications of the law and the rights and responsibilities imposed on the business community by our legal system. It introduces students to the evolutionary process of the legal system and its impact on the individual, 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 of individual and group employee behavior in a work environment and how it affects organizational performance. Psychological principles explain how and why people act as they do. It includes an emphasis on the use of theories as conceptual tools for analyzing and solving personnel problems. 3 Credits

Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

MGMT210

Office Management

This course studies the responsibilities of the administrative office manager relative to human relations and cost reduction. Emphasis is placed on planning and organizing office administrative services, work stations, and office staffing. Scientific principles are used in studying cost control and reduction, with specified applications of automated systems and procedures. 3 Credits

MGMT220

Production and Operations Management

This course reviews the management of operations in manufacturing, service and government organizations. Topics include a review of the activities and responsibilities of operations management, the tools and techniques available to assist in running the operation, 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 presents the principles, techniques, and concepts needed for managerial analysis and decision making. It highlights the effective management of planning, organizing, influencing, and controlling related to the internal and external environment and issues of ethics and social responsibility. It emphasizes a variety of communication skills. 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. Topics 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 reviews the components that encompass project management in the arena of business. The processes include starting, controlling, managing, and successfully completing a project by carefully coordinating human resources. 3 Credits

Prerequisite: MGMT100 or MGMT110 or permission of the Department of Business Studies

MGMT280

Cooperative Education - Business Management

Students participate in an on-the-job experience and observation in a field directly related to their academic preparation and career objectives in business management. Students review actual experience and observation in the light of theory and skills learned academically with a College Coordinator. 3 Credits

Prerequisite: 24 college credits, a GPA of 2.5 earned in courses by the Department of Business Studies and permission of the Department of Business Studies

Marketing

MKTG100

Principles of Marketing

This course examines the major elements in the marketing mix, including product planning, pricing, channel and logistics of dispersion, and promotion. It reviews consumer demand, as well as principles, functions, and the basic problems and opportunities that exist in the world of marketing. 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. Students examine effective selling and steps in the selling process in the consumer and industrial markets. Topics include an analysis of consumers, motivation and communications, handling objections, closing techniques and the role of the salesperson. 3 Credits

MKTG120

Introduction to the Fashion Industry

This course explores the relationship of the fashion industry to the society in which we are consumers. It 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

This course examines the overall organizational structure and relationships within a retail organization. It emphasizes sales supporting (non-merchandising) functions and current trends. It includes single-unit and multi-unit structures, receiving, marking, stock, warehousing, delivery, wrapping-packing, adjustments, credit, accounts payable, audit, security, workrooms, and personnel. 3 Credits

MKTG140

Retailing Merchandising

This course examines planning and organizing for buying in the retail merchandising environment. Topics include elements related to when, what, and how much to buy. This course also covers pricing, developing resources and inventory, promotional planning and controls, and supervision of sales and supporting staffs. 3 Credits

MKTG143

Public Relations Management

This course deals with the application of public relations tools and techniques and the management of public relations campaigns. Topics include methods of public relations research, strategic planning, preparation of public relations materials, and the use of controlled and uncontrolled media. 3 Credits

MKTG150

Introduction to Industrial Distribution

EXPERIMENTAL

This course will introduce students to the industrial distribution industry. Topics will include ID careers, channels of distribution, supply chain management, the role of wholesalers and distributors in the supply chain, logistics, inventory control and management, and the importance of proper pricing and mark-up. 3 Credits

MKTG200

Advertising

This course studies advertising theory, design, functions, principles, and procedures. It emphasizes the utilization of various media, along with the overall advertising campaign strategy based on creative problem solving. Topics include creative promotional activities, particularly as they help to integrate advertising into the marketing program. 3 Credits

MKTG220

Digital Marketing

This course examines the basic principles and concepts underlying the use of digital information and communication technology by organizations and consumers. It reviews critical success factors and best practices central to the effectiveness of digital tools and social media. 3 Credits

MKTG280

Cooperative Education - Marketing/Retail

Students participate in an on-the-job experience and observation in a field directly related to their academic preparation and career objectives in marketing/retail. Students periodically review actual experience and observation in the light of theory and skills learned academically with a College Coordinator. 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

MATH089

Fast Track Mathematics

EXPERIMENTAL
This course reviews various mathematical concepts from Pre-Algebra through Pre-Calculus. After taking the math placement test, students work with math software to strengthen their mathematical knowledge and potentially increase their placement score through the software, leading to continue with other courses within a program of study earlier. 1 Credit
Prerequisite: Math Placement Test

MATH090

Prealgebra

This course provides preparation for the study of 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: Math Placement Test score of 3 or MATH090 (C or better)

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

Mathematics for Educators I

This course provides a preparation in mathematics for students interested in elementary education. Topics include elementary logic, sets, relations, functions, numeration systems, whole numbers, integers, and number theory. 3 Credits

Prerequisite: Math Placement Test score of 7 or better or MATH103 (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: Math Placement Test score of 5 or MATH095 (C or better)

MATH105

Mathematics for Educators II

This course provides a preparation in This course provides a continuation of the mathematics preparation for students interested in elementary education. Topics include rational numbers, real numbers, probability, statistics, measurement, and geometry. 3 Credits

Prerequisite: MATH102 (C or better) or Permission of the Department of Science, Technology, Engineering & Mathematics

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 MATH101 (C or better) or MATH103 (C or better) or MATH110 (C or better)

MATH117

Finite Mathematics for Business

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 better or MATH103 (C or better)

MATH118

Business Calculus

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, limits, continuity, derivatives, techniques of differentiation, chain rule, applications of differentiation, anti-derivatives, the definite integral, the fundamental theorem of calculus, and applications of integration. 3 Credits
Prerequisite: Math Placement Test score of 8 or better or MATH117 (C or better) or MATH120 (C or better)

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: Math Placement Test score of 7 or better or MATH103 (C or better)

MATH121

Discrete Mathematics

This course enables students to strengthen and increase the understanding of discrete mathematics with special emphasis on computer science applications. Topics include sets, number systems, the nature of proof, formal logic, functions and relations, combinatorics, recurrence relations, trees and Boolean algebra. 3 Credits
Prerequisite: MATH140 (C or better) or Permission of the Department of Science, Technology, Engineering & Mathematics

MATH122

Trigonometry and Analytic Geometry

Topics in this course includes right triangle trigonometry, trigonometric functions and their inverses, identities, equations, solutions of oblique triangles, complex numbers, and analytic geometry. 3 Credits
Prerequisite: Math Placement Test score of 8 or better or MATH120 (C 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 absolute value, polynomial, rational, exponential, logarithmic and trigonometric functions; techniques for solving equations and inequalities, and an introduction to the concept of limits and the difference quotient.

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: Math Placement Test score of 11 or MATH125 (C or better)

MATH141

Calculus II

This course is a continuation of MATH140. 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

EXPERIMENTAL

This course is a continuation of MATH115 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 bases, 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 Assisting

MEDA120

Medical Terminology

This is an introductory course in medical terminology. The course focuses on accurate spelling and pronunciation of terms and building knowledge of basic medical vocabulary with an emphasis on prefixes, suffixes, roots, combining vowels. Anatomical, physiology, and pathological terminology are covered. Terminology related to the body systems is discussed. 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 surgeries, and understanding diet and nutrition. 3 Credits

Prerequisites: MEDA120 (C or better) or BIOL115 (C or better)

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 are the main focus. 3 Credits

Prerequisites: MEDA120 (C or better) or BIOL115 (C or better)

MEDA203

Laboratory Procedures

This course is 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 are performed. 3 Credits

Prerequisites: MEDA120 (C or better) or BIOL115 (C or better)

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 punctures, butterfly needles, and specimen collection on adults, children and infants with emphasis on patient identification, quality assurance, and specimen handling, labeling, processing, and accessioning. 3 Credits

Prerequisites or Corequisites: MEDA120 (C or better) or BIOL115 (C or better)

MEDA205

Medical Law and Ethics

This course is an introduction to the concepts of medical law and ethics for health care practitioners. Topics including criminal and civil acts, contracts, negligence, and ethical concepts as they relate to the medical profession. A review of managed care, HIPAA and other health care legislative rulings are discussed. 3 Credits

MEDA215

Medical Administrative Procedures

This course discusses the role and function of the medical professional. Topics including patient education, compliance with HIPAA, relationships with health care providers are covered. Students are introduced to the latest in financial procedures, financial management concepts, and communication technology and skills essential in preparing them for today's job market. 3 Credits

Prerequisites or Corequisites: OADM140

MEDA216

Medical Insurance, Billing and Reimbursement

This course covers advanced medical administrative procedures using billing software. Topics including maintaining files, entering patient data, inputting insurance, posting transactions, generating reports, and scheduling appointments are covered. 3 Credits

Prerequisites or Corequisites: OADM140

MEDA220

Medical Assistant Externship

The course prepares 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. 3 Credits

Prerequisites: Completion of all courses in the medical assisting program with a grade of C or better and permission of the Department of Business Studies.

MEDA275

Medical Transcription I

The student will develop transcription skills 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

Prerequisites: OADM140 (C or better) or MEDA120 (C or better) or BIOL115 (C or better)

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

Prerequisites: MEDA275 (C or better)

MEDA287

Phlebotomy Externship

The student is required to perform 160 hours of clinical practice at an affiliated clinical training site. Periodic meetings between the College's Externship Coordinator and student are held to review actual experience and observation in the light of theory and skills learned academically.

4 Credits

Prerequisites: Completion of all courses in the Phlebotomy Certificate program and permission of the Department of Business Studies

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

Prerequisites: MEDA275 (C or better)

Music

MUSC100

Music Fundamentals

Music Fundamentals introduces basic musical concepts, develops rudimentary skills in musicianship, and functions as a precursor to the study of music theory and ear training.

3 Credits

MUSC101

Introduction to Music

This course is a listening-based survey of Western art music from Gregorian chant to the present, including a study of basic acoustics and musical notation. Subject matter includes representative composers, their lives, times, and works, as well as musical instruments, styles, genres, and forms presented in an historical context.

3 Credits
Prerequisite: Writing Placement Test score of 6 or COMP107 (C or better)

MUSC103

Introduction to World Music

Beginning with a preliminary study of music fundamentals and an overview of societal contexts of music and musicians, this listening-oriented survey of traditional and popular music from around the world employs the ethnomusicological approach to explore the diverse musical heritages of Africa, Asia, the Americas, and the Middle East.

3 Credits
Prerequisite: Writing Placement Test score of 6 or COMP107 (C or better)

MUSC105

American Music

This course is a listening-based survey of American music from Colonial times to the present, including a study of basic acoustics and musical notation. Subject matter includes representative American composers, their lives, times, and works, as well as musical instruments, styles, genres, and forms presented in an historical context.

3 Credits
Prerequisite: Writing Placement Test score of 6 or COMP107 (C or better)

MUSC106

History of Jazz

This course surveys the development of jazz from its origins to the present time, investigates representative composers, and examines the musical characteristics, compositional practices, and instrumental/vocal techniques associated with ragtime, blues, bebop, swing, progressive, and other styles.

3 Credits
Prerequisite: Writing Placement Test score of 6 or COMP107 (C or better)

MUSC107

American Pop Culture: History of Rock

This course will focus on American popular culture through the lens of rock-n-roll music, including rock's roots, influences, and impact on popular culture. Students will experience the subtleties, power, and excitement of the music.

3 Credits
Prerequisite: Writing Placement Test score of 6 or COMP107 (C or better)

MUSC111

Music Theory I

Music Theory I explores elements of diatonic harmony (including triads, chord progressions, cadences, and part-writing principles). This course, intended for music majors, must be taken in conjunction with MUSC115 Ear Training I.

3 Credits
Prerequisite: By qualifying exam
Corequisite: MUSC115 Ear Training I

MUSC112

Music Theory II

Music Theory II explores elements of diatonic harmony (including qualities and inversions of triads and seventh chords, non-harmonic tones, and modulation to closely related keys). A continuation of Music Theory I and intended for music majors, MUSC112 must be taken in conjunction with MUSC116 Ear Training II.

3 Credits
Prerequisite: MUSC111 (C or better) and by qualifying exam
Corequisite: MUSC116 Ear Training II

MUSC115

Ear Training I

Ear Training I applies the aural skills of sight-singing, rhythmic, melodic, and harmonic dictation in diatonic relationships (including triads, chord progressions and cadences). This course, intended for music majors, must be taken in conjunction with MUSC111 Music Theory I.

3 Credits
Prerequisite: By qualifying exam
Corequisite: MUSC111 Music Theory I

MUSC116

Ear Training II

MUSC116 applies sight-singing and dictation to diatonic relationships (including qualities and inversions of triads and seventh chords, non-harmonic tones and modulation to closely related keys). A continuation of Ear Training I and intended for music majors, MUSC116 must be taken in conjunction with MUSC112 Music Theory II.

3 Credits
Prerequisite: MUSC115 (C or better) and by qualifying exam
Corequisite: MUSC112 Music Theory II

MUSC124

Music Technology

Following a general historical survey of MIDI (Musical Instrument Digital Interface) technology, this course examines entry, transmission, and editing of MIDI data and its musical notation via industry standard software and hardware. Students apply music technology in creative projects ranging from song writing to film scoring to studio reproduction.

3 Credits

MUSC129

Digital Recording Technology

In this studio course students utilize a hands-on approach in applying principles and techniques of studio configuration, microphone placement, digital recording, digital signal processing, editing digital audio, and mixing.

3 Credits

MUSC130

Music Education for Early Childhood

This course provides early childhood educators with the essential background for teaching music to young children. Course content includes the pedagogy of teaching singing, basic instrument playing, listening, rhythm, and movement to young children via developmentally appropriate activities.

3 Credits

MUSC201

Music Styles and Literature: Music before 1750

This course is an historical and analytical study of Western music of the Medieval, Renaissance, and Baroque Periods. Students explore lives and works of prominent composers in an historical context, while examining representative forms, styles, genres, and compositional techniques of the respective musical eras in both written and aural contexts.

3 Credits
Prerequisite: MUSC112 (C or better)

MUSC202

Music Styles and Literature: Music after 1750

This course is an historical and analytical study of Western music of the Classical, Romantic, and Modern Periods. Students explore lives and works of prominent composers in an historic context, while examining representative forms, styles, genres, and compositional techniques of the respective musical eras in both written and aural contexts.

3 Credits
Prerequisite: MUSC112 (C or better)



MUSC206
Jazz Improvisation: Theory and Ear Training

This course provides the essential techniques needed for jazz improvisation. Students develop improvisational skills through applicable jazz theory, ear training, and performance-based exercises in both solo and small group settings. 3 Credits
Prerequisite: Audition

MUSC211
Music Theory III
Music Theory III explores Eighteenth and Nineteenth Century chromaticism (including secondary dominants, primary, secondary, and double mixture, Neapolitan chords, and related chromatically altered sonorities). A continuation of Music Theory II and intended for music majors, MUSC211 must be taken in conjunction with MUSC215 Ear Training III. 3 Credits
Prerequisite: MUSC112 (C or better) and by qualifying exam
Corequisite: MUSC215 Ear Training III

MUSC212
Music Theory IV
Music Theory IV explores Eighteenth and Nineteenth-Century chromaticism (including secondary dominants, primary, secondary, and double mixture, Neapolitan chords, and augmented sixth chords), Twentieth-Century techniques. Students analyze stylistically representative repertoire. 3 Credits
Prerequisite: MUSC211 (C or better) or by Departmental placement exam
Corequisite: MUSC216 Ear Training IV

MUSC215
Ear Training III
Ear Training III applies sight-singing and dictation to chromatic tonal relationships (including modal mixture and secondary dominants). A continuation of Ear Training II and intended for music majors, MUSC215, must be taken in conjunction with MUSC211 Music Theory III. 3 Credits
Prerequisite: MUSC116 (C or better) and by qualifying exam
Corequisite: MUSC211 Music Theory III

MUSC216
Ear Training IV
Ear Training IV applies sight-singing and dictation to chromatic tonal relationships (including secondary dominants, modal mixture, Neapolitan and augmented sixth chords). A continuation of Ear Training III and intended for music majors, MUSC216 must be taken in conjunction with MUSC212 Music Theory IV. 3 Credits
Prerequisite: MUSC215 (C or better) or by Departmental placement exam
Corequisite: MUSC212 Music Theory IV

MUSE101
Concert Choir
Formerly MUSA101
Concert Choir is a mixed vocal ensemble that prepares stylistically diverse musical repertoire for one or more public performances each semester. It is open to all students. 1 Credit
Prerequisite: Audition Required

MUSE115
Jazz Orchestra
Formerly MUSA115
Jazz Orchestra is an instrumental jazz ensemble "big band" that prepares diverse musical repertoire for one or more public performances each semester. It is open to all students. 1 Credit
Prerequisite: Audition Required

MUSE121
Bucks County Community College Symphony
Formerly MUSA121
The Bucks County Community College Symphony is an instrumental ensemble consisting of students, community members, professional musicians, and, by special arrangement, the Newtown Chamber Orchestra. It prepares stylistically diverse repertoire for public performance. 1 Credit
Prerequisite: Entrance is by audition only. Entrance is limited to ten (10) students. Music lessons have fees.

MUSE140
Percussion Ensemble
Percussion Ensemble provides students opportunity to study the full-range of pitched and non-pitched percussion instruments in a group setting. The ensemble performs percussion music of varied historical, cultural, and stylistic backgrounds and genres. 1 Credit
Prerequisite: Audition Required

MUSE151
Chamber Ensemble: Classical
This course addresses the unique dynamic of small group performance in the Classical idiom and provides students with a venue for rehearsing and performing the wealth of repertoire specifically composed for Classical chamber ensembles. 1 Credit
Prerequisite: Audition Required

MUSE155
Chamber Ensemble: Jazz
This course addresses the unique dynamic of small group performance in the Jazz idiom and provides students with a venue for rehearsing and performing the wealth of repertoire specifically composed for Jazz chamber ensembles. 1 Credit
Prerequisite: Audition Required

MUSE201
Madrigal Singers
Jazz Orchestra is an instrumental jazz Madrigal Singers is a select vocal ensemble that specializes in the performance of advanced repertoire representing diverse historical, cultural, and stylistic backgrounds and genres. 1 Credit
Prerequisite: Audition Required

MUSG165
Group Instruction in Piano Level I
Formerly MUSA165
This course offers group instruction in piano and introduces fundamental concepts of music reading. Students practice proper fingering and hand position in the contexts of sight-reading, performance of elementary repertoire, and execution of scales and simple chord progressions. 1 Credit

MUSG166
Group Instruction in Piano Level II
Formerly MUSA166
This course, which is a continuation of MUSG165, offers group instruction in piano and develops concepts of music reading. Students practice proper fingering and hand position in the contexts of sight-reading, performance of intermediate repertoire, and execution of scales and simple chord progressions. 1 Credit
Prerequisite: MUSG165 (C or better) or Permission of the Department of the Arts

MUSG175
Group Instruction in Guitar
Formerly MUSA167
This course offers group instruction in guitar and introduces music reading of standard notation. Students practice right and left hand techniques, including strumming/plectrum and finger-picking styles as applied to scales and melodies, provide primary chord accompaniment for melodies, and perform simple works for the solo guitar. 1 Credit

MUSL100
Preparatory Lessons
Private instruction for students MUSL100 is private applied instruction at the Preparatory Lesson level. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their chosen area of emphasis. 1 Credit
Prerequisite: Audition, Departmental Placement Exam, Enrollment in Music Transfer Major (curriculum code: 1019) and permission of the Department of the Arts

MUSL101

Secondary Lessons

MUSL101 is private applied instruction at the Secondary Lesson level. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their secondary area of emphasis. 1 Credit

Prerequisite: Audition, Departmental Placement Exam, Enrollment in Music Transfer major (curriculum code: 1019) and permission of the Department of the Arts

MUSL110

Performance Class

Continuation of MUSL101 (formerly Students of the same applied instrument perform solo repertoire from their lessons and develop critical listening skills by evaluating the performances of their peers. 1 Credit

Prerequisite: Permission of the Department of the Arts and current enrollment in Program of Study (1019) - Music

Corequisite: Concurrent registration in one of the following private lesson courses: MUSL100, MUSL111, MUSL112, MUSL211, or MUSL212

MUSL111

Principal Lesson I

MUSL111 is private applied instruction on the student's principle instrument. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their chosen area of emphasis. 1 Credit

Prerequisite: Audition

Departmental Placement Exam

Enrollment in Music Transfer major (curriculum code: 1019)

Permission of the Department of the Arts

Corequisite: Students must be registered in both Music Theory and Ear Training course sequences and an MUSE music ensemble course.

MUSL112

Principal Lesson II

MUSL112, a continuation of MUSL111, is private applied instruction on the student's principle instrument. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their chosen area. 1 Credit

Prerequisite: MUSL111, Audition,

Department Placement Exam

Enrollment in Music Transfer Major (curriculum code: 1019)

Permission of the Department of the Arts

Corequisite: Students must be registered in both Music Theory and Ear Training course sequences and an MUSE ensemble course.

MUSL211

Principal Lesson III

MUSL211, a continuation of MUSL112, is private applied instruction on the student's primary instrument. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their chosen area of emphasis. This course includes a weekly master class. 2 Credits

Prerequisite: MUSL112, Audition, Departmental Placement Exam

Enrollment in Music Transfer Major (curriculum code: 1019)

Permission of the Department of the Arts

Corequisite: Students must be registered in both Music Theory and Ear Training course sequences and an MUSE music ensemble course..

MUSL212

Principal Lesson IV

MUSL212, a continuation of MUSL211, is private applied instruction on the student's primary instrument. Students develop technical competency, learn representative musical repertoire, and advance performance skills in their chosen area of emphasis. This course includes a weekly master class. 2 Credits

Prerequisite: MUSL211, Audition, Departmental Placement Exam

Enrollment in Music Transfer Major (curriculum code: 1019)

Permission of the Department of the Arts

Corequisite: Students must be registered for both Music Theory and Ear Training course sequences and an MUSE ensemble course.

Nanofabrication Technology

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 Bucks County Community College (BCCC)

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 Bucks County Community College (BCCC)

Corequisite: NANO211

NANO213

Materials in Nanotechnology

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 Bucks County Community College (BCCC)

Corequisite: NANO211 and NANO212

NANO214

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 Bucks County Community College (BCCC)

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 Bucks County Community College (BCCC)

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 Bucks County Community College (BCCC)

Corequisite: NANO211 and NANO212

Nursing

NURS101

Nursing I

In Nursing I, students learn the cognitive, psychomotor, and communication skills associated with nursing that recognizes the needs of culturally diverse individuals in a healthy state. The nursing process is introduced. Students use current technology to analyze and integrate data. 6 Credits

Prerequisite: \$100 nursing fee, plus other fees. Must meet Admission criteria. CHEM101 and BIOL181 and COMP110

Corequisite: CHEM101 and BIOL181 and COMP110

NURS102

Nursing II

In Nursing II, students learn the nursing care of various age individuals who have alterations in their needs. Providing care to individuals with potentially ineffective responses is emphasized, and ineffective responses are introduced. Students use current technology to analyze and integrate data. 6 Credits

Prerequisite: \$100 nursing fee, plus other fees; COMP110, NURS101, CHEM101, BIOL182, BIOL228, and HLTH120

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 with a grade of C, RN or LPN license. Elective.



NURS201

Nursing III

Nursing III students care for individuals who have alterations in their functional health patterns with potentially ineffective responses. The nursing process is utilized to diagnose and treat the responses. Clinical experience is expanded to allow for increased student-patient interaction and practice settings. Students use current technology to analyze and integrate data. 9 Credits

Prerequisite: \$150 nursing fee, plus other fees NURS102, BIOL228, BIOL182, HLTH120, PSYC110, SOCI110, and COMP111

Corequisite: PSYC110 and SOCI110 and COMP111

Nursing IV

Nursing IV continues with the nursing care that assists individuals to respond to alterations in every functional health pattern and ineffective responses to each of those alterations, emphasizing the cognitive perceptual health pattern. Students care for patients and use current technology to analyze and integrate data. 9 Credits

Prerequisite: \$150 nursing fee, plus other fees. NURS210, SOCI110, PSYC110, COMM110, and Cultural Perspective

Corequisite: COMM110 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: BIOL181 (C or better) and BIOL182 (C or better)

Office Administration

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

Corequisite: 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. 3 Credits

Prerequisite: Writing Placement score of 6 or better or COMP107 (C or better)

OADM115

Legal Terminology

This is an introductory course in legal terminology designed to acquaint the legal secretarial student with the law office. The major focus is on legal terminology and legal documents that are relevant to a law office. 3 Credits

OADM126

Word Perfect

This course is designed for students who wish to learn the practical applications of the most recent version of WordPerfect. Emphasis is placed on mastering word processing functions, including creating, saving, using tools, formatting, and retrieving documents. 3 Credits

OADM140

College Keyboarding and Document Processing

Students will use computers to learn the touch method of keyboarding and the basic features of Microsoft Word to produce letters, tables, reports and memos. Eligibility for exemption determined by placement test. 3 Credits

OADM141

Basic Applications of Microsoft Word

This course is designed for students wishing to master the fundamentals of Microsoft Word. 1 Credit

OADM142

Basic Applications of Microsoft Excel

This course is designed for students wishing to master the fundamentals of Microsoft Excel. Students acquire a working knowledge of Excel with emphasis on creating, modifying, and formatting worksheets; performing calculations; developing and formatting workbooks; and applying formulas, charts and graphs in spreadsheets. 1 Credit

OADM143

Basic Applications of Microsoft Access

This course is designed for students wishing to master the fundamentals of Microsoft Access. Students create and modify new databases; create and modify tables and reports; and improve queries forms and reports. 1 Credit

OADM145

Basic Applications of Microsoft Powerpoint

A self-paced course designed for This course is designed for students wishing to master the fundamentals of Microsoft PowerPoint. Students create, edit, format, use WordArt, and link embedded objects in a PowerPoint presentation. 1 Credit

OADM147

Microsoft Windows

This course is designed for students wishing to master fundamentals of Microsoft Windows. Students will use the start menu, create shortcuts, work with Windows accessory programs, open data files, customize the desktop, and manage disks, folders, and files. 1 Credit

OADM150

Office Technology Concepts

This course is an in-depth exploration of computer hardware and software with emphasis on business applications, information systems, technological innovations and introductory hands-on software applications. 3 Credits

Prerequisite: OADM140 (C or better)

OADM155

Searching the Web

This course is designed for students wishing to master the fundamentals of the World Wide Web. Students receive hands-on practice using the Internet to perform simple searches, use web e-mail features, and post to newsgroups. 1 Credit

OADM156

Basic Applications of Web Page Development

This course is designed for students wishing to master the fundamentals of creating pages on the World Wide Web. 1 Credit

Prerequisite: OADM155 (C or better)

OADM165

Basic Applications of Microsoft Publisher

This course is designed for students wishing to master the fundamentals of desktop publishing using Microsoft Publisher. 1 Credit

OADM167

Basic Applications of MS Outlook

This course is designed for students wishing to master the fundamentals of Microsoft Outlook to compose and send emails, schedule appointments and meetings, manage contact information and tasks, and use notes. 1 Credit

OADM190

Professional Development

Formerly OADM290

This course is a study of personal skills that lead to college and career success with emphasis on the workplace. Topics include the workplace today and tomorrow, interpersonal strengths and leadership, personal skills for success, and charting a career. 3 Credits

OADM195

Records Management

This is an introductory course in the field of records management. Alphabetic filing rules is covered, along with methods of storing and retrieving alphabetic, subject, numeric, and geographic records consistent with ARMA (Association of Records Managers and Administrators, Inc.) filing rules.

3 Credits

Prerequisite: OADM140 (C or better)

Corequisite: OADM140 (C or better)

OADM205

Administrative Office Procedures II

This is an applications oriented course that reinforces the major office applications found in suite software--word processing, electronic presentations, spreadsheets, desktop publishing, and database. Office administrative skills are integrated through problem-solving assignments and office simulations.

3 Credits

Prerequisite: OADM105 (C or better)

OADM210

Legal Secretarial Procedures

This course is a study of specialized procedures used in law offices and legal departments of businesses with emphasis on points of law and legal secretarial procedures. Students will complete computer applications projects.

3 Credits

Prerequisite: OADM115 (C or better) or OADM140 (C or better)

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 Office

This is a project-based hands-on approach course using integration features of Microsoft Office to copy, paste, link, and embed files from one program to another using Microsoft Word, Access, Excel and PowerPoint.

3 Credits

Prerequisite: OADM225 (C or better)

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

OADM245

Microsoft PowerPoint Level II

This course is designed for students wishing to master advanced levels of Microsoft PowerPoint. Students will learn how to add movement and sound to desktop presentations to enhance audience attention.

1 Credit

Prerequisite: OADM145 (C or better)

OADM245

Microsoft PowerPoint Level III

This course is designed for students wishing to master advanced levels of Microsoft PowerPoint. Students learn how to use PowerPoint software for advanced desktop presentation techniques, including advanced animation and sound sequences.

1 Credit

Prerequisite: OADM245 (C or better)

OADM250

Office Transcription Skills

This course develops skills in office transcription techniques from the translation of recorded correspondence, reports, and records to properly formatted documents used in various office settings. Emphasis is placed on grammar, punctuation, spelling, sentence sense, capitalization, number expression, word usage, and proof-reading skills. Students prepare typed transcripts of material dictated.

3 Credits

Prerequisite: OADM140 (C or better)

OADM260

Advanced Keyboarding

This course is designed to increase speed, accuracy, and production of mailable copy. Advanced keyboarding applications are introduced including various letter styles, comprehensive reports and tables, business statements and forms, itineraries, and cover pages.

3 Credits

Prerequisite: OADM140 (C or better)

OADM280

Cooperative Education - Office Administration

This course involves on-the-job experiences and observations 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 observations in the light of theory and skills learned academically.

3 Credits

Prerequisite: Completion of all courses in the Office Administration and Systems Technology program of study and 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 information processing and records management, and administrative duties pertaining to hiring, training, and evaluating office personnel.

3 Credits

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

LAWS140

Civil Practice/Litigation Procedures

Civil Practice/Litigation Procedures is a college level course that provides a student with knowledge of theory, procedure and mechanics of the lawsuit from fact gathering through judgment 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 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

Probate, Estate, and Fiduciary Code as amended and applied 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

LAWS165

Criminal Procedure for the Paralegal

EXPERIMENTAL

This course offers an overview of criminal procedure for the paralegal by focusing on criminal investigation, legal pleadings, discovery, and trial preparation. Law office management will also be stressed. Students also learn about bail arraignment, alternate resolutions, pretrial motions, trial skills, sentencing, and ethical challenges.

3 Credits

Prerequisite: LAWS100 (C or better) or LAWS110 (C or better)

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 international business and the basics of the practice and procedures involved in the buying and selling of goods in foreign countries, through the case study method.

3 Credits

Prerequisite: LAWS100 or LAWS110

LAWS180

Business Organizations: 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

LAWS205

Paralegal Trial Procedure and Practices

EXPERIMENTAL

Using a realistic case file, the student works through the intense trial advocacy process from conceptualizing the trial including strategy and tactics, preparing a trial notebook, filing pretrial motions, and performing exercises exploring procedural and evidentiary issues.

3 Credits

Prerequisite: LAWS100 or LAWS110



MARIANNE KEPLER ('83) returned to her alma mater to teach psychology and stress management.

"It's exciting to watch students realize that many of the physical and psychological symptoms that they experience are due to stress. Once they begin to learn and implement stress management techniques into their lifestyle, they report that this course completely changes their lives for the better... And that for me makes it all worthwhile!"

LAWS210

Real Estate Law

Instruction in ownership, contractual limitations, property right protection, reality and personality 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

Legal Research II

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

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 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

LAWS255

Ethics for the Paralegal

This course examines ethical requirements under the Pennsylvania Rules of Professional Conduct and the National Federation of Paralegal Associations. The course covers the regulation of attorneys and paralegals, the unauthorized practice of law, confidentiality, conflicts of interest, advertising, solicitation, fees, client funds, competency and professionalism. 3 Credits

Prerequisite: LAWS100 (C or better) and LAWS140 (C or better)

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

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 experienced 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 that includes LAWS140 (C or better) and LAWS220 (C or better);
2. a GPA of 2.0 earned at Bucks County Community College; and
3. transfer students who have successfully completed the above course requirements at another college or university must submit an official transcript to the Paralegal Area Coordinator for evaluation before enrolling into the course.

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

Performance Arts

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

COMT103

Introduction to Acting

Formerly COMT110

Students will experience a non-threatening introduction to basic acting techniques through improvisation, theatre games in pairs and groups, and beginning scenes. Exploration of interpersonal relationships and non-verbal body language are stressed. 3 Credits

COMT106

Introduction to Improvisational Performance

This course will develop the student's performance skills in creating improvised theater. Emphasis is placed on developing ensemble compatibility, collaborative and creative skills, spontaneity, initiative, risk-taking, the creation of character and environment, as well as a full understanding of both character-driven comedy and drama. 3 Credits

COMT140

Children's Theatre

This course examines the dramatic structure, audience needs, directing, and acting techniques that are employed in the production of theater for children. Practical and creative applications of scene design, costumes, make-up, and lighting are among the topics studied in the preparation of the final production. 3 Credits

COMT150

Theatre Production I

Students gain practical experience in technical or administrative aspects of theater through participation in the department's major theatrical production during the semester. 3 credits

COMT160

Play Production I

Students in this course develop a critical appreciation of dramatic literature. As a performer or in a primary design/management position, the students are required to complete contractual duties, and develop an understanding of their personal contribution to the success of a live public performance. 3 Credits

COMT203

Acting II

Formerly COMT111

Students will continue to train in emotional believability, character analysis, motivated blocking, conflict resolution, etc., through dramatic action in both written and improvised scenes and/or monologues. 3 Credits

Prerequisite: COMT103

Corequisite: COMT103

COMT206

Improvisational Performance II

This course further develops the student's performance, design, and organizational skills in improvised theater. Emphasis is on developing ensemble compatibility, collaborative and creative skills, and the creation of character and environment. Students gain an understanding of creating and organizing an ensemble with regard to casting, designing, and performing a show. 3 Credits

Prerequisite: COMT106 (C or better)

COMT209

Acting for the Camera

This course provides the actor with an understanding of the special nature of performing before a camera. Students are given the opportunity to learn and practice skills and techniques necessary to compete in the film/video industry. 3 Credits

Prerequisite: COMT103 (C or better)

COMT250

Theater Production II

Formerly COMT151

This course, which is a continuation of Introduction to Theater Production, provides practical experience in technical and/or administrative aspects of theater as gained through participation in the department's major theatrical production during the semester. 3 Credits

Prerequisite: COMT150 (C or better), Spring Course only

Philosophy

PHIL105

Critical 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

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) or Math Placement Test score of 8 or better)

PHYS107

Physics B

This course is a continuation of PHYS106. It is a non-calculus study of the fundamental laws and properties of electricity, magnetism, geometrical, and physical optics. This course places emphasis on the mathematical solution of problems based on an understanding of the underlying physical phenomena. 4 Credits

Prerequisite: PHYS106 (C or better)

PHYS121

Physics I

This course provides an overview of calculus based physics for engineering and science majors. Topics include vector mathematics, kinematics, dynamics, energy, momentum, gravity, and harmonic motion. 4 Credits

Prerequisite: MATH140 (C or better)

PHYS122

Physics II

This course provides a continuation of PHYS121 and utilizes calculus in the solution of physics problems. Topics include: electric forces and fields, potential, direct current and transient circuits, magnetic forces and fields, electromagnetic induction, geometric and physical optics. 4 Credits

Prerequisite: PHYS121 (C or better)

Political Science

POLI101

Political Science 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

POLI1212

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

"Starting with four faculty members in 1965, the social and behavioral science faculty now numbers over 100."

John Petito,
Assistant Academic Dean,
Social & Behavioral
Sciences Department

Psychology

PSYC100

Psychology of Personal Awareness

This course seeks to promote personal growth. Students examine definitions of the healthy personality, the historical, biological and historical views of adjustment, theories of personality, assertiveness training, issues pertaining to women and minorities, 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. Didactic and experiential techniques are used to explore the stages of group development, decision-making techniques, group problems and problem solving, resolution skills, norms, structures, leadership, authority, membership, ethics, cultural sensitivity and the intra- and inter-personal 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

Prerequisite: Reading Placement Test score Level 3 or READ110 (C or better)

Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110

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

Psychological Techniques of Stress Management

In this experiential course, the positive and negative consequences of stress are examined. Emphasizing the mind/body connection and encouraging holistic health in the students, both the physiological and psychological aspects of stress management are studied. 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)

PSYC205

The Psychology of Cultural Diversity EXPERIMENTAL

The purpose of this course is to increase one's ability to relate to people whose backgrounds and experiences are different from his or her own by critically examining one's own sense of self and others' identity, personal attitudes, values and norms. 3 Credits

Prerequisite: Reading Placement Test score Level 3 or READ110 (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: MATH115 (C or better) and PSYC110 (C or better)

PSYC230

Neuroscience of Psychology

This course focuses on biological contributions to behavior. Instruction encompasses teachings regarding introduction to the structure and function of the nervous systems as well as psychological topics including, but not limited to, emotions, stress, sleep, substance use and abuse, learning, memory and psychological disorders. 3 Credits

Prerequisite: PSYC110 (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: PSYC215 (Prerequisite or co-requisite)

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

READ089

EXPERIMENTAL

Fast Track Reading

This self-paced course assesses, strengthens, and develops reading skills. Focus of instruction is on basic comprehension skills which are assessed by the College's placement test, such as identification of main idea, supporting details, sentence relationships, and author's purpose and tone. 1 Credit

READ090

Introduction to College Reading

This introductory course prepares students to read college textbooks and related course material. Emphasis is on developing the ability to apply, monitor, and adjust reading strategies for increased understanding. Topics include comprehension and critical reading skills, vocabulary development, and basic college success skills. 3 Credits

Prerequisite: Reading Placement Level 1, or completion of AESL 103 (C or better), or permission of the Department of Language and Literature.

READ110

College Reading and Study Strategies

This course develops and improves reading comprehension skills and learning strategies that will enhance academic performance across the curriculum. Emphasis is on the transfer and application of comprehension, critical thinking, vocabulary, and study skills to college course material. 3 Credits

Prerequisite: Reading Placement Level 2, or completion of READ090 (C or better), or permission of the Department of Language and Literature

READ115

Academic Support 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

Real Estate Fundamentals is a basic course in the practice of real estate in Pennsylvania. Emphasis is on the fundamental principles and concepts of realty property rights and the practices, methods, and laws governing the conveyance of these rights. This course qualifies for the Pennsylvania Real Estate Salesperson examination. 2 Credits

REAL102

Real Estate Practice

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. This course qualifies for the Pennsylvania Real Estate Salesperson examination. 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 Department 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 personality 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

Science

SCIE101

Physical Science

Physical Science provides an introduction to the phenomena of motion, force, energy, matter, sound, electricity, magnetism, and light. Emphasis is placed on studying nature's basic laws and how they govern human experience. 3 Credits

Prerequisite: Reading Placement test Level 3, or READ110 (C or better)

Math Placement test score of 5 or higher, or MATH095 (C or better)

SCIE102

Astronomy

Astronomy provides 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 science. 3 Credits

Prerequisite: Reading Placement test Level 3, or READ110 (C or better)
Math Placement test score of 5 or higher, or MATH095 (C or better)

SCIE103

Physical Geology

This laboratory-based course introduces the basic principles and processes of geology. Emphasis is on a wide range of topics, including rocks and minerals, topographic maps, surface processes, hydrologic systems, plate tectonics, and the earth's interior. 4 Credits

Prerequisite: Reading Placement test Level 3, or READ110 (C or better)
Math Placement test score of 5 or higher, or MATH095 (C or better)

SCIE105

Introduction to Environmental Science

This course examines the history of environmental ethics, conservation movements, environmental policy and sustainable lifestyles. It covers basic ecological principles, especially as pertains to conservation, restoration and resource management. Students study agricultural practices, waste management, and energy sources. Laboratory exercises require field trips and service learning. 4 Credits

SCIE108

Discoveries in Chemistry: A History

This course examines the historical development of chemistry; the personalities, stories, and experiments behind modern understanding of matter (specifically elements and compounds), and how that understanding has led to practical technologies. In addition, the course explores the nature of scientific thought related to the historic chemical research explored. 3 Credits

SCIE206

Fundamentals of Geographic Information Systems

This course teaches the theory and practical use of Geographic Information Systems (GIS). Topics include issues of data accuracy, map projections, scale, data collection, metadata, and data storage/management. GIS analysis techniques, data display options, and cartography are also covered. Students use current GIS software in laboratory exercises. 3 Credits

Prerequisite: CISC110 (C or better)

SCIE207

Environmental Monitoring and Sampling

This course examines environmental sampling techniques for air, soil, water, and biological resources. It explores various statistical methods of analysis. It compares point source versus nonpoint source pollution. It emphasizes establishing suitable monitoring schedules. Requirements include field trips. 4 Credits

Prerequisite: CISC110 (C or better) and MATH115 (C or better)



DONNAA WOOLLEY ('80), shown here with her pen-and-ink drawing of Tyler Hall, went directly from earning her AA in fine arts 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 and prints available at museums and 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 in English, psychology, and sociology. They really prepared me for the workforce."

Social Services

SSWK110 Introduction to Social Work and Social Welfare

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

SSWK220 Social Work: Interviewing, Assessment, and Referral

Students apply core concepts, theories, values and ethics of social work to interviewing, assessment, and referral. Students apply direct skills including basic listening, empathy, focusing, confrontation, directives, feedback, and self-interpretation. Emphasis is on practicing professional values that guide practice. 3 Credits

Prerequisite: SSWK110 (C or better); and SOCI110 (C or better); and COMP110 (C or better)

Sociology

SOCI110 Introduction to Sociology

This course is 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

This course examines 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 will be considered. 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

SOCI230 Contemporary Social Problems

Students examine and analyze complex contemporary social problems. The major topics include the application of sociological theory to local, national, and international social problems including the environment, poverty, crime, violence, drug abuse, and inequality. Students prepare and present an original research project that includes research design, data analysis and interpretation. 3 Credits

Prerequisite: SOCI110 (C or better) and COMP110 (C or better)

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
Studio art supplies can be expensive. Lab fees may be required.

VAF100 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

Prerequisite: VAF111 (C or better) or by permission of the Department of the Arts

VAF101 2-D Design Fundamentals

This course introduces students to abstract and representational two-dimensional design concepts. Projects emphasize creativity, conceptualization, problem solving, skill building, expression, execution, teamwork, research techniques, and presentation. Black, white, and gray media serve as the basis for learning the vocabulary, concepts, and principles of two-dimensional design. 3 Credits

VAF102 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 introduce basic technical skills, and conceptual approaches are emphasized. The relationship between two- and three-dimensional thinking is stressed. 3 Credits

VAF103 Drawing Composition

This course analyzes the systems of perspective, spatial illusions, flat planes, composition, and examines the elements of the structural arrangements of form and space. The approaches of both Western and non-Western cultures are appraised. Students practice appropriate drawing techniques and work with various media. 3 Credits

Prerequisite: VAF100 (C or better) or permission of the Department of the Arts

VAF104 2-D Design Color

Students learn basic color concepts including theory, perception, chromatic relationships, phenomena, terminology, physics, psychology and harmony. Projects emphasize perception, creativity, conceptualization, problem solving, skill building, expression, execution, teamwork, research techniques, and presentation. Work in paper and pigment serves as the basis for learning the principles of color. 3 Credits

Prerequisite: VAF101 (C or better)

VAF105

3-D Design Materials/Modeling

This course combines the study and examination of process-based forms and figurative based-forms. Students are introduced to drawing and modeling the human body. Students are introduced to various tools, materials, and techniques in the application of design to tactile forms in space.

3 Credits

Prerequisite: VAF102 (C or better)

VAF111

Drawing Basics

This course introduces and reinforces preliminary skills related to basic drawing concepts. The course is divided into three major units: (1) Simple shapes and Proportions; (2) Measuring and Perspective; and (3) Light and Composition. Students improve their concentration in a studio setting and develop essential skills related to drawing structural forms. 3 Credits

VA: Art History

VAF191

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

Prerequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)

VAF192

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

Prerequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)

VAF193

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

Prerequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)

VAF194

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 gain a formal understanding of American art. Students examine American art from cultural, social, and economic perspectives. 3 Credits

Prerequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)

VAF195

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

Prerequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)

VA: Ceramics

Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary for students to complete the requirements of a studio course.

VAF181

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

VAF282

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: VAF181 (C or better)

VA: Drawing Second Year

VAF200

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: VAF100 (C or better) and VAF103 (C or better) or Permission of the Department of the Arts

VAF202

Figure Drawing

Students integrate and review the drawing experiences of the previous drawing classes. The figure is expressed within complex situations dealing with spatial concepts and composition through extended problems. These exercises encompass relationships to interior spaces, landscape, and still life situations. 3 Credits

Prerequisite: VAF200(C or better) or Permission of the Department of the Arts

VA: Glass Arts

Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary for students to complete the requirements of a studio course.

VAF147

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

VAF148

Glassblowing II

This course advances the processes and concepts in the forming of molten glass through the use of various tools and equipment. Students in this class are expected to have basic knowledge of studio operation and glassblowing techniques. 3 Credits

Prerequisite: VAF147 (C or better)

VAF149

Architectural Stained Glass Windows

Students make architectural stained glass windows that are structurally sound and artistically designed. They apply the traditional techniques of cartooning, pattern making, color selection, cutting, glass decoration, and installation. 3 Credits

VAF249

Stained Glass II

Students further develop their skills in making architectural stained glass windows and create more complex designs. Students employ traditional methods and are introduced to the additional techniques of plating, painting, gold staining, etching, and slumping. 3 Credits

Prerequisite: VAF149 (C or better)

VA: Graphic Design

Software required to complete assignments can be expensive. Students may plan extra time to use campus computing labs to complete course projects.

VAGD101

Layout and Basic Typography

Using manual methods for layout and design, together with current software applications, students explore the relationship between text and image, as well as the design and impact of typography. Students analyze a variety of published materials and complete a series of introductory graphic design projects. 3 Credits

Prerequisite: VAMM100 (C or better)

VAGD102

Illustration - Drawing and Digital

This course introduces drawing strategies, concepts, and specialized illustration techniques used by designers and illustrators. Students 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 (C or better) or VAF100 (C or better) or the permission of the Department

VAGD201

Graphic Design

Working from concept to finished artwork, students develop methods and strategies for producing effective graphic design solutions. Formal and practical design concepts, skills, and essential digital applications are covered. Presentation of visual ideas, design principles, typography, prepress and commercial printing technology, and advanced graphic design processes are explored. 3 Credits

Prerequisite: VAMM100 (C or better) and VAGC101 (C or better)

VAGD280

Cooperative Education – Graphic Design

On-the-job experience occurs in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the College faculty coordinator and the student are held to ensure the student is making adequate progress. Students maintain a work journal and complete a final report summarizing the learning experience. 3 Credits

Prerequisite: 30 BCCC credits in a studio art major and a minimum GPA of 2.5, or permission of the Department



VA: Jewelry

VAF A107 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

VAF A108 Jewelry II

This course emphasizes the refinement of technical skills necessary to fabricate complex design concepts. Students explore various methods and materials which are incorporated into the design and construction of several major works. 3 Credits

Prerequisite: VAF A107 (C or better)

VAF A109 Jewelry/Lost Wax

This course introduces the ancient art of lost wax metal casting and its contemporary application to the production of fine jewelry or small sculptural objects. 3 Credits

Prerequisite: VAF A107 (C or better)

VA: Painting

VAF A171 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 paint from models, still life, landscape, and imagination. 3 Credits

Prerequisite: VAF A100 is recommended

VAF A271 Painting II

This course is a continuation of Introduction to Painting. Students work from the traditional subject matter with the emphasis upon development of individual concepts and imaginative statements. Students also develop aesthetic values and quantitative judgment in terms of creative painting and critical appraisal of any art work. 3 Credits

Prerequisite: VAF A171 (C or better)

JERRY MILLEVOI ('78) has been providing location photography in challenging environments to an extensive array of clients for more than two decades. He credits Bucks for igniting his career path before he continued on to earn a bachelor's degree from The College of New Jersey and a master's degree from West Chester University.

"My decision to enter a creative field was largely inspired by the academic freedom to explore a variety of classes offered by Bucks County Community College."

"Whether your interests are in fine arts, multimedia, cinema/video, performance, or music, Bucks offers students the opportunity to develop strong foundation skills. Our dedicated faculty and state-of-the-art facilities create a learning-centered environment. We are one of the few community colleges in the country accredited by both the National Association of Schools of Art and Design and the National Association of Schools of Music."

John Mathews
Assistant Academic Dean
The Department of the Arts

VA: Photography

Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary for students to complete the requirements of a studio course.

VAPH110 Digital Photography Fundamentals

Students are introduced to digital-based photographic imagery. The course examines the potential inherent in the methods, techniques, and applications of digital photography as a means of personal expression. Students produce a portfolio of images for presentation. 3 Credits

VAPH151 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

VAPH157 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: VAPH151 (C or better)

VAPH196 History of Photography

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: Writing Placement Test score of 6 or better or COMP107 (C or better)

VAPH210 Digital Photography II

This survey course covers the history of photography from its invention in 1839 to the present day. Specific artists, movements, and technical histories will be explored, together with some of the relationships between photography and aesthetics, culture, and social history. 3 Credits

Prerequisite: VAPH110

Corequisite: VAPH110

VAPH211

Studio and Lighting Fundamentals

Students will be introduced to the fundamentals of photographic lighting. Tungsten, strobe, daylight, and an array of light shaping tools will be explored in an effort to further refine their photographic imagery. A central aim of the course will be the creation of a portfolio of high-quality, digital images. 3 Credits

Prerequisite: VAPH110 (C or better) or VAPH151 (C or better) and VAMM100 (C or better)

VAPH257

Large Format Photography

This course introduces students to the operation and current practices associated with view cameras. Students learn about lens selection, the use of camera swings and tilts, and processing procedures for sheet film. Students produce images in both the traditional darkroom and the digital lab. 3 Credits

Prerequisite: VAPH157 (C or better)

VA: Printmaking

Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary for students to complete the requirements of a studio course.

VAF A160

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

VAF A161

Printmaking/Silkscreen

Students employ screenprinting processes using water-based inks. They explore a variety of techniques, including photo silkscreen, cut paper stencils, direct drawing techniques, color registration, and textile printing. Students gain an understanding of these techniques and develop their individual imagery. 3 Credits

VAF A165

Book Arts

This course introduces students to basic bookbinding structures, materials, and techniques. Students construct visual books that are artistic objects and vehicles for creative expression. Both traditional and contemporary methods are explored. 3 Credits

VAF A167

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 gain an understanding of the basics of fiber preparation, papermaking history and terminology, sheet formation, stencil lamination, and pulp painting. 3 Credits

VAF260

Printmaking II

This course is a continuation of the Introduction to Printmaking class. Students add to their knowledge of intaglio and relief printmaking processes through the exploration of intermediate-level technical skills. Students develop their own imagery and investigate printmaking as a means of creative expression. 3 Credits

Prerequisite: VAF260 (C or better)

VAF261

Printmaking III

This course provides advanced exploration of content introduced in Printmaking II. Students examine both historical prints and current trends in printmaking as they continue to develop personal imagery and build knowledge of printmaking processes and techniques. 3 Credits

Prerequisite: VAF260 (C or better) and VAF260 (C or better)

VA: Portfolio Studios

VAF250

Fine Arts and Design Portfolio Studio

Students develop and enhance their fine arts and design portfolio for transfer or employment. Also, students prepare and deliver an informative speech describing their work using appropriate vocabulary and/or historical references. Finally, students engage in class critiques of their work and the work of other students. 3 Credits

Prerequisite: 24 studio credits and either VAF291, VAF292, or VAF293 (C or better) or permission of the Department of the Arts

VAM250

Digital Arts Portfolio Studio

Students develop and enhance their portfolio for transfer or employment. Students prepare and deliver an informative speech describing their work using appropriate vocabulary and/or historical references. Students engage in class critiques of their work and the work of other students. 3 Credits

Prerequisite: 24 studio credits or permission of the Department of the Arts.

VA: Sculpture

Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary to complete the requirements.

VAF141

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. Plaster, metal, clay, and wood are utilized to help the student understand the form and content of sculpture. Historical sculpture topics supplement this course.. 3 Credits

VAF242

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: VAF141 (C or better)

VAF246

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: VAF141 (C or better) or VAF105 (C or better)

VA: Web Design & Multimedia

Software required to complete assignments can be expensive. Students may plan extra time to use campus computing labs to complete course projects.

VAM100

Digital Imaging

This studio course presents in-depth techniques for image creation and manipulation using current software applications. Peripherals, file formats, resolution requirements, media storage, and digital photo processing are explored. Emphasis is on image-making methods used to create raster and vector graphics for print and the web. 3 Credits

VAM110

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 are introduced. The semester culminates in the development of a website. 3 Credits

Corequisite: VAM100 or CIS110

VAM120

Interface Design

The theoretical foundation needed to design user interfaces for digital projects are established. Topics discussed include human computer interaction, current trends, and basic methods for design, as well as project management techniques. Software is used to create the menus and navigation systems needed. 3 Credits

VAM130

3-D Modeling Concepts

Three-dimensional concepts and design techniques are presented through lecture and demonstration. The student, through studio experience, uses these concepts to design and create a digital 3-D environment. Current animation and graphic software is used in this class. 3 Credits

VAM209

Multimedia Concepts I

Through lecture and studio work, students create multimedia projects. Students import or create video clips, sound bytes, still imagery, and copy; to produce a digital multimedia project. Graphic editing, video editing, and animation applications are used in this course. 3 Credits

Prerequisite: VAM100 (C or better) or CIS102 (C or better) equivalent knowledge with permission of Department of the Arts

VAM210

Multimedia Concepts II

Building on the foundation of Multimedia Concepts I, students add interactivity to their projects. Basic scripting and advanced design are covered. The course provides students with the skills needed to develop an advanced interactive multimedia project. 3 Credits

Prerequisite: VAM209 (C or better) or equivalent knowledge with permission of the Department of the Arts

VAM230

3-D Animation

Three-dimensional animation techniques are presented through lecture and demonstration. Students build on the concepts of 3-D modeling to expand their project to include motion scripting of fully mapped and lighted scenes. Animation and graphic editing applications are used in the course. 3 Credits

Prerequisite: VAM130 (C or better) or equivalent knowledge with permission of the Department of the Arts

VA: Fine Woodworking

Studio art supplies can be expensive. Lab fees may be required. Additional lab hours outside of class will be necessary for students to complete the requirements of a studio course.

VAFW100

Fine Woodworking Fundamentals

This studio course focuses on structural, functional, and sculptural properties of wood, together with the traditional studio techniques of professional woodworkers. Emphasis is on a variety of design approaches, the execution of working drawings, and completing wood projects. 3 credits

VAFW133

Woodcarving/Furniture

This studio course focuses on the creation of well-crafted functional and sculptural carved wood objects. Students explore low and high relief, 3-dimensional forms, figurative and decorative subjects, tool use and care to develop their carving skills and creative expression. 3 credits

VAFW136

Bending and Veneering

This studio course focuses on design, drawing, and execution of curved forms and laminating techniques. Students employ bending and veneering techniques in the design and construction of a piece of furniture. Emphasis is on a variety of joinery, bending, and veneering techniques. 3 credits

Prerequisite: VAFW100 (C or better)

VAFW137

Chair Construction

This comprehensive course covers 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 functional requirements and reflect personal creativity. 3 credits

Prerequisite: VAFW100 (C or better)

VAFW138

Table Systems

This studio course focuses on table design and construction. Students study classical and contemporary shapes and employ construction techniques. Students explore the relationship of structural issues and design. 3 Credits

Prerequisite: VAFW100 (C or better)

VAFW140

Cabinetmaking

This studio course focuses on the design, construction, and joinery requirements necessary in cabinet construction when using sheet goods for both free-standing and built-in applications. Students work with a variety of materials, including plywood and composite boards. 3 Credits

Prerequisite or Corequisite: VAFW100

VAFW145

Conceptual Furniture

This course focuses on designing and creating conceptually-based furniture. Students create functional furniture through the process of exploring ideas, construction methods, and finishes. 3 Credits

Prerequisite: VAFW100 (C or better) or VAFA102 (C or better)

VAFW180

Woodturning

This studio course explores the historical and contemporary basics of lathe work. This course investigates both spindle (between center) and bowl (faceplate) turning techniques. Students learn how to care for, sharpen, and use a variety of lathe tools. Students 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 are used to create sculptural and functional items. 3 Credits

Prerequisite: VAFW180 (C or better)

VAFW190

History of American Furniture

Students analyze American furniture in the context of craft, elements of style, connoisseurship, historical influences, connections to European and Eastern traditions, socio-economics, regionalism, pattern books, and related domestic architecture. 3 Credits

Prerequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)

VAFW280

Cooperative Education/Fine Woodworking

On-the-job experience 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 evaluate the student's performance. 3 Credits

Prerequisites: Fine Woodworking major, 30 BCCC credits, a GPA of 2.5 earned in courses offered by the Department of the Arts

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

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

Prerequisite: Permission of the Department of Language and Literature and successful completion of COMP110 and WMST110

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

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Admissions



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 limited 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 to the Office of Admissions. Please visit www.bucks.edu to apply on-line. Students who are intending to receive financial aid, or who intend to pursue the Nursing (2035) major, must also have an official copy of their high school transcript or an official copy of their GED scores on file in the Office of Admissions. A transcript marked "issued to student," unsealed, or missing the Registrar's signature or school seal, will be marked as unofficial.

A transcript is considered final official when a date graduated, for high school, and a degree conferred, for college, is stated.

It is important to note that Placement Testing is mandatory for all students who are planning to enroll at the College. Students must make application to the College prior to Placement Testing.

The results of the Placement 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.

Individuals who previously attended another college or university may be eligible for an exemption from Placement Testing. Those applicants must submit a transcript from that institution for review by the Office of Admissions. The transcript can be unofficial for the purpose of testing waivers.

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

Readmission/Reactivation

Students who seek readmission must reactivate their student records by following the information found on the website www.bucks.edu/apply/.

Applicants with Previous College Experience

Transfer students must have an official copy of their transcripts sent and submit a Request for Evaluation in order to obtain transfer credits. For purposes of placement testing or prerequisite course waivers, an unofficial copy may be submitted.

Guest students are students currently enrolled at another college or university who wish to take courses at Bucks for transfer back to their primary institution. Such students should be advised by their own institution regarding course selection and transferability and meet any necessary course prerequisites by submitting an unofficial transcript, along with a prerequisite waiver request.

High School Enrichment Program

The College allows eligible students from Bucks County high schools to enroll. 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 the High School Enrollment and Registration Form.

Dual Enrollment

With Dual Enrollment, students can get a head start on college while in high school.

Classes are held in participating high schools. These courses are college level and are preselected by the high school. Taught by Bucks faculty, the classes take place during the school day.

To learn if your high school participates in the Dual Enrollment Program, contact your high school guidance counselor.

Accessibility Office

Students with disabilities who may be eligible for reasonable accommodations should request them through this office.

Services can include interpreters, note takers, access to alternative format texts, adaptive technology and testing modifications.

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 215-968-8182 or by contacting accessibility@bucks.edu.

Students who need accessible parking should contact The Office of Security and Safety, 215-968-8394.

International Student Applicants

Any non-immigrant individual wishing to obtain an F-1 student visa through the United States government must first complete all documents required by Bucks County Community College, along with any necessary government forms. Application materials and information can be obtained through our International Student Website, www.bucks.edu/international.

Other non-U.S. citizens seeking admission to the College, includ-

ing Resident Aliens, should follow the regular application process but must supply proof of immigration status. Please note that any visa holder authorized to attend credit classes while in the United States is not considered a legal resident for purposes of tuition.

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.” The regulations also state “continuous residence in this Commonwealth for a period of 12 months prior to registration as a student. A student may rebut this presumption by convincing evidence.” A copy of the regulations is available in the Office of Admissions, Records, and Registration. 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

For in-county tuition, a student must provide evidence of permanent residency of Bucks County prior to registration.

Non-US citizens must supply admissions with their immigration documents. Visa holders and those who are not legal residents are subject to the out-of-state tuition.

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.

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 High School Students

Bucks County Community College has developed articulation agreements with several area high schools:

- Bucks County Technical High School
- Centennial School District
- Eastern Center for Arts & Technology
- Lancaster County Career

- and Technical Center
- Middle Bucks Institute of Technology
- Northern Montgomery County Technical Career Center
- Upper Bucks County Area Vocational Technical High School
- Western Center for Technical Studies

Programs of study at the above-named schools in which students can earn a specified number of credits in related majors at BCCC include:

- Accounting
- Automotive Collision Technology
- Automotive Technology
- Building Trades Technology
- Carpentry/Masonry Technology
- Cinema/Video
- Collision Repair Technology
- Commercial Arts
- Computer Technology
- Cosmetology
- Criminal Justice
- Diesel Technology
- Early Childhood Education
- Electrical Technology
- Emergency Management/Public Safety
- Fine Woodworking
- Fire Science
- Graphic Arts
- Graphic Design
- Hospitality
- HVAC/R Technology
- Law Enforcement/Correction Administration
- Law Enforcement/Police Administration
- Law Enforcement/Social Services
- Multimedia
- National Occupational Competency Testing Institute (NOCTI)
- Networking Technology/Electronics
- Outdoor Power Equipment Technology
- Plumbing/Heating Technology
- Precision Machining Technology
- Retail Management
- Welding Technology

In these areas, the course of study at the high school has been compared with the course of study at BCCC. Credit is granted for the mastery of common topics.

High school students in programs listed above should work through their instructors at the high school to pursue program articulation and should arrange to have their

Important Phone Numbers

Admissions
215-968-8100

Newtown Campus
215-968-8000

Lower Bucks Campus
267-685-4800

Upper Bucks Campus
215-258-7700

Application Deadlines

Students should apply for admission as early as possible to ensure optimal course availability. The application deadlines for *early registration* are: May 1 for the Fall semester; November 1 for the Spring semester. Applications are accepted on a rolling basis.

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 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. Please visit www.bucks.edu/pla for additional details or contact Prior Learning Assessment at 215-968-8161.

Other area high school students and/or previous high 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 Academic and Curricular Services, 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. Questions should be directed to 215-968-8117.

Evaluation of Transfer Credits

To have credits from prior colleges and universities evaluated, students must provide an official transcript to the Office of Admissions. Please note that the official transcript must be sent directly from the issuing institution. Students must indicate "Evaluation" on the college application or submit a Waiver or Evaluation Form available on our website at www.bucks.edu/forms.

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 prerequisite course waivers. Please refer to the Placement Testing page for acceptable exemptions from placement testing.

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 an official copy of their transcript (AARTS or SMART).

Once an evaluation is completed, the student will receive notification when credits are posted to the student's record.

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.

Supplemental External Credits

For students who are seeking to transfer college credits to Buck, the following general policies apply:

- A student can obtain no more than 30 transfer credits from all outside sources, including Advanced Placement and PLA, for Associate programs.
- A student can obtain no more than half the number of credits required for a given certificate.
- Only grades of "C" or better will be considered for potential transfer credit.
- Courses are considered for transfer credit as they relate to the student's program of study.
- If a student changes his/her major, a new evaluation request must be submitted as above.
- Developmental coursework will not be accepted for transfer credit.
- Proficiency courses (those which produce "pass" or "satisfactory" grades) will not be accepted for transfer credit.
- Courses taken at some institutions without regional accreditation may not be accepted for transfer credit through traditional means but may be reviewed through the Office of Prior Learning Assessment (PLA).

Supplemental Internal Credits

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 division 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 www.bucks.edu/pla

Bucks County Community College (Bucks) recognizes that students enter the College from a variety of backgrounds and experiences, some of which may

involve college-level learning. The College is committed to providing pathways for students to proceed along smooth transitions without delays, duplication of courses, or loss of credit. As such, College maintains a Prior Learning Assessment (PLA) Program in order that students will be afforded the assessment methods by which they can document their college-level learning and pursue equivalent credit toward courses in their Program of Study.

Participation

To be eligible to participate in the Prior Learning Assessment (PLA) Program at Bucks students must be in good academic and financial standing with the College, currently enrolled, and actively pursuing classes in a Program of Study that includes requirements for the course(s) they propose to challenge.

There are limitations to the total number of equivalent credits earned through PLA that students can use toward their degree or certificate at Bucks, based upon the College's graduation residency policy. The nontraditional ungraded credits that can be used toward a Bucks degree or certificate include all equivalent credit awarded through PLA (marked as CL, CX, and/or LE on the Bucks transcript where the grade would go) in addition to any Advanced Placement (marked as AP on the Bucks transcript where the grade would go), Military equivalent (marked as ME on the Bucks transcript where the grade would go) and Transfer credit (marked as TR on the Bucks transcript where the grade would go) brought into Bucks.

Equivalent credit awarded via Prior Learning Assessment may not be transferable to a Bachelor's degree program. However, students should check directly with the intended transfer institution to determine transferability and/or the possibility of applying for a similar credit equivalency award process at the transfer school.

Application Process

Students begin the PLA process by completing, signing and submitting an application. The PLA Application is available online and at the Student Services area of

each campus location (Newtown, UBC, LBC). All students should feel free to contact the Office of Prior Learning Assessment directly for advice regarding their questions, concerns, and/or developing their individualized PLA plan. In order to complete the PLA Application the student should:

- 1) Carefully consider the course requirements for their Bucks Program of Study.
- 2) Review the course syllabus, to understand the course objectives of the course for which PLA is being sought.
- 3) Consider whether their prior learning has included mastery of the course objectives for any specific course(s) in their Bucks Program of Study.
- 4) Identify any course(s) to potentially challenge for equivalent credit.
- 5) Determine which course(s) they propose to challenge and indicate this on the PLA Application.
- 6) Explore, with an advisor if desired, the pathways available to document their prior learning that led to mastery of the course objectives.
- 7) Select the most appropriate pathway(s) or assessment method(s) by which to document the prior learning and indicate this on the PLA Application.

The completed PLA Application should be submitted to the Office of Prior Learning Assessment in Student Services in the Rollins Center at 275 Swamp Road; Newtown, PA 18940. Original documentation will also need to be provided, with the type varying depending upon the pathway.

The complexity of the actual PLA process for individual students can vary along a broad spectrum. For example, some PLA plans, such as those for Challenge by Exam, are straightforward and may require little to no advising. In those cases, the student should feel free to use the resources available through the PLA web pages and publications to create and pursue their plan to completion. On the other end of the spectrum, some situations may be complex and even involve multiple assessment processes and the student may benefit by consulting with

the Office of Prior Learning Assessment to obtain advice for creating their individualized PLA plan.

All students should feel free to contact the Office of Prior Learning Assessment directly for advice regarding their questions, concerns, and/or developing their individualized PLA plan.

Pathways – Assessment Methods

The College recognizes the three primary assessment methods by which students can document their college-level learning - examination, evaluation of non-collegiate instruction, and individual assessment.

Challenge by Examination (CBE)

Many Bucks courses are open for Bucks students to challenge by examination. The College recognizes and makes available departmental challenge exams (CREX) along with the standardized exams of CLEP, DSST (formerly known as DANTEs) and NYU's Foreign Language Testing Service. The specific courses and corresponding exams are reviewed annually with updated lists made available on the College's Catalog, Testing Center, and PLA web pages.

Scores at or above the minimum will lead to equivalent credit for the associated Bucks course, but no letter grade will be awarded. If the student does not achieve the minimum score, they must wait at least six months to repeat a CLEP or most CREX exams (except for NURS101/102), 90 days for a DSST exam. Credit awarded from an exam will not replace a grade on the student's Bucks transcript. If a student has previously taken or is currently enrolled in the course for which they wish to take a CREX exam, the student must obtain permission of the Assistant Academic Dean for the Department in which the course is taught. The code "CL" will be indicated on the Bucks transcript where the grade would be for credit granted for standardized exams (CLEP, DSST, NYU) or "CX" for CREX exams.

Students should feel free to contact the Office of Prior Learning Assessment directly with any questions and/or concerns regarding chal-



Life experience may translate into college credits.

Have you taken advanced courses in high school?

Are you experienced in your field?

Consider taking a challenge exam.

lenging courses by examination.

Evaluation of Non-Collegiate Instruction

The evaluation of non-collegiate instruction often results in Credit Recommendations and/or Articulation Agreements that provide students with specified opportunities to pursue equivalent credit. Students who have successfully completed instruction and training programs outside the traditional college classroom may be eligible to pursue equivalent credit via this PLA pathway, which evaluates these programs. Examples of programs that have qualified students for equivalent credit include tech-prep programs at secondary schools; noncredit continuing education programs at Bucks; and various training programs for professional. Summary information about the many Credit Recommendations and Articulation Agreements is maintained on the College's PLA web pages and in the PLA Office in Student Services in the Rollins Center at 275 Swamp Road; Newtown, PA 18940.

The College recognizes the American Council on Education (ACE) and the National College Credit Recommendation Service (National CCRS, formerly known as PONSI), two national bodies that evaluate non-collegiate instruction and training programs. If the program the student successfully completed has been evaluated by one of these two bodies, the student has the opportunity to challenge a Bucks course(s) based upon their credit recommendations.

Students should feel free to contact the Office of Prior Learning Assessment directly with any questions and/or concerns regarding challenging courses by the evaluation of non-collegiate instruction.

Individual Assessment via Portfolio

The opportunity for individual assessment is provided via the portfolio method at Bucks, by which students challenge a particular course(s) in their program of study. Students must obtain authorization to pursue this method prior to beginning any portfolio preparation.

Contact Information

The College is committed to providing pathways for students to proceed along smooth educational transitions without delays, duplication of courses, or loss of credit. The Prior Learning Assessment (PLA) Program at Bucks provides students with the assessment methods by which they can document the college-level learning they have achieved outside the traditional college classroom and pursue equivalent credit toward courses in their program of study. This allows students to save time and money by not having to take courses for material they have already mastered.

The complexity of the actual PLA process for individual students can vary along a broad spectrum. All students should feel free to contact the Office of Prior Learning Assessment directly for advice regarding their questions, concerns, and/or developing their individualized PLA plan.

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:

Host College	Major
Delaware	Automated Manufacturing and Robotics
	Machine Tool Technology
	Mechanical Technology
Philadelphia	Amer. Sign Language/Interpreter
	Architecture
	Automotive Technology
	Chemical Technician
	Dental Hygiene
	Computer Assisted Design Construction
	Facilities Management
	Interior Design
	Respiratory Technology

Montgomery	Dental Hygiene
	Game Simulation and Design
	Human Services
	Medical Laboratory Technology
	Software Engineering Certificate
	Surgical Technology
	Theater

Interested students should contact the Office of Admissions at the host college of the major they wish to pursue.

Bucks County Community College is the host college for the following programs:

- Fine Woodworking AA
- Furniture and Cabinetmaking Certificate
- Historic Preservation Certificate
- Paralegal AA and Certificate
- Sports Management AA
- Travel & Event Planning AA

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 Transfer Services.

Bucks Courses Open to Challenge by Examination

Bucks Course No.	Bucks Course Title	Credit Hours	Type of Exam	Min. Score
Department of the Arts • Hicks 123 • 215-968-8425				
MUSC100	Music Fundamentals	3	CREX	70
MUSC111/115	Music Theory I & Ear Training I	6	CREX	70
MUSC112/116	Music Theory II & Ear Training II	6	CREX	70
MUSC211/215	Music Theory III & Ear Training III	6	CREX	70
MUSC212/216	Music Theory IV & Ear Training IV	6	CREX	70
VAFA100	Drawing Fundamentals	3	CREX	70
VAFA192	Art History After 1450	3	DSST	48
VAMM100	Digital Imaging	3	CREX	70

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

ACCT103	Introductory Accounting	3	CREX	70
ACCT105	Financial Accounting	4	CLEP	50
HRIM110	Financial Management in Tourism & Hospitality	3	CREX	70
HRIM121	Advanced Food Preparation and Management	3	CREX	70
MGMT100	Introduction to Business	3	DSST	46
MGMT120	Business Mathematics	3	DSST	48
MGMT130	Introductory Business Law	3	CLEP	50
MGMT140	Principles of Supervision	3	DSST	46
MGMT200	Organizational Behavior	3	DSST	48
MGMT230	Principles of Management	3	CLEP	50
MGMT250	Human Resource Management	3	DSST	46
MKTG100	Principles of Marketing	3	CLEP	50
OADM140	Keyboarding/Typewriting	3	CREX	70
OADM225	Microsoft Word - Beginning	3	CREX	70

Department of Mathematics, Science & Technology Founders 112 • 215-968-8305

CISC100	Introduction to Computers	3	CREX	70
CISC110	Introduction to Information Systems	3	CLEP	50
CISC113	Visual Basic Programming I	3	CREX	70
CISC115	Computer Science I	4	CREX	70
CISC143	Essentials of Networking	3	CREX	70
MATH101	College Mathematics	6	CLEP	50
MATH115	Principles of Statistics	3	CREX	70
MATH115	Principles of Statistics	3	DSST	48
MATH120	College Algebra	4	CLEP	50
MATH125	Pre-Calculus Mathematics	4	CLEP	50
MATH140	Calculus I	4	CLEP	50
MATH141	Calculus II	8	CLEP	65

Department of Kinesiology & Sport Studies • Links 209 215-968-8451

HLTH103	Life and Health	3	CREX	80
HLTH120/120N	Nutrition	3	CREX	80

Bucks Course No.	Bucks Course Title	Credit Hours	Type of Exam	Min. Score
Department of Language & Literature • Penn 101 215-968-8150				
COMP110	College Composition	3	CLEP	50
COMP111	Analyzing & Interpreting Literature	3	CLEP*	50
COMP114	Technical Writing	3	DSST	46
FREN110/111	French Language Level I	6	CLEP	50
FREN201/202	French Language Level II	12	CLEP	59
GRMN110/111	German Language Level I	6	CLEP	50
GRMN201/202	German Language Level II	12	CLEP	60
LITR205	English Literature	3	CREX	50
LITR206	English Literature	6	CREX	65
LITR231	American Literature	3	CREX	50
LITR232	American Literature	6	CREX	65
SPAN110/111	Spanish Language Level I	6	CLEP	50
SPAN201/202	Spanish Language Level II	12	CLEP	63

*Only open to Nursing students in lieu of transferring in a successfully completed comparable Composition II course from a regionally accredited college or university.

Professional Studies: Allied Health & Nursing • Founders 210 215-968-8106

MEDA120	Medical Terminology	3	CREX	70
NURS101	Nursing I	6	CREX*	pass
NURS102	Nursing II	6	CREX*	pass
NURS120	Drug Calculations/Implications	1	CREX**	80

*Available to students transferring from other nursing programs, and/or Licensed Practical Nurses. Challenge examination may be retaken only once

**Open only to LPNs and RNs

Department of Social & Behavioral Science • Penn 301 215-968-8270

CRIJ100	Criminal Justice	3	DSST	49
CRIJ250	Introduction to Law Enforcement	3	DSST	45
ECON111	Principles of Macroeconomics	3	CLEP	50
ECON112	Principles of Microeconomics	3	CLEP	50
HIST111	Western Civilization I	3	CLEP	50
HIST112	Western Civilization II	3	CLEP	50
HIST151	US History: Young America	3	CLEP	50
HIST152	US History: Modern America	3	CLEP	50
POLI111	American Government	3	CLEP	50
PSYC110	Introductory Psychology	3	CLEP	50
PSYC180	Human Growth and Development	3	CLEP	50
PSYC190	Intro to Educational Psychology	3	CLEP	50
SOCI110	Introduction to Sociology	3	CLEP	50

To find the CLEP Exam equivalencies, go to <http://bucks.edu/pla/clepequiv.php>

Tuition/Expenses

A Bucks County resident taking 12 credits pays about \$2,069 in tuition and fees a semester.

Once a student registers for classes, the student is liable for tuition and fees unless a written notice of withdrawal is submitted to Admissions before the term begins.

Fees listed are subject to change.

Visit bucks.edu for the latest tuition/fee information.

Expenses Per Semester

Tuition and fees are subject to change by action of the Board of Trustees of Bucks County Community College.

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 are due by the posted deadline for each semester. For registrations occurring after the deadline, payment will be due immediately.

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 eighteen 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 @ \$135 each credit =	\$1620
Activity Fee (12 or more credit hours)	24
Capital Fee (County Resident)	0
College Services Fee	25
Technology Support Fee (\$35 per credit hr)	420
Illustrative Total (per semester)	\$2069

Other Fees/Costs	
Return Check Fee	25

Tuition and Fees per Semester*

Tuition/Fee	Bucks County Resident	Out-of-County Resident	Out-of-State Resident
per semester credit hour	\$135	\$270	\$402
Activity Fee			
per semester credit hour	2	2	2
Capital Fee			
per semester credit hour	0	10	20
College Services Fee	25	25	25
Technology Support Fee			
per semester credit hour	35	35	35

*Fall 2015

Music Instruction/Studio Art Supplies

Students enrolled in the following courses will incur an additional expense. Expenses for studio courses NOT listed will be comparable, and will be the responsibility of the individual student.

\$50 each:	MUSC 124
\$50 each:	VACV 135, 137, 140, 145, 230, 231, 232, 235, 238, 242
\$50 each:	VAFV 100, 101, 103, 104, 107, 108, 111, 171, 200, 202, 242, 250, 271
\$50 each:	VAFW 100, 133, 136, 137, 138, 140, 145, 180, 181
\$50 each:	VAGD 101, 102, 201
\$50 each:	VAMM 100, 110, 130, 209, 210, 230
\$70 each:	VAFV 102, 105, 141, 165
\$90 each:	VAFV 109, 160, 260
\$95 each:	VAFV 167
\$100 each:	VAFV 161, 181, 282
\$100 each:	VAPH 110, 151
\$125 each:	VACV 246, 247

\$125 each:	VAPH 157, 257
\$150 each:	VAPH 210, 211
\$200 each:	VAFV 246
\$225 each:	MUSL 100, 101
\$350 each:	VAFV 147, 148
\$450 each:	MUSL 111, 112, 211, 212

Nursing/Medical Assistant Fees

Students enrolled in certain courses will incur additional expenses listed in the table below. Additionally, students may have various fees for achievement tests and conferences that they must attend. Fees listed are subject to change.

\$5 each:	MEDA 200, 201
\$30 each:	MEDA 203
\$70 each:	MEDA 204
\$490 each:	NURS 101, 102
\$560 each:	NURS 201, 202

Science Course Lab Fees

Students enrolled in certain courses will incur additional expenses listed in the table below. Fees listed are subject to change.

\$25 each:	CHEM 242
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\$35 each:	BIOT 105, CISC 110, 113 SCIE 103, 105
\$47 each:	BIOL 101
\$53 each:	BIOL 102
\$60 each:	CHEM 100, 101
\$65 each:	BIOL 220, BIOT 221, ENGR 240, ENGT 240, 241, 242 NEUR 121, PHYS 106, 107, 121, 122
\$80 each:	BIOL 121, CHEM 221, 222
\$86 each:	BIOL 182
\$90 each:	CHEM 102, 121, 122
\$93 each:	BIOL 122
\$95 each:	BIOL 181
\$104 each:	BIOL 228
\$118 each:	BIOT 125
\$125 each:	BIOT 205

HRIM/Chef Apprentice Course Fees

Students enrolled in certain courses will incur additional expenses listed in the table below. Fees listed are subject to change.

\$25 each:	HRIM 134, 136, 137, 155
\$50 each:	HRIM 150
\$75 Each:	HRIM 120, 121, 122, 130, 131, 132, 133, 135

There are no special charges for students in online learning courses; however, they may be expected to purchase course materials.

Tuition and Fees

Tuition

This is the basic charge for full-time and part-time students. Tuition costs for In-County residents are reasonable because they are subsidized by the Commonwealth of Pennsylvania and the County of Bucks. Tuition for Out-of County and Out-of-State residents will vary

due to the absence of this subsidy.

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**

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.

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.

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, computing network services, and other technical services and resources. \$35 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. For each semester's refund schedule visit bucks.edu/refundschedule.

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 third 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. The application fee and college-services fee are non-refundable.

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. 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 Student Accounts office, in Linksz Pavilion, during regular business hours, or at the Student Services Office, Rollins first floor, Monday through Thursday, 4:30 to 8:00 p.m..

Any checks returned to the College for insufficient funds will be assessed a return check fee in the amount of \$25.

Tuition Payment Plan

The college has signed a contract with Higher One® to administer tuition payment plans for students. This will replace the 50% tuition deferment payment plan we offered in the past. See: <http://www.tuitionpaymentplan.com/bucks>

Tax Credits

Students taking at least six credits in the first two years of college are eligible for the Hope Scholarship, a federal tax credit. A tax credit is subtracted from the amount of tax owed, unlike a tax deduction, which is subtracted from the amount of taxable income.

Under the Hope credit, a family may claim a tax credit of up to \$1,800 of tuition and fees for each eligible student for up to two tax years. The amount of the credit is affected by income, and the amount of scholarships, grants and untaxed income used to pay tuition and fees.

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 2013-2014 academic year, approximately 4193 students received some form of financial aid. The total amount of financial aid received by these students exceeded \$ 20.2 million.

Financial Aid Office

The Financial Aid Office is located on the first floor of the Links Pavalion. 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 High School Academic Scholarships are available. Applicants must meet the following requirements at the time of application: Be a legal Bucks County resident and have applied for admission to BCCC by June 1, of the current year. Possess a minimum 3.0 high school GPA, be accepted for and maintain full-time enrollment for the Fall and Spring semesters, and have graduated from high school in January or June of the current year. A recipient must continue to make Satisfactory Academic progress once enrolled, and maintain a minimum cumulative GPA of 3.0 to receive the second installment for the Spring. Details and application can be found on our web site.

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). Our federal school code is 003239.

In addition to the FAFSA form all students interested obtaining a Federal Direct Loan, must complete:

- a Master Promissory Note
- a Loan Entrance Counseling
- Session
- a Loan Request form

Parents wishing to borrow a PLUS loan, must complete:

- PLUS Master Promissory Note
- Credit Application
- Plus Loan Request Form
- Entrance Counseling is required for PLUS borrowers with adverse credit, it is recommended for all to complete.

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. 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. You may also view your financial aid package using the WebAdvisor.

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 20115-2016, for an in-county commuter student living with parents is listed below:

Tuition and Fees	\$4866
Room and Board	1500
Books and Supplies	1700
Transportation	2800
Personal Expenses	1350
TOTAL	\$12,386

General Application

Eligibility Criteria

To apply for assistance, students **MUST**:

- be U.S. citizens or permanent residents;
- provide the BCCC Office of Admissions with either an Official Final High School Transcript or Official GED Test scores;
- 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.

Verification

If the student is selected for verification, a school's financial aid administrator must check the information the student reported on the FAFSA, usually by requesting a copy of signed tax returns filed by the student and, if applicable, by the student's parent(s) or spouse. At Bucks we also require students selected to provide a Verification Form as well. A student selected for verification will be sent a letter requesting the information that is needed to perform this process. Failure to provide verification documents within the specified time frame will result in deactivation of their financial aid file, and no further processing will take place. If documentation is received after a student's file was deactivated, the file will be reactivated and processed providing there is adequate time for delivery of aid and if funding is available.

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 in 2011.

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.
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
3. 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.

**For example, a student who attends fall 2010, spring 2011, summer 2011 and fall of 2012 has attended two (2) academic years for purposes of this policy. (Combined summer sessions will be treated as one semester.)*

4. 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), and Incompletes (I) and Transfer Credits (TR).

5. 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.
6. 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 #4 of this policy. Repeat courses will also be counted towards the 150% maximum credit limit referred to in item #5 of this policy. Finally, the grade earned by retaking a course is the grade, other than W, counted in the cumulative grade point average.
7. 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.
8. 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.

9. Federal regulations permit financial aid to be awarded for no more than 30 semester hours of remedial coursework. Once a student has attempted a total of 30 semester hours of remedial courses, no additional remedial courses will qualify for financial aid. English as a Second Language (AESL) courses are exempt from the remedial course limit. Remedial courses will be counted as attempted credits and calculated into the G.P.A. The PHEAA State Grant has other remedial requirements. Please see the rules and regulations in the PHEAA Grant eligibility notice provided to you with your state grant award notice.
10. Students who have been granted an "Academic Restart" approval. Please note: The granting of an academic restart does not automatically constitute eligibility for financial aid. Students must complete a Financial Aid Academic Progress Appeal Form that will be evaluated by the Financial Aid Staff and eligibility notification will be sent to the student.
11. Satisfactory Academic Progress also includes following the prescribed coursework of the students current program of study. Students should note that the majority of courses they are enrolled in for each semester must apply toward their major at BUCKS. This information can be found in the Program Evaluation under on Academic Planning section on WebAdvisor.

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.

Students convicted of possession or Sale of Drugs

A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds. The student self-certifies in applying for aid that he is eligible; the Financial Aid Office is not required to confirm this unless there is conflicting information.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid - they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

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.

Return to Title IV Refund Policy

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 the 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 Direct Stafford Loans (other than PLUS Loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Direct PLUS Loans
- Federal PELL Grants for which a return of funds is required
- Academic Competiveness Grants for which a return is required
- Federal Supplemental Educational Opportunity Grants (SEOG) for which a return is required
- Iraq and Afghanistan Service Grant for which a return is required

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 and could delay your refund.

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 come to 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 and/or parents who have experienced an unexpected reduction in income may complete a Special Condition Form with the Financial Aid Office. You must provide documentation such as tax returns, pay stubs, W2 forms, etc. Students/parents will be notified of the outcome 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. Students who have received financial aid during one academic year will automatically receive a federal renewal application. 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.

Job Location Program

Students who are interested in securing part-time jobs during the semester are encouraged to contact the Job Location Coordinator in the Financial Aid Office, Newtown Campus. 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 departments assisting the students with job location while enrolled. For additional information, schedule an appointment to see the Job Location Coordinator 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.

You may view the current listings for the Federal Work-Study Program at: www.bucks.edu/jobs. This website will allow you to search for Federal Work-Study positions and other employment opportunities outside of the college.

Bucks Financial Aid Programs

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.

Contact the Financial Aid Office at Bucks to secure application forms. If possible, pick up the forms in person. For those unable to come to campus, the forms can be mailed. However, mailing will delay the application process at least two weeks. The FAFSA can be completed on-line at www.fafsa.gov.

Federal Pell Grant

Source

Federal Government Program

Who is Eligible to Apply

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).

Award Amounts

Yearly amounts range from \$500 to \$5,775 at Bucks. (Dependent upon eligibility and enrollment status.)

How Eligibility is Determined

Eligibility is based on the federal methodology needs analysis, student’s enrollment status, and cost of attendance.

How to Apply

Complete a Free Application for Federal Student Aid (FAFSA). Renewal students should receive a

renewal FAFSA automatically. The FAFSA can be completed on-line at www.fafsa.gov.

Federal Work-Study Program

Source

Federal Government - 75%
Bucks - 25%

Who is Eligible to Apply

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).

Award Amounts

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.

How Eligibility is Determined

Based on 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.

How to Apply

Complete a Free Application for Federal Student Aid (FAFSA). Renewal students should receive a renewal FAFSA automatically. The FAFSA can be completed on-line at www.fafsa.gov.

Federal Supplemental Educational Opportunity Grant Program (SEOG)

Source

Federal Government - 75%
Bucks - 25%

Who is Eligible to Apply

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).

Award Amounts

Yearly awards range from \$100 to \$1,000 per year at Bucks.

How Eligibility is Determined

Based on 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.

How to Apply

Complete a Free Application for Federal Student Aid (FAFSA). Renewal students should receive a renewal FAFSA automatically. The FAFSA can be completed on-line at www.fafsa.gov.

Federal Perkins Loan Program

Source

Federal Government - 75%
Bucks - 25%

Who is Eligible to Apply

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).

Award Amounts

Amounts range from \$250 to \$2,000 per year at Bucks.

How Eligibility is Determined

Based on 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.

How to Apply

Complete a Free Application for Federal Student Aid (FAFSA). Renewal students should receive a renewal FAFSA automatically. The FAFSA can be completed on-line at www.fafsa.gov.

Federal Direct Loan Program (both subsidized and unsubsidized)

Source

Federal Government

Who is Eligible to Apply

Students intending to enroll on at least a half-time basis (six credit hours).

Award Amounts

Maximum amounts for dependent students:

Academic grade level 1: \$5,500 per academic yr.

Academic grade level 2: \$6,500 per academic yr.

Maximum amounts for independent students:

Academic grade level 1: \$9,500 per academic yr.

Academic grade level 2: \$10,500 per academic yr.

How Eligibility is Determined

Eligibility is determined by the school, 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.

How to Apply

1. A Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA
2. Loan Application or Master Promissory Notes may be completed at www.Studentloans.gov
3. Entrance Counseling session must be completed at www.Studentloans.gov
4. A Loan Request Form is available from the Financial Aid Office, on the web under Additional Financial Aid Forms
5. PLUS Loan Credit Applications can be completed at www.Studentloans.gov

Federal PLUS Loan

Source

Federal Government

Who is Eligible to Apply

Parents of dependent undergraduate students. Students must enroll at least half-time.

Award Amounts

Loan amount may not exceed cost of attendance minus financial aid student received. How Eligibility is Determined

Eligibility is determined by the school, 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.

How to Apply

1. A Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA
2. Loan Application or Master Promissory Notes may be completed at www.Studentloans.gov
3. Entrance Counseling session must be completed at www.Studentloans.gov
4. A Loan Request Form is available from the Financial Aid Office, on the web under Additional Financial Aid Forms
5. PLUS Loan Credit Applications can be completed at www.Studentloans.gov

Happ-Grover Fund of the Bucks County Foundation

Source

Happ-Grover Fund of the Bucks County Foundation

Who is Eligible to Apply

Students enrolled on at least a half-time basis who are from the Central Bucks County School District.

Award Amounts

Yearly awards range from \$200 to \$1,000.

How Eligibility is Determined

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.

Other Financial Aid Programs

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.

Contact the Financial Aid Office at Bucks to secure application forms. If possible, pick up the forms in person. For those unable to come to campus, the forms can be mailed. However, mailing will delay the application process at least two weeks. The FAFSA can be completed on-line at www.fafsa.gov. The state of Pennsylvania offers a variety of grant opportunities through the PHEAA- Pennsylvania Higher Education Assistance Agency Special Programs, funding and availability is determined through PHEAA please check their website at www.pheaa.org for information regarding these special programs.

PHEAA Grants

Pennsylvania Higher Education Assistance Agency Grants

Source

Commonwealth of Pennsylvania

Who is Eligible to Apply

Students enrolled on at least a half-time basis (at least 6 credits) enrolled in majors leading to the A.A. Degree.

NOTE: One-year Certificate Programs are ineligible according to State Regulations.

Award Amounts

Yearly grants are based upon a percentage of tuition

How Eligibility is Determined

Awards are determined by a State formula based on financial need.

How to Apply

Complete the Free Application for Federal Student Aid (FAFSA)/ Renewal FAFSA and the PHEAA State Grant Application is available on the Web at www.pheaa.org.

Scholarships

A complete listing of the Foundations scholarships available can be found at <http://www.bucks.edu/about/foundation/scholarships/>. There are also scholarship opportunities on www.fastweb.com which is a free scholarship search engine and can be found as a link on the Financial Aid homepage. There are other free search engines available that students can also use, beware of any scholarship searches that require a fee.

Registration Guidelines



Course Registration

For Continuing/Returning Students

Dates for course registration are announced by the Office of Admissions, Records, and Registration. Currently enrolled students are sent priority registration information from that office. Dates and locations for registration are also published in each semester's registration brochure and at www.bucks.edu/register.

Before course registration, students are required to meet with an appropriate academic advisor. Please see the section below titled Academic Advising and be sure to note the steps on how to prepare for the advising appointment prior to course registration.

For New Students

Registration for new students who have been formally accepted to the College begins as early as April for the fall semester or November for the spring semester. Upon completion of placement testing, students are directed to sign up for an advising and registration group session appointment.

Academic Advising

Academic Advising assists students with setting educational goals, planning how to achieve the goals, and making informed decisions on matters related to academic success. 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.

Advising Requirements

For students in certain enrollment categories (eg. – full time, probationary, select programs of study) Advisor approval is required in order to register. Students in

good academic standing who wish to register for a part-time course load are generally not required to obtain advisor approval in order to register.

Obtaining Advising

Students are encouraged to seek advising from Faculty Advisors in their academic field of study. Students who are undecided about their field of study are encouraged to work with Student Planning Career Counselors. Advising and Counseling services can be accessed at 215-968-8182 or advising@bucks.edu.

Academic department-specific advisor contact information is available to students via their Web Advisor accounts under the My Advisor heading.

In order to prepare for the advising discussion, students should:

1. Become familiar with required courses for their program of study. This information can be found in this Catalog and/or in the Program Evaluation available through WebAdvisor.
2. Consult with a Transfer Counselor in the BCCC Transfer Services office, 215-968-8031 if a bachelor's degree is the educational goal.
3. Prepare a trial schedule of classes for the upcoming semester and propose this to an Advisor for approval.
4. Request the transcript evaluation for any prior coursework that has been completed at other colleges or universities prior to Bucks enrollment.

Choosing Courses

Course Scheduling

Courses are offered at a variety of campus locations, times, days and modalities. 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. In addition, courses are offered through Online 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 Online Search and Register feature allows 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 the Academic Deans.

Corequisites

A corequisite is a course which is required to be taken simultaneously with another. For example: Preparatory Chemistry (CHEM100 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 Provost/ Dean, 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

A student's schedule is available online (via WebAdvisor) or may be requested through 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

As of the 2007 Spring Semester Placement Testing is required of all incoming students at Bucks (students enrolling at Bucks for the first time). Students who were enrolled at Bucks prior to the 2007 Spring Semester are still under the previous rules, with Placement Testing required of all full-time students, and part-time students before registering for their 16th credit. These tests include:

The Writing Sample, used to determine English course placement, is required of all students who are planning to register for English Composition I (COMP110) or Business Communication (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. The Chemistry Placement Exam is only required for students planning to enroll in CHEM121.

American English as a Second Language Students for whom English is their second language should take the *American English as a Second Language (AESL)* placement test which consists of a writing sample, a 45 minute grammar test, and a reading test. An oral interview may also be required. Students must contact the AESL Coordinator, at 215-968-8018, for information on testing, advising and registering for classes.

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 which help them to improve their learning and skills and increase their opportunity to succeed in col-

lege work.

The placement tests are given on regularly-scheduled days and at other times when demand is adequate. For additional Placement Testing information and to view the Placement Testing Schedule visit www.bucks.edu/testing.

Placement tests may not be taken a second time unless permission is granted by the Academic Department.

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 or part-time status;
- 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) Individuals qualifying for an exemption from Placement Testing must complete the Form available through the following link: www.bucks.edu/forms

- **Previous Success in the College Level Course:** Students who have taken English composition and/or mathematics courses from a regionally accredited college within the United States, and earned a grade of C or better in these courses, are exempt from Placement Testing for that course. In order to be eligible for this exemption, please contact your previous college(s) and request that they mail an official copy of your transcript to Bucks County Community College's Office of Admissions.

- **Already Earned a Bachelors Degree:** Students who have already earned a Bachelors degree from a regionally accredited college within the United States are exempt from Placement Testing. In order to be eligible for this exemption, please contact your previous college(s) and request that they mail an official copy of your transcript to Bucks County Community College's Office of Admissions.

- **Senior Citizens:** Students 65 years of age or older are exempt from the Math and Reading Placement Tests, but must take the Writing Placement Test to register for COMP110.

- **Personal Enrichment:** Students who at the time of application indicated they are enrolling at Bucks solely for personal enrichment (not seeking a degree or certificate program, or taking a course to transfer credit) are not required to take Placement Tests, unless they are enrolling as a full time student or in courses that specifically require Placement Tests.

- **Questions regarding exemptions from Placement Testing can be directed to the Office of Admissions, at (215) 968-8100, testexempt@bucks.edu.**

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 placement test scores, students may be required to enroll in one or more of these courses:

AESL081 - Writing Fundamentals for International Students

AESL083 - Reading Fundamentals for International Students

AESL085: Oral Communication Fundamentals for International Students

AESL101 - Writing Skills for International Students

AESL103 - Reading Skills for International Students

AESL105 – Oral Communicative Skills for International Students

READ090 - Introduction to College Reading

READ110 - College Reading and Study Strategies

COMP090 - Basic Writing

COMP107 - Introduction to Rhetorical Skills

MATH090 - Pre-Algebra

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
Level 1 (ESL)	AESL103 Reading Improvement for International Students (a required course, must be taken the semester immediately following the test)
Level 1	READ090 Introduction to College Reading (a required course, must be taken the semester immediately following the test)
Level 2	READ110 College Reading and Study Strategies (a strongly recommended course but not required)
Level 3	No Reading Course Required

Students with a Level 1 Reading score are limited in their enrollment to certain courses until they pass READ090 with a grade of C or better. Students who take READ090 must also successfully complete READ110 with a grade of C or better in the subsequent semester. 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 placement 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 a placement score of Level 2 or 3. Students enrolled in READ090 must next register for READ110 unless they take the placement reading test at the end of READ090 and score a level 3 and receive a C grade 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, 215-968-8133.

Writing Placement

Score	Required Writing Course
2	AESL081 Writing Fundamentals for International Students (students who score into AESL081 must also take AESL083, and AESL085)
2	AESL101 Writing Skills for International Students (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 Communication

Students placed into AESL081 must complete with (grade C or better) AESL081, AESL083, and AESL085. 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 Communication 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 Communication, depending on major.

Failure to write the placement essay means a student is not permitted to take COMP110 English Composition I or OADM110, Business Communication. If a student is required to take COMP090 or COMP107, registration for COMP110 or OADM110, Business Communication is not permitted until successful completion of the earlier writing course with a grade of C or better.

Inquiries about placement 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 Pre-Algebra
3	MATH095 Basic Algebra
5	Depending upon major: MATH103 Intermediate Algebra or MATH110 Mathematics for Technology I or MATH101 Mathematical Concepts or MGMT120 Business Mathematics
7	Depending upon major and previous coursework: MATH 102 Mathematics for Educators I MATH115 Elementary Statistics or MATH117 Finite Mathematics for Businesses or MATH-120 College Algebra
8	Depending upon major MATH122 Trigonometry or MATH125 Pre-Calculus (if Trigonometry was previously studied) or MATH140 Calculus I (with appropriate high school background)
9	Depending upon major MATH125 Pre-Calculus
10	Depending upon major MATH140 Calculus I (with appropriate high school background)

Liberal arts majors may take MATH101. MATH103 or MATH101 can be used as a prerequisite for MATH115.

MATH105 is Mathematics for Educators II. The prerequisite for this class is MATH102.

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 Math placement test or course should be directed to the Department of Mathematics, Science, and Technology, 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 Mathematics, Science & Technology, 215-968-8305.

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, first floor, Charles E. Rollins Center, 215-968-8031, offers materials and counseling helpful to students planning transfer. Students should consult with Transfer Services as early as their first semester at Bucks rather than waiting until they are close to degree completion. Since policies and procedures may change at transfer institutions, students should maintain contact with 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 Academic Dean 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/programs of study must submit a Change of Major form available in the Office of Admissions, Records & Registration the Director's office at the Lower and Upper Bucks campuses and at www.bucks.edu. The form must be returned to the Admissions Office.

Schedule Adjustment

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 or use their online student account to have any drop/add changes officially recorded. Dates for this drop/add period (and related refund percentages) are published in each semester calendar and posted online.

Once the drop/add period ends for a semester, no further adds or 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 before its start date. Full refund for a modular course ends the business day before the course begins. Refund tiers for modular courses may be found at www.bucks.edu/refundschedule.

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 Withdrawal.

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 an 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 Withdrawal.

From the third week of classes (or its equivalent in summer sessions) until the deadline for student-initiated withdrawal (see the College calendar at www.bucks.edu for specific dates), 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 a Withdrawal 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, fax, 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 with-

draw from class after the withdrawal deadline, as listed in the College Calendar, 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, the Director's offices at the Lower and Upper Bucks Campuses. 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.

Academic Policies

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	<i>(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.)</i>	

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 their academic advisor or 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 2.000 or greater.

Academic Warning: 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 Warning	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 $44/16 = 2.75$.

Acceptable: Cumulative grade point average (C.G.P.A.) of 2.00 or greater.

Academic Warning: 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.

Academic Probation: A second level warning category. Students falling into this category are in serious academic difficulty and "at risk" of academic dismissal.

Enrollment 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 hour and arrange in advance with the department office to take the other at another hour. 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 Assistant Academic Dean of the department 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

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 changing their major to one with revised requirements must meet the new requirements in effect at the time of their entry into that major, 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 their 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 must be taken after the issuance of the assistant teacher certificate and be related to early childhood education.

Continuing Education & Workforce Development

Continuing Education: 215-968-8409, www.bucks.edu/con-ed
Workforce Development: 215-968-8006, www.bucks.edu/cwd

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.

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 offer specific programming to assist individuals in achieving and/or maintaining their professional credentials.

- Act 48 for Educators
- Allied Health Professionals
- Certified Alcohol Counselors
- Certified Public Accountants
- Child Development Associates
- Food Service
- Information Technology Professionals
- Management
- Nursing
- Radiography
- Real Estate
- Tax Collection
- TOEFL Test Preparation

Center for Workforce Development

Our Center for Workforce Development provides high value training, working with businesses to customize courses to enhance employee skills, on campus or at your site – you decide. Our expert staff works to identify specific skills currently lacking and to prepare for future needs. We then tailor programs, drawing from a robust network of recognized trainers to offer the best training at competitive rates. Investment in talent drives employee engagement to help you achieve your business objectives.

We also provide

- Consultation and training plan development
- Continuing professional education

If you're looking to improve the performance and skill sets of your employees, add Bucks to your team. Our goal is to help you create the most productive team to drive growth and success. Call us today for a free consultation on how we can help. Please contact the Executive Director, Workforce Development at 215-968-8017 or cwd@bucks.edu. Ask about sourcing and application for funding of your company's training initiatives.

Workforce Development Services

Include:

- Industry-specific skills such as: Construction Estimating, Management and Supervisory Series; Electrical Pre Apprenticeship Program; Green Technician Basics/Technical Core Skills; Sustainable Building Advisors Program; Large Wind Turbine Technician; Mechanical Maintenance/Mechatronics Technician Fast Start and many more. (Certain programs

prepare individuals for industry standard certification or state licensure examinations)

- Business-specific customized courses and job training programs
- Computer skills
- Professional/personal development
- Lean Six Sigma
- Project Management
- ServSafe® for food professionals, English and Spanish
- Entrepreneurs
- Technical Writing
- Banking/Teller Excellence (Banking) coming soon!

Allied Health Programs

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. Programs with an asterisk (*) also prepare individuals for industry standard certification of state licensure examinations. Programs include:

- ARC Lifeguard Training
- ARC Water Safety Instructor
- Aquatics Fitness Instructor
- Bedside Harp
- Clinical Trial Specialist
- CPR & First Aid*
- Computed Tomography
- Continuing Education for Nurses
- Dental Assisting
- Direct Care Worker
- EKG Technician
- Gerontology
- Holistic Therapies
- Hypnotherapy
- Mammography
- Medical Coding & Billing
- Medical Office Administration
- Medical Transcription
- Magnetic Resonance Imaging
- Nurse Aide Training
- Nursing Review & Reentry
- Patient Care Technician
- Personal Trainer
- Pharmacy Technician
- Phlebotomy Technician
- Reiki
- Thanatology

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 certifications in an increasingly technology oriented society. Certified instructors focus on practical, hands-on applications throughout all courses and programs. The IT Academy promotes career awareness, skill development, and

workplace experiences within the Information Technology field. Programs with an asterisk (*) also prepare individuals for industry standard certifications. Programs include:

- Computer Fundamentals
 - Introduction to Personal Computers
 - Introduction to MAC OS X
 - Introduction to SQL
 - Microsoft Windows 7 & Windows 8*
 - Microsoft Server Fundamentals*
 - Microsoft Networking Fundamentals*
 - Microsoft Security Fundamentals*
 - Microsoft Database Fundamentals*
 - Microsoft Office 2010 (Excel, Word, Access, PowerPoint, Outlook)
 - Microsoft Project 2010
 - CompTIA
 - A+ Certification*
 - Net+ Certification*
 - Linux+ Certification*
 - Security+ Certification*
 - Web Design and Development
 - HTML, XHTML & CSS
 - Java Scripting
 - PHP/MySQL
 - Adobe Dreamweaver, Illustrator, Photoshop, Flash, InDesign, Lightroom
 - Microsoft
 - Visual Studio 2010 .NET
 - Microsoft Windows Server 2008 R2 Certification*
 - Microsoft SQL Server 2008 Database Administration*
 - Microsoft SQL Server 2008 Business Intelligence Developer*
 - Microsoft Exchange Server 2010, Design and Implementation*
 - Microsoft SharePoint Server 2010 Certification*
 - Google Android Programming,
 - Google AppEngine, Google Cloud
 - Cisco CCNA Certification*
 - Cisco CCNA Security*
 - Cisco CCSP Security*
 - Oracle Database Administration*
 - VMware Server & Workstation Certification*
 - Healthcare
 - CompTIA Healthcare IT Technician Certificate
 - Introduction to Healthcare IT and Medical Office Applications
 - Healthcare Technology Implementation Support Specialist
 - Authorized Testing Center
 - Prometric Testing Center
 - Pearson VUE Testing Center
 - Certiport Testing Center
 - Memberships
 - Microsoft IT Academy
 - Cisco Networking Academy
 - CompTIA Member
- For more information on IT Academy programs, please visit: www.bucks.edu/itacademy

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. Area of expertise include

- AutoCAD
- Business Writing
- Computer Software Applications
- Customer Service
- Diversity Awareness
- Effective Communications
- Executive Management
- English as a Second Language
- First Aid & CPR*
- Industrial Safety
- Lean Six Sigma
- Mechanical Maintenance/ Mechatronics
- Presentation Skills
- 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 objectives, and scheduled at your convenience. Call 215-968-8006 or go to www.bucks.edu/cwd.

Fire and Emergency Services Training

The Bucks County Public Safety Training Center, located in Doylestown, and the Lower Bucks Public Safety Training Center, located in Bristol, are a partnership between the County of Bucks and Bucks County Community College. The Public Safety Training staff provides international, national, and state level fire, rescue, emergency medical, and hazardous materials training at both facilities and off-site locations.

The professional certification testing offered has been examined and accredited by the National Professional Qualifications Board (Pro Board). The Department of Public Safety Training & Certification offers professional certification in over 45 NFPA (National Fire Protection Association disciplines.)

For more information visit: www.bucks.edu/publicsafety

For a course schedules, registration and information on certification or national certification exams, contact the Staff at 215-340-8417 or 1-888-BUCKS 77

For e-mail inquiries, contact: moritzc@bucks.edu

Online Learning

Ed2go, Gatlin, ProTrain and ACT online courses provide the opportunity for students to continue their education by choosing from a variety of

online courses in the following areas:

- Computers and Information Technology
- Foreign Language
- Industrial Technology & 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/lactonline.

Adult Education Programs

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.

Non-credit American English as a Second Language

Non-credit AESL courses are designed for beginning through advanced English language learners who are not pursuing a degree at this time.

Non-credit AESL courses are a lower cost alternative to credit courses and the tuition includes all books and fees. Most 24-hour courses cost \$220; most 48-hour courses cost \$340. Non-credit courses do not qualify for financial aid through our college.

To learn more, view information about non-credit AESL courses, or contact Marcia Shady at 215-968-8413 or shadym@bucks.edu.

Practical Nursing Program

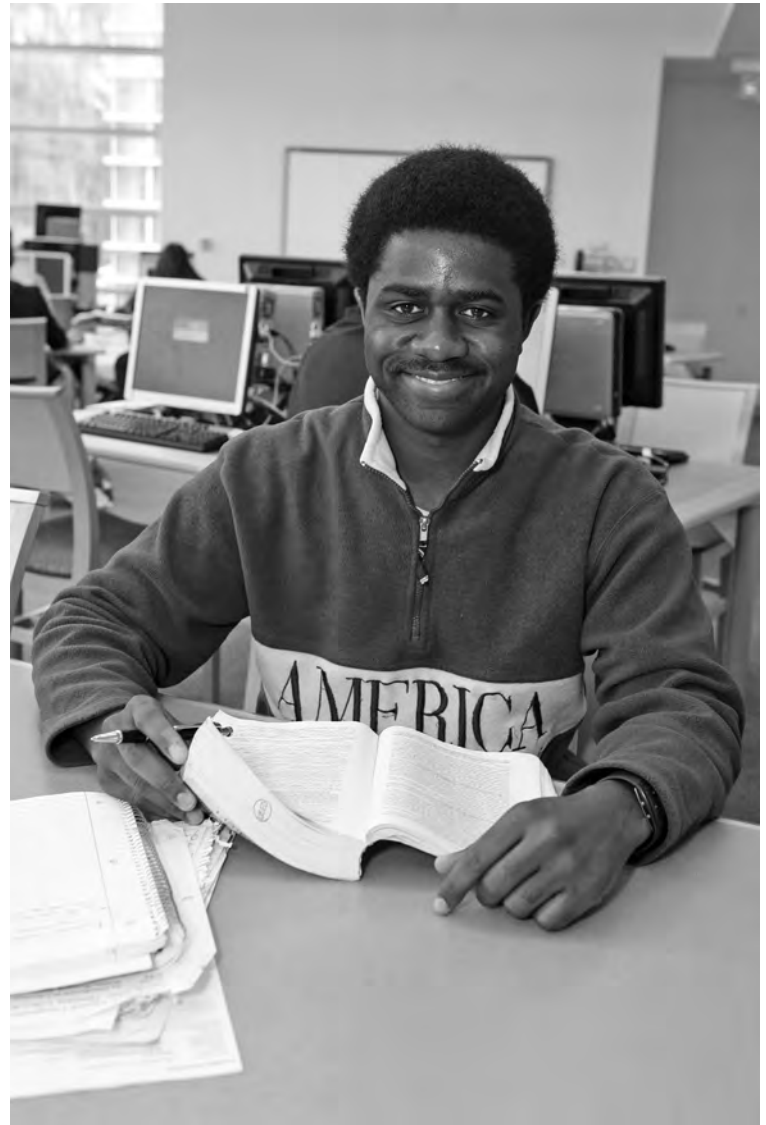
The PN program is fully approved by the Commonwealth of Pennsylvania State Board of Nursing. For information on this program, please call 215-968-8316.

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 call, 215-968-8475.

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.



Personal Growth and Enrichment

Opportunities for personal growth are offered in art, cooking, culture, fitness, health, language, English as a Second Language, and more. In the summer, the Kids on Campus program for children provides a variety of enriching experiences, which are both fun and challenging. Additionally, enrichment programs for seniors are available both on and off campus at many retirement communities. For complete information, on our programs, call the Office of Continuing Education at 215-968-8409 or visit the website at www.bucks.edu/con-ed

Online Learning encompasses eLearning and hybrid, as well as face-to-face courses that use online technologies for instruction.

- **eLearning** courses provide the most flexibility for students, as they are taught completely online. Your classwork and interactions with your instructor and fellow students occur primarily online. Online instruction may be supplemented with printed or online textbooks, online content from textbook publishers, online videos, and CDs or DVDs. Some courses require proctored testing. 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 and interaction. Some courses may have as few as two or three on-campus meetings; others 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, and may 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 prerequisites are also identical to face-to-face classes. eLearning and Hybrid courses appear exactly the same as face-to-face courses on transcripts. All courses have specific beginning and ending dates. For greater scheduling

flexibility, eLearning and Hybrid courses are also offered in 4, 6, 8, and 12 week formats with additional starting dates in February, March, June, September, October, and December.

Technology Requirements

Students in online courses should have regular access to a computer with a DVD/CD-ROM drive and an Internet connection. Comfort using a word processing program, web browser and email is also recommended. The Newtown, Upper Bucks, and Lower Bucks campuses have open access 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 online 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 communicat-

ing through email and/or discussion boards

- 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 eLearning courses believing the courses will be easier or the workload lighter because there are no 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, 12-15 hours per week for each 8 week course and 10 hours per day for each Wintersession course. Students with weak study skills or those 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 online courses, including the specific technology and meeting requirements for each course, can be found on our website at www.bucks.edu/welcome.

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 www.bucks.edu/virtual or contact the Virtual Campus/Online Learning Office via phone at 215-968-8052, email virtual@bucks.edu, or live chat at www.bucks.edu/virtual.

Transferring

Transfer Services

Transfer Services is available in the Student Services area of each of our three campuses. Educational Planning Advisors, a library of resources, and a web page are available to assist Bucks students with decision making for the transfer planning process. Visit www.bucks.edu/transfer or call 215-968-8031.

Begin Here... Go Anywhere

Why begin at Bucks if your goal is a bachelor's degree?

Financing the cost of a four-year college degree is a major investment for most families. You can decrease the cost of your education with one simple decision. Attend Bucks County Community College and take courses that will meet the requirements of the first two years of a bachelor's degree. Then transfer your Bucks credits to the bachelor's degree program of your choice.

Begin planning early!

Early planning leads to successful and smooth transfers. The process of transfer planning involves outlining a schedule of courses which can lead to both a Bucks associate degree and a bachelor's degree of your choosing. It helps assure a smoother path to reach your academic goals.

Begin planning during your first semester at Bucks. Even if you are unsure of your major or transfer school, Bucks counselors can help you take the steps toward setting your goals and making decisions. Bucks Career Services provides career counseling, workshops, and web resources for goal setting and employment skills. See www.bucks.edu/careerservices or call 215-968-8195 for more information or to schedule an appointment.

Transfer Services provides individual planning appointments, a resource library, an extensive web site, and transfer fairs. Many colleges and universities welcome transfer students from Bucks. Representatives from these schools visit Bucks campuses during transfer fairs to talk directly with students about their transfer opportunities.

The schedule of transfer fairs is on the Transfer Services web site.

While planning your Bucks courses, you should be aware of the following:

- If you need to work on basic skills / developmental education and are required to take 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 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 when you transfer;
- a lack of knowledge of the requirements for the bachelor's degree or for your major at the transfer college may result in your taking courses that are not appropriate for the major that you plan to study.
- Schools have a limit on the number of credits that are accepted for transfer.

Transfer Agreements

Bucks courses transfer! Even without formal agreements, your Bucks program can prepare you for the college of your choice. However, many colleges and universities have made the transfer planning process even smoother by providing several types of transfer agreements.

- Core-to-Core agreements mean that, with the completion of an associate degree, the general education (core) requirements have already been completed when you transfer to the agreement school. Bucks has formal core-to-core agreements with several institutions.
- Transfer Intent Agreements (sometimes called Dual Admission Agreements) assure admission (either to the school or only to specific programs) when students complete a Bucks degree and meet

certain admission requirements.

- Program-to-Program agreements outline exactly what courses a student should take as part of an associate degree in order to transfer at the junior level in a specific major. Bucks has program agreements with many schools. These valuable outlines can be found on the Transfer Services web site at www.bucks.edu/transfer.

- Many schools have given us information specifying how Bucks courses transfer to their colleges. Course Equivalency lists (also at www.bucks.edu/transfer) can help you choose transferable courses.

Some schools, such as Temple University, have several agreements with Bucks. Temple has a Core-to-Gen Ed agreement, which assures that students completing an Associate Degree at Bucks will satisfy all Temple's General Education requirements, a Dual Admission agreement, and several program agreements.

For more information on Bucks transfer agreements, contact Transfer Services at 215-968-8031 or transfer@bucks.edu, or visit www.bucks.edu/transfer.

Pennsylvania State System of Higher Education (PASSHE)

There are transfer advantages for Pennsylvania community college students who transfer to one of the universities of The Pennsylvania State System of Higher Education (PASSHE). PASSHE includes the following PA Universities: Bloomsburg, California U. of PA, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana U. of PA, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock and West Chester.

The PA Transfer Credit Framework was developed among these universities and PA community colleges. This Framework allows students

to transfer up to 30 credits of foundation courses from Bucks County Community College to any of the PASSHE universities or other PA community colleges and have those courses count toward graduation.

The Framework includes courses in English, public speaking, math, science, art, humanities, history and the behavioral and social sciences.

The website www.PAcollegetransfer.com outlines how to work with a transfer advisor to plan a smooth transfer. It also provides information on the transferability of Framework courses to any of the PASSHE universities. In addition, a number of statewide program articulations are being developed and will be available on the same website.

www.bucks.edu/transfer

Academic and Student Services

Academic Advising and Counseling Services

Academic Advising

Advising is a process by which students work with faculty advisors to discuss appropriate course selections and future educational plans. Discussion may include:

- progress toward degree completion,
- understanding the college's curriculum & policies, academic success strategies,
- career objectives and transfer assistance.

Students following a specific major or degree program are strongly encouraged to seek academic advising from faculty in the academic department in which their major is housed.

Counseling

Counseling is a process whereby students develop skills with goal-setting and decision-making. Counseling assists students to meet the challenges associated with their higher education endeavors. Student Planning Counselors assist students with:

- career and major exploration
- coping with stress and personal problems
- degree completion and transfer planning
- job search strategies,
- understanding college policy and procedures,
- setting goals,
- developing skills for making decisions,
- responding effectively when personal issues--such as family crises or depression-- interfere with academics.

While Bucks County Community College counselors do not provide longterm mental health therapy and do not replace outside help when indicated, they are an element in providing student support and ensuring student success.

Learning Resources

Learning Resources provides academic support for students, and professional development and training for faculty and staff members. Resources include Library Services, Online Learning, MInDSpace (Media and Instructional Design)

Services, TLC (Technology Learning Centers), and Tutoring Services.

Library Services

The College Library, 2010 recipient of the Association of College & Research Libraries' Excellence in Academic Libraries Award, provides resources and services on all three campuses and online through its web pages (<http://www.bucks.edu/academics/learn/library/>). The Library collection includes over 100,000 books and 300 print periodicals, as well as video and sound recordings. All of these are searchable through the Online Catalog, which also provides direct online access to about 5,000 electronic books and more than 10,000 streaming videos. Nearly 25,000 electronic journals, as well as electronic reference materials, newspapers, and art images, are available through the Library's collection of databases, which is available both on and off campus; off-campus access requires user login.

The Library provides information and media literacy instruction in College courses, both face-to-face and online, to guide students in finding, evaluating, and utilizing research resources in their course assignments. Reference assistance is available in person and by telephone, email, instant message, and text. Computers are available in all three campus libraries for research and use of MS Office applications, and Technology Learning Center (TLC) staff provide on-site and remote assistance with technology. Visit <http://www.bucks.edu/academics/learn/library/> for hours and other information.

Newtown:

Reference 215-968-8013
Circulation 215-968-8009
Lower Bucks Campus:
267-685-4825
Upper Bucks Campus:
215-258-7721

Virtual Campus/Online Learning Office

The Virtual Campus/Online Learning office supports students and faculty in eLearning, hybrid, and web-enhanced face-to-face courses. The office provides information, training and assistance in the use of the Canvas learning management

system and other online tools and technologies. For more information call 215-968-8052.

Media Lab

Media Lab staff members support students in carrying out multimedia assignments, providing a workspace, technological tools, and training in 21st Century literacy skills. For example, a member of an INTG class assigned a mashup video project could find the gadgets (video camera, microphone, etc), software (video editing, Glogster, Prezi, etc), and expertise in Media Lab.

Media Lab provides support to faculty in instructional design, new media literacies, and emerging technologies, and assists faculty members in developing assignments with measurable goals and learning outcomes that support multiple learning styles.

TLC (Technology Learning Center)

The mission of the TLC is to provide assistance to students, faculty and staff in their use of technology tools. The TLC is committed to the College community's success with the use of technology on all campuses. For more information call 215-497-8754 or visit www.bucks.edu/tlc. Support is also provided to students, faculty and staff at "8191" for on-campus callers, and at 215-968-8191 for outside callers.

The TLC provides (1) one-on-one technology assistance, (2) just-in-time training, (3) targeted workshops, and (4) assistance with basic computer skills. Users can expect assistance in the following areas:

- Microsoft Operating Systems
- Microsoft Office Suite
- Logins and passwords
- Internet browsers
- MyBucks College Portal
- College's WebMail system
- Canvas for online learning
- WebAdvisor to find courses, register for classes, and check grades

Tutoring Center

In order to support student learning, the College provides a Tutoring Center where students can obtain free and user-friendly tutorial assistance. The Tutoring Center offers tutoring in writing, reading, study skills, American English as a Second Language (AESL), select foreign languages, music, math, accounting, computer science, sci-



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.

ence, economics, and nursing. On-line tutoring is available for math and writing, reading, study skills, and AESL. Telephone tutoring is available for math and accounting. Weekly workshops and AESL Conversation Groups are also offered.

The Tutoring Center is located in Library 210 at the Newtown Campus. Tutoring is also available at the Lower Bucks and Upper Bucks Campuses. Call 215-968-8044, or visit www.bucks.edu/tutor for information, including hours, subjects tutored, and online resources. Professional tutors, faculty tutors, instructional assistants, and qualified student tutors are available to help both day and evening students at all Campuses. Additionally, the Center houses many resources, including subject-specific handouts, at each location and online.

Please note: All tutoring is supplemental to the classroom and should not take the place of class attendance.

Accounting: Tutoring is available for the majority of the accounting courses. Call 215-968-8044 for accounting tutor hours, or visit the Center's website.

Computer Science: Tutoring is available for certain computer science courses. Call 215-968-8044 or visit the Center's website for additional information.

Economics: Tutoring is available for microeconomics and macroeconomics. Call 215-968-8044, or visit the Center's website for additional information.

Foreign Language: Tutoring is available for the majority of the Spanish classes. Call 215-968-8044, or visit the Center's website for additional information. Additional languages may be available based upon requests.

Mathematics: Tutoring is available for all levels of math, both face-to-face and online. Call 215-968-8044 for additional information, or visit the Center's website.

Music: Tutoring is available for certain music classes. Call 215-968-8044, or visit the Center's website for additional information.

Science: Tutoring is available for biology, chemistry, physics, astronomy, and engineering for most courses. Call 215-968-8044 for additional information, or visit the

Center's website. Please note that additional assistance is available in the Science Learning Center in Founders Hall, Room 231A.

Writing, Reading, Study Skills, and American English as a Second Language: Tutoring is available for students in any course (except those preparing for standardized tests). Students who wish to improve their skills, can receive assistance in areas, such as writing paragraphs or essays, test-taking or note-taking strategies, research and documentation, reading comprehension, grammar, and AESL conversation skills. Call 215-968-8044 for additional information, or visit the Center's website.

Bookstore

The College Bookstore, located on the second floor next to the library, 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.

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 to 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 and College resources.

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, Charles E. Rollins Center, Room 16, 215-504-8621.

Perkins Academic Support Services (PASS)

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 PASS 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,

Security and Safety Officers are here to help.

Call 215-968-8395 to report an emergency on campus.

The Library, which houses more than 150,000 titles, is open seven days a week during the semester.

career development and advising assistance for students, and training and assistance to occupational faculty in upgrading technical skills.

The PASS Office is located in room 51 of the Charles E. Rollins Center. All students enrolled in occupational majors are encouraged to visit the office, call 215-968-8140, or go to www.bucks.edu/pass.

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 in the catalog. 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 go to <http://www.bucks.edu/academics/coned/allcourseofferings/pro-coned/aesl/> or call 215-968-8409 or email coned@bucks.edu.

For further information about non-credit AESL in the workplace, call the Workforce Development training at 215-504-8621.

Career Services

Career Services provides career and job planning services and occupational information resources for students who are undecided about choosing a major, setting occupational goals, planning their career, or searching for a job. Several services are offered:

- Individual counseling and group workshops on career exploration and job search.
- Print and digital resources for occupational research, job search, and career exploration.
- Interest and personality assessments, as appropriate.

Job Search Assistance

Students can view and apply for jobs, internships and volunteer opportunities through the Bucks Online Job Board at www.bucks.edu/careerservices

- Employers post job openings and review student resumes
- Students can post their resumes (optional) and access full-time, part-

time and seasonal job openings plus internships and Bucks work study openings online.

- Students registered on the Online Job Board can receive updates and announcements from Career Services about upcoming workshops and recruiting events like job fairs and information tables.

- Career Services hosts general job fairs throughout the semester at the three Bucks campuses plus two large scale profession specific job fairs each year at Newtown. Employers are encouraged to schedule visits to BCCC campuses to recruit students for available job opportunities or internships.

Career Services are available at all three campuses. Hours may vary when classes are not in session. Please call 215-968-8195 or visit www.bucks.edu/careerservices.

Child Care

The Early Learning Center provides a program for the education and care of the young children of BCCC students, staff, and faculty. The center is accredited by the National Association for the Education of Young Children, and participates in the voluntary Pennsylvania Keystone Stars early childhood quality assurance system. Current registration dates are available on the web at <http://www.bucks.edu/life/child-care/>

For information, call the Early Learning Center at 215-968-8082.

Accessibility Office

Students with disabilities who may be eligible for reasonable accommodations should request them through this office. Services can include interpreters, note takers, access to alternative texts, liaison with faculty, adaptive technology and testing modifications. 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 215-968-8182, or 8463 or by contacting leiggim@bucks.edu

Students who need accessible parking should contact The Office of Security and Safety, 215-968-8394.

Evening Services

Student Services provides assistance for students and faculty during the evening instructional periods. Evening Services is located at the Newtown Campus, Rollins 1st Floor, Student Services Center, 215-

968-8189.

Below is an example of some of the areas we can assist with:

- Advising and Transfer Services
- Career and Job Assistance
- Counseling
- Room Reservation Conflicts
- Tuition Payments/Registration Assistance

Security and Safety

This department is staffed by trained officers who patrol the Newtown campus buildings and grounds on a 24-hour daily basis, the LBC and UBC campuses all hours those campuses are open, 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, crime prevention services, emergency assistance and also act as sources for directional and general information. The Office of Security and Safety is located in Cottage 4.

Emergencies

Report ALL emergencies, medical or otherwise to Security and Safety at 215-968-8395. Officers are trained in CPR/AED, 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/

A daily log of reported complaints, statistical data and the Security Information Report are also published on the College's website at www.bucks.edu/security.

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 Perkasi campuses. The main office is located in Rollins 100, 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, DSST, PSB, NLN, as well as examinations through the Kryterion Testing Network.
- Course testing for On-Line Learning and Hybrid classes and Make-Up Testing for on-campus classes.
- Exam proctoring for Distance Learning students from other colleges.

Testing schedules can be viewed at on-line at www.bucks.edu/testing. This testing schedule can also be accessed by phone at 215-968-8460. Testing Services staff can be reached by e-mail through testing@bucks.edu or at 215-968-8466.

Transfer Services

Transfer Services staff members assist with transfer planning for students interested in pursuing a bachelor's degree. Counseling is available at the Student Services area of each of our three campuses. Students planning to transfer should visit www.bucks.edu/transfer or contact 215-968-8031 or transfer@bucks.edu for further information.

Veterans Services

The Certifying Official for veterans' education benefits under the GI Bill is within the Office of Admissions. Each semester, veteran-students must submit the required documents to the Certifying Official in order to receive their available benefits.

To register for benefits:

1. Apply to the Veterans Administration for approval using the online application found at www.gibill.va.gov.
2. Consult the VA for determining which benefit is best for you.
3. Register for classes and complete the Veterans Certification and Deferment forms and submit these to the Veterans Coordinator. Both forms are required each semester for which you register.

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 semester; however you are responsible for tuition and fees, if you are denied benefits.

The "Stars & Stripes" Lounge, located in the Rollins Center, provides a welcoming space for our veterans to study, relax, or network.

Information Technology Services

Information Technology (ITS), is located in Pemberton Hall, and provides the technical planning, installation and support for the College's technology infrastructure, including enterprise and web systems, instructional and administrative desktop and notebook computers, telecommunications equipment and voicemail systems, instructional support equipment, and network equipment and systems.

ITS supports multiple servers, primarily HP Unix and Microsoft Windows which host the College's web page, email, student and administrative systems, web registration and related services, student files and programs, intranet, document imaging, library and other instructional and administrative support systems. The servers are connected to the campus-wide Ethernet-based network, running multiple network protocols. ITS also supports the Internet connections to the College's Internet Service Provider and to the Public Safety Training Center, Lower Bucks Campus and Upper County Campus, including providing Internet2 services to the College and county school districts.

ITS provides primary desktop support to instructional labs and offices throughout the College. This support includes assistance with the selection, procurement and deployment of desktop and notebook computers, printers and instructional/audiovisual and video conferencing equipment.

The Enterprise Systems group in ITS 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. ITS

also supports web-based registration, and other online services such as student records, degree audit, test scores, grades, transcripts, class rosters, and schedules, as well as the College web services which include the website and intranet.

Food Service

The Newtown campus, Upper Bucks Campus, and Lower Bucks Campus dining service operations are under the direction of private contractors. Each campus offers a variety of hot and cold food options and a dining facility. The food service is open daily with modified hours over breaks and the summer. Vending machines are available throughout each campus for beverages and snacks.

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.

Student Life Programs

Campus life opportunities and activities are on every Bucks campus. The Student Life and Athletic Programs Office assists students in supplementing academic experiences with experience in service, social, and recreational pursuits. The Student Life and Athletic Programs Office is located in the Rollins Student Center, Room 112. They can be reached at 215-968-8257. Please visit us on the web at <http://www.bucks.edu/life/student/>

Why Involvement Matters:

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 in your College 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 resumé's.

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.

Getting Involved in student leadership opportunities will enable you to discover your leadership potential, build your confidence, and develop and/ or sharpen skills you will use throughout your life.

Student Life Information Window

The Student Life Information Window is a centralized clearinghouse of information, keeping abreast of what is happening on campus and disseminating this information to students, staff, and the general public. The Student Life Information Center is the place to purchase tickets to College events, purchase SEPTA tokens, sign up for a student organization, and pick up the latest issue of the College newspaper, *The Centurion*.

Serving our community is a what we do best! The Student Life In-

formation Center assists students in finding service opportunities to fit into their busy school or work schedule. Community service is rewarding and is sure to enhance your College experience. We hope this will serve as the foundation for lifelong friendships and networking resources.

The Information Window is located in the Rollins Student Center Room 112. Contact number 215-968-8257.

Student Judicial Process

Bucks County Community College is committed to the integrity and personal growth of each individual. Choosing to join the College 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 Office of Student Life Programs holds all Bucks students accountable to the College Code of Conduct which is found under Student Records, Rights & Responsibili-



ties portion of the college catalog, in the Student Planner, and online at www.bucks.edu/catalog.

Student Government Association

The Student Government Association (SGA) 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 Government Association is composed of several standing committees. The Student Government consists of 5 officer and 7 councilor positions.

Elections are conducted each spring semester by the Student Government Association through the Election Committee in an online format. Elections are conducted for officers and representatives positions.

The Director of Student Life Programs is the advisor for Student Government Association. Co-advisors are allowed.

The Student Government Association office is located in the Rollins Student Center of the Newtown campus, Room 111-2. Contact the Student Government Association at 215-968-8375.

Student Programming Groups

Would you like to learn about event planning? Bucks has three student programming groups, one at each campus, that are dedicated to planning and providing educational, cultural, social, and recreational activities for the students of Bucks County Community College. These groups are entirely run by Bucks students. Whether it be coffee house music performer, free food day, or welcome week festivities, the student programming groups strive to maintain a variety of programs for the student body. Contact Student Life Programs at 215-968-8257 for more information on joining.

- Student Programming Board (SPB) Newtown Campus
- Students Programming Activities (SPA) Upper Bucks Campus
- Lower Bucks Programming Council Lower Bucks Campus

Leadership Development

Anyone can learn to be a student leader at Bucks! Though collaboration with academic departments,

community agencies and the campus community, the Student Life Office provides many opportunities to develop responsible leadership in holistic lifelong learning. There is a diversity of leadership development programs that exist on campus. This has enabled students to grow and succeed in many aspects of their lives. Contact the Student Life Office at 215-968-8257 or studentlife@bucks.edu for more information.

Civic Engagement/ Volunteering/ Community Service

Looking to do some volunteering or community service? When you volunteer in the community, you gain new friends, life experience and resume building skills. Student Life Programs has a database of community agencies, contact information, programs, and events that will fit any student's needs. Contact the Student Life Programs Office at 215-968-8257 or 215-968-8261.

Educational Enrichment Programs

The sole mission of Educational Enrichment Programs (EEP) is to introduce subject matter considered to have educational value to the students of Bucks County Community College. The mode will be through speakers, performances, discussions, and multimedia. Our goal is to graduate well rounded students who are exposed to a variety of ideas and opinions that will assist them in creating their own educated decisions and opinions. Contact 215-968-8015 for more information.

Bulletin Boards

In order to prevent damage to painted and finished surfaces, only bulletin boards may be used to post notices. All postings are posted by staff or student workers and must be approved and stamped by Student Life and Athletics staff prior to being posted. Posting approvals at the Upper Bucks and Lower Bucks campuses will be handled by the Executive Director/ Coordinator, Student Services of each campus. Materials should be delivered to the reception desk.

New Student Welcome

The New Student Welcome is designed to get our new students excited about starting college and getting last minute questions answered.

New students get to meet members of their academic department, student service department, and student organization members. Parents are welcome and tours are given to all.

Athletics

The College offers Division III inter-collegiate athletic programs under the NJCAA- Region 19. Bucks is a member of the Eastern Pennsylvania Collegiate Conference (EPAC) and competes for against teams in eastern Pennsylvania, New Jersey, and Delaware. Under the NJCAA Bucks competes for regional and national titles. Many Bucks student- athletes transfer to other colleges to continue to play at four year institutions.

Varsity Fall Sports

Coed Golf, Men's Soccer, Women's Soccer, Women's Volleyball, Equestrian (Hunt Seat)

Varsity Winter Sports

Men's Basketball, Women's Basketball

Varsity Spring Sports

Coed Golf, Men's Tennis, Baseball, Women's Softball, Equestrian (Hunt Seat)

Athletic Director: Matt Cipriano, Matt.Cipriano@bucks.edu, 215-968-8261

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.

Intramural Program: Examples of past leagues are flag football, volleyball, basketball, softball, and tennis, indoor soccer, kickball, dodgeball. Students are encouraged to submit their ideas or sign up for a league at the Student Life and Athletic Programs office, studentlife@bucks.edu or Rollins Student Center, Room 112.

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 the Gym. There is open swimming during posted hours.

Physical education facilities include tennis courts, and fields for archery, soccer, baseball and softball. 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. Individuals can receive comprehensive fitness tests and personalized fitness programs designed specifically to suit their needs. The wellness Center has a variety of aerobic training equipment inclusive of treadmills, elliptical trainers, rowers, versa-climbers and exercise bikes. The center also provides a large selection of resistance training modalities inclusive of two comprehensive resistance training stations, two Selectorized cable stations and an extensive free weight area.

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 call 215-968-8447.

College Committees

Participation in the College's com-

mittees includes 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 Council. 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 Department of the Arts Office, 215-968-8425, concerning meeting times and details of the following:

Musical organizations open to non-music majors: BC3 Music Society, Concert Choir, Jazz Orchestra, Contemporary Singers, Madrigal Singers, BCCC Symphonic Orchestra.

Ensembles are opened to students who meet the stated prerequisites. 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 "Leave a Legacy" program, and a variety of other events and awards all promote

and recognize Bucks' 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 also offers those who graduate with an associate's degree, complete a certificate program, or accumulate a minimum of 30 credits at Bucks the opportunity to apply for a "Key to the College" Alumni Card. This complimentary membership card allows graduates to take full advantage of the many benefits Bucks offers its alumni.

For more information about the Alumni Association or to update an Alumni file, call 215-968-8224, email alumni@bucks.edu.

Use of College Facilities

Requests for use of College facilities should be directed to the Office of the Dean of Administration. 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.

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 Association and the College prior to requesting and utilizing College facilities for activity purposes. The College will establish priority for use of its facilities.

Here is a sample of some of our outstanding clubs and organizations. Further information about forming clubs/organizations or participating in activities is available from the The Office of Student Life, located on the upper level of the Charles E. Rollins Center, 215-968-8257.

Educational:

- Active Philosophy Society (N)
- American Studies (N)
- Future Teachers Organization (N&U)
- Italian Club (N)
- Marketing Club (N)
- Nursing Club (N)
- Social Science Club (N)
- Socratic Society/Active Philosophy Society (N)

Arts & Media:

- Bucks 3D Sculpture Club (N)
- Bucks County Printing Society (N)
- Bucks Music Society (N)
- Bucks Photo Club (N)
- Centurion Newspaper (N)
- Clay Club (N)
- Drama Club (N)
- Glass Art Society (N)
- Heritage Painting (N)
- Improv (N)
- Marketing (N)
- Radio BUX (N)
- Student Update /BCTV Club (N)
- Tyler Literary Society (N)



Service / Causes:

- Eating Issues (N)
- Bucks Eco.-Club (N)
- Faith, Hope & Charity (N)
- Habitat For Humanity (N)
- Student Philanthropy (N)
- Veteran's Club (N)

Diversity:

- Gay-Straight Alliance (U)
- Open Door Club (N)
- Women's Studies Club (N)

Honors Organizations/ Societies:

- Kappa Beta Delta (N)
- Phi Theta Kappa (N & U)

Leadership/Programming:

- Lower Bucks Programming Council (L)
- Students in Free Enterprise aka S.I.F.E (N)
- Student Government Association aka SGA (N)
- Student Planning Activities aka SPA (U)
- Student Programming Board aka SPB (N)

Recreation:

- Athletics (N)
- Dance Squad (N)
- Digital Games (N)
- Martial Arts (N)
- Ultimate Frisbee (N)

Faith Focused:

- Inter-Varsity Christian Fellowship (N)
- UBC Thrive (U)

Social /Networking:

- Night Owls (U)

Inactive Clubs (Students/ Advisors Needed)

- Adelante (Spanish)
- American Red Cross
- Anime
- Black Student Union
- Caving, Camping, Climbing, Conservation
- Cheerleading
- Chess Club
- Comedy Club
- Conflict Resolution
- Creative Artist
- Cultural Diversity Club
- Dance Dance Dance (D3)
- Free Spirit
- Game Playing Club
- Gamma Sigma Sigma
- Healthy Living Club
- Hillel
- Hotel/Motel Management
- Human Rights Club
- International Unity
- Labor Management Relations
- Lacrosse
- La Tertulla (Spanish)
- Law Society
- MHASS (N)
- Ski Club
- STAND (Anti-Genocide)
- Upper Bucks Campus (UBC) Environmental Club

Campus Regulations

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.

Weapons

Firearms and other weapons are prohibited on all Bucks Campuses.

Animals on Campus

This 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, rollerblading, 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

If you have lost something, please notify the Office of Security and Safety immediately. A lost and found drop is located at the Student Life Information Center in the Charles E. Rollins Student Center or the Office of Security and Safety, Cottage 4 (Newtown Campus).

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 Programs 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.

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. Students should not encourage friends and relatives to call them at the College except in case of emergency. Public telephones are not available.

For emergencies, call boxes are located in parking lots A, C, C, D-E, K, between Penn and Founders Halls, and the Accessible lot. These telephones are free of charge and give a direct line to the Security and Safety office.

Motor Vehicle Regulations

The College's Motor Vehicle Regulations were developed in order 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 obey these regulations.

Every vehicle parked on the campuses of Bucks County Community College is required to display a valid parking permit. Student and employees must apply online for their permit by visiting Bucks.edu/parking. There is no charge for student or employee parking permits. Students and employees may obtain permits for multiple vehicles if needed but each vehicle must be registered separately. Transferring permits from one vehicle to another is not permitted. Visitors to campus may obtain a temporary parking permit by visiting the Security & Safety office in Cottage 4.

College motor vehicle regulations are enforced at all times on all campuses.

Operation

1. All vehicles parked on campus require a parking permit and must be registered with the Office of Security and Safety.
2. BCCC parking permits are free and must be visible at all times.
3. You may register as many vehicles as needed. However, permits may not be transferred from one vehicle to another.
4. Please adhere or hang parking permits behind the interior rear view mirror of the vehicle so they are visible through the front windshield. Apply sticker on the rear view mirror so that it is visible through the front windshield.
5. Temporary parking permits must be obtained by students and employees who use a leased, rented or borrowed vehicle. Please obtain a temporary permit from the Office of Security and Safety before parking your vehicle.
6. Student parking is permitted in Lots A, B, C, D, and E.
7. Parking in the Visitors Lot by either employees or students is prohibited at all times and will result in a citation and fine.

8. Permits are valid for the period prior to the expiration date printed on the front of the permit.
9. Bicycles and mopeds may be parked in the racks provided throughout campus.
10. College staff and faculty must park in the specific areas designated for employees.
11. Student workers and part-time college employees carrying more than six (6) credits at Bucks County Community College are considered students for parking purposes and must obtain student parking permits and utilize student parking lots only.
12. All visitors should park in the Visitors area adjacent to Parking Lot B. (See Section III for detailed information.)
13. Unauthorized parking in HP or infirmary spaces will result in a citation and fine.

Violations

The following are 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 grassy area.
3. Employee or student parking in visitor's area, 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/Unloading zone.
7. Parking on crosswalk or within 20 feet of fire hydrants.
8. Parking over the white line and/or obstructing two spaces.
9. Failure to obey official traffic control signs or directions.
10. Parking in fire lanes.
11. Reckless driving.
12. Unauthorized parking in a designated handicap/reserved infirmary area.

Sanctions and Fines

- A. Fines
 1. Monetary fines are listed on all violations notices.
 2. There are additional charges for towing and/or immobilizing

vehicles.

3. Unauthorized parking in handicapped/infirmary spaces - \$100
4. Immobilization Boot - \$100
5. Parking in Fire Lanes, reckless driving - \$50
6. Parking without a valid Bucks County Community College permit and most other violations - \$15
7. Parking with expired BCCC permit - \$10
8. Valid BCCC permit but not properly displayed - \$5

B. Payment

All parking fines payments are due within 14 calendar days of the date of the violation. Payment can be made in any of the following ways:

1. Students and Employees:
 - a. Payments are accepted at the Student Accounts Office located at The Hub (located below the Linksz Pavilion from 8:30 a.m. to 4:00 p.m.
 - b. Students may also make online payments through their student account.
 - c. Payments may be mailed to Student Accounts at the following address:
BCCC Student Accounts Office
275 Swamp Road
Newtown, PA 18940
2. Anyone – Those who are unable or choose not to make payments via Student Accounts may pay online at . A convenience fee of \$1.00 plus 5% of the amount of the fine will be added to such payments to cover the cost of credit card processing. For example, paying the typical \$15 fine would cost \$16.75 with the convenience fee included. Students and employees who wish to avoid the convenience fee should pay through Students Accounts.

C. Unpaid Parking & Traffic Violation Fines

1. Unpaid parking and traffic violation fines are considered 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 immobilization or towing at the owner's expense.
3. The College reserves the right to seek judgment in the Court of the District Justice against any person who fails to satisfy any outstanding obligations levied according to these

Motor Vehicle Regulations

D. Towing/Immobilization Policy

1. Towing: The College reserves the right to remove 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 (Booting): When a vehicle is determined to have three (3) or more parking violation notices charged against it, whether paid or unpaid, a boot device may be used to immobilize the vehicle. The College will not authorize removal of the boot until a boot removal payment of \$100 is made and all outstanding fines have been satisfied. In addition, any vehicle subject to towing under these regulations may be immobilized instead at the College's discretion. Flagrant violations of these motor vehicle regulations may result in the loss of parking and vehicle operating privileges on campus. 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 Office of Security and Safety staff may place and/or remove wheel boots. Attempts to remove boots by unauthorized personnel may result in criminal charges for damage to the device. 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.

Procedures

- A. Appeals of parking and/or traffic citations
 1. Violation Notices may be appealed to a special Traffic Appeals Panel.
 2. Appeal forms are available at the Office of Security and Safety in Cottage 4 and in the following locations:

For assistance, there are 16 emergency call boxes on the Newtown Campus, providing direct contact with the Office of Security and Safety.

Evening Student Shuttle Service

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.

- Evening and Off Campus Programs Office - Founders Hall
- Admissions Office – Pemberton Hall
- Student Life Information Center - Charles E. Rollins Center

3. 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 submitted by the person who received it. Ignorance of the provisions of these motor vehicle regulations will not be accepted as a defense for violations.

4. An employee whose parking privileges have been suspended may appeal the suspension to the Traffic Appeals Panel. 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.

5. Decisions made by the Traffic Appeals Panel 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.

1. Visitors to campus must park in the Visitors Area. 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. Issuance of a permit does not guarantee a parking space. Lack of space is not considered a valid excuse for violation of regulations

1. A “30 Minute” parking space is located in Employee Lot K for Admissions visits only.
2. “Short-Term” (30 minute) parking spaces are located in front of the Cottages and may be used by anyone who requires only a few

minutes to transact college business. 3. Temporary permits for “Loading and Unloading” are issued yearly to all college departments and budget areas by the Office of Security and Safety. These permits may be used for a maximum of 30 minutes. 4. Parking in the areas outlined above will be timed and strictly enforced. Citations will be issued to violators.

D. Handicapped Parking/Temporary Mobility Impairments

1. Individuals with permanent mobility impairments must have an official Pennsylvania Bureau of Motor Vehicles handicapped license plate or placard displayed on their vehicle in order to park in any of the designated handicapped spaces on campus. Students and employees must also possess valid campus parking permits.

2. Parking arrangements are available to individuals with temporary mobility impairments. Applications for these “Infirmarium” spaces are available from the Office of Security and Safety. Temporary permits are issued per semester.

a. All reserved infirmarium spaces are clearly marked and posted.

b. Reserved infirmarium parking is available on a first-come, first-served basis.

c. Individuals with infirmarium permits may not park in handicapped spaces.

d. If all reserved infirmarium spaces on campus are full, drivers must park in a regular lot.

E. Disabled Vehicles

All disabled vehicles should be reported to the Office of Security and Safety (215-968-8395). A reasonable 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 midnight and 5:00 a.m. is prohibited, except with prior approval from the Office of Security and Safety. Permission will be granted for disabled vehicles and vehicles belonging to those 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 due to foul balls, etc. 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.

Additional information concerning parking and the operation of motor vehicles on campus is available at www.bucks.edu/security

Handicap Access

Elevators:

- Allied Health Building
- Founders Hall (right side)
- Gateway Center (left side, rear of building)
- Pemberton Hall (rear of Admissions)
- Penn Hall (left side)
- Charles E. Rollins Center - outside rear entrance connecting with the Fireside Lounge and Library

Ramps:

- Charles E. Rollins Center - Fireside Lounge
- Founders Hall
- Hicks Art Center - main entrance and rear hallway
- Cooper Homestead - main entrance
- Penn Hall - right side and rear entrances
- Portable Classrooms - each entrance
- Tyler Hall - front entrance and inside first floor

TDD - Telecommunication Devices for the Deaf

- Charles E. Rollins Center Accessibility Office

Evening Student Shuttle Service

The College operates a shuttle service Monday through Thursday nights between 6:00 p.m. and 11:00 p.m. Students are picked up in the parking lots and dropped off behind Penn Hall and Founders Hall. After class, students are picked up behind Penn and Founders Halls and dropped off near their vehicles.

Emergency Closings

When inclement weather or an emergency forces the cancellation or delayed start of classes, announcements will be made using the e2campus text message and email system, on the college website, and on local and Philadelphia television and radio stations.

Snow or icy conditions may close the College or delay its opening..

Closing codes are as follows:

760 - Code number for Newtown/Bristol day classes, including Saturday and Sunday

759 - Code number for UBC day classes including Saturday and Sunday.

1366 - Code number for LBC day classes including Saturday and Sunday.

2760 - Code number for Newtown evening classes.

2759 - Code number for UBC evening classes.

2366 - Code number for UBC evening classes.

It is important for everyone to remember the following information when a delayed opening is announced:

One (1) hour delay - all classes ending prior to 10:00 AM are cancelled. Classes starting prior to 10:00 AM, but ending after 10:00 AM, would be held from 10:00 AM until regular class ending time. To aid Physical Plant in clearing roads/sidewalks, the gates to campus will not be opened until 9:30 AM. Employees and students are not to arrive at the campus prior to 9:30 AM.

Cancellation of Day or Evening Classes

Day Classes: Classes that start in the morning or afternoon, including classes that start at 5:00 p.m. at the latest.

Evening Classes: Classes that start at 6:00 p.m. or later.

Note:

When day classes are cancelled but evening classes are held:

- if a class is scheduled to start before 6:00 p.m. and continue at least one hour after 6:00 p.m. (i.e. continue until 7:00 p.m. or later), it would be held. This class will begin at 6:00 p.m., instead of its regular starting time, and continue until its regular ending time.
- If a class is scheduled to start before 6:00 p.m. and end before 7:00 p.m., it will not be held.

When day classes are held but evening classes are cancelled:

- day classes that start at 5:00 p.m. or earlier will be held but will end at 6:00 p.m.

Gender Based Misconduct

This policy applies to all students, employees, faculty members, administrators, and trustees of the college, as well as contractors and vendors. Each student, employee, faculty member, administrator, contractor and vendor of the college is personally responsible for ensuring that he/she does not engage in conduct that violates this Policy. Each student, employee, faculty member, administrator, contractor and vendor is responsible for cooperating in any investigation of alleged Gender Based Prohibited Conduct if requested to do so by the person(s) conducting the investigation.

This policy applies to any Gender Based Prohibited Conduct committed (1) on college property; (2) in connection with any college activity or program on or off college property; or (3) off college property when the conduct (a) is in connection with a college or college-recognized program or activity, or (b) may have the effect of creating a hostile environment for a member of the college community, which shall include students, employees, faculty members, and administrators of the College, visitors, and applicants for admission to or employment with the college. Further, if any student or employee engages in any conduct on or off campus that constitutes Improper Gender Based Prohibited

Conduct, said student or employee shall be subject to the fullest extent of disciplinary consequences that the college has the lawful power or authority to impose.

General Policy Statement

It is the Policy of the Bucks County Community College (“the College”) to comply with applicable federal and state law prohibiting sex or gender discrimination, unlawful retaliation, and sexual harassment.

It is the Policy of the College to prohibit conduct that constitutes sexually related crimes, including but not limited to rape, indecent aggravated assault, indecent assault, and indecent exposure.

It is the policy of the College to provide:

educational and employment environments for its students, faculty, and staff that are free from unlawful sex and gender discrimination, unlawful sexual harassment and unlawful retaliation;

an educational and employment environment in which no member of the College community is, on the basis of sex or gender, excluded from participation in, denied the benefits of, or subjected to unlawful discrimination, unlawful harassment or unlawful retaliation in any College program or activity.

The College does not and shall not discriminate against any employee, applicant for employment, student or applicant for admission because of sex, sexual orientation, gender identity or expression. Accordingly, all recruiting, hiring, and promoting for all job classifications and all recruiting and admissions of students will be made without regard to sex, sexual orientation, gender identity or expression.

The College expressly prohibits Gender Based Prohibited Conduct as defined in this Policy. Gender Based Prohibited Conduct as defined in this Policy will not be tolerated. Individuals—including students, faculty, staff, contractors and vendors, who engage in such Gender Based Prohibited Conduct will be subject to disciplinary action, termination of contracts, or exclusion from the campus or College activities.

The College shall take immediate and appropriate action once it knows of any act of Gender Based Prohibited Conduct in any of its educational programs and activities.

The College will act on any complaint of Gender Based Prohibited Conduct in order to investigate and to resolve such complaints promptly and effectively.

It is the policy of the College to provide educational, preventative and training programs regarding this policy and Gender Based Prohibited Conduct;

to encourage reporting of violations or alleged violations of this Policy;

to prevent incidents of Gender Based Prohibited Conduct from denying or limiting an individual's ability to participate in or benefit from the College's programs;

to make available timely services for those who have been affected by Gender Based Prohibited Conduct; and

to provide prompt and effective methods of investigation and resolution to stop Gender Based Prohibited Conduct, remedy any harm, and prevent its recurrence.

No one may retaliate against anyone who has engaged in protected activity as defined in this Policy or applicable law.

Nothing in this Policy shall be construed to abridge academic freedom and inquiry, principles of free speech, or the College's educational mission. This Policy does not preclude application or enforcement of other College policies.

If two or more interpretations can be given to any provision of this Policy, the College intends that only such an interpretation that is lawful is intended.

Definitions

Sex or Gender Discrimination
Unlawful sex or gender discrimination shall be defined for purposes of this Policy in the same manner as it is defined in applicable law. By way of example, sex or gender discrimination, including sexual harassment, is conduct directed at a specific individual or a group of identifiable individuals that subjects the

individual or group to treatment that adversely affects the individual or group's employment or education on account of sex. Sex discrimination can be manifested by unequal access to educational programs and activities on the basis of sex, unequal treatment on the basis of sex in the course of conducting those programs and activities, or, the existence of a program or activity that has a disparate impact on participation, improperly based on the sex of the participants.

Sexual Harassment

Sexual harassment shall be defined for purposes of this Policy in the same manner as it is defined in applicable law. By way of example, sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the College's education or work programs or activities (hostile environment).

Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex.

A hostile environment can be created by persistent and/or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct violate this Policy:

Observing, photographing, videotaping, or making other visual or

auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties

Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s)

Sexual advances, whether or not they involve physical touching

Commenting about or inappropriately touching an individual's body

Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment

Lewd or sexually suggestive comments, jokes, innuendoes, or gestures

Stalking

Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the College's programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

Sexual Violence

Sexual violence is a physical sexual act conducted either against a person's will or where a person is incapable of giving consent, including but not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Sexual Misconduct

Sexual Misconduct is a broad term encompassing any sexual behaviour that violates any criminal statute, College policies and/or the Student Code of Conduct and includes any conduct that is sexually exploitive or degrading, retaliatory and/or abusive with the intent or result of compromising the well-being of another person, including domestic violence, dating violence, and stalking.

Sexual Exploitation

Sexual exploitation is an act or omission to act that involves taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for his or her own advantage or to benefit or advantage anyone other than the Complainant. Examples of sexual exploitation include but are not limited to the following:

Creating a picture(s), movie(s), webcam, tape recording(s), graphic written narrative(s), or other means of memorializing sexual behavior or a state of undress of another person without the other's knowledge and consent;

Sharing items described in the paragraph above beyond the boundaries of consent where consent was given. For example, showing a picture to friends where consent to view it was given for oneself only;

Observing or facilitating observation by others of sexual behavior or a state of undress of another person without the knowledge and consent of that person;

“Peeping Tom” or voyeuristic behaviors;

Engaging in sexual behavior with knowledge of an illness or disease (HIV or STD) that could be transmitted by the behavior without full and appropriate disclosure to the partner(s) of all health and safety concerns;

Engaging in or attempting to engage others in “escort services” or “dating services” which include or encourage in any way sexual behavior in exchange for money;

Intentionally, knowingly, or surreptitiously providing drugs or alcohol to a person for the purpose of sexual exploitation; or

Exposing another person to pornographic material without the person's advance knowledge or consent.

Stalking

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, or the safety of others, or suffer substantial emotional distress. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or make unwelcome contact with another person.

Unwelcome Conduct

Sexually related conduct is unwelcome if a person (1) did not request or invite it and (2) regarded the unrequested or uninvited conduct as undesirable or offensive. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion.

Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors. The following types of information may be helpful in making that determination: statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person's account; the absence of corroborating information where it should logically exist; information that the Respondent has been found to have harassed others; information that the Complainant has been found to have made false allegations against others; information about the Complainant's reaction or behavior after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others.

In addition, when a person is so impaired or incapacitated as to be incapable of requesting or inviting the conduct, conduct of a sexual nature is deemed unwelcome, provided that the Respondent knew or reasonably should have known of the person's impairment or incapacity. The person may be impaired or incapacitated as a result of drugs or alcohol or for some other reason, such as sleep or unconsciousness. A Respondent's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish the Respondent's responsibility for sexual or gender-based harassment under this Policy.

Gender-Based Harassment

Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the College's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this Policy.

Protected Activity

The following acts are protected under this Policy: (1) those acts that are protected under any applicable law; (2) making a complaint under this Policy or under law to any governmental entity or court alleging a violation of this Policy or applicable law; or (3) participating in an investigation, hearing or inquiry under applicable law or this Policy.

Unlawful Retaliation

Unlawful retaliation is defined as attempts or acts to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment, or intent to prevent participation in College proceedings under this Policy. Unlawful retaliation may include continued abuse or violence, other harassment, and slander and libel. Retaliation may be committed by any individual or group of individuals, not just a Respondent or Complainant, and may be committed against the Complainant, Respondent, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual assault, sexual harassment, or other sexual misconduct.

Intimate Partner Violence

Intimate partner violence is also sometimes known as dating violence, domestic violence, or relationship violence. The College recognizes that sexual assault, sexual exploitation, sexual harassment, stalking, and retaliation may all be forms of intimate partner violence when committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. In general, intimate partner violence includes physically, sexually, and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threaten violence. Intimate partner violence also occurs when one partner attempts to maintain power and control over the other through one or more forms of abuse, including sexual, physical, verbal, or emotional abuse.

Consent

Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision. Consent is informed, voluntary, and actively given. Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity. The following is intended to further clarify the meaning of consent:

Each participant in a sexual encounter must obtain consent for all sexual activities. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.

Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.

If at any time it is reasonably apparent that either party is hesitant, confused, or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.

Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically impaired is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.

Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would compromise an individual's ability to exercise his or her own free will to choose whether or not to have sexual contact. In addition, a person is incapable of giving consent if he/she is incapacitated.

Coercion

Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm or severe and/or pervasive emotional intimidation, which (a) places an individual in fear of immediate or future harm or physical injury or (b) causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance that impairs the person's ability to give consent.

Incapacitation

Incapacitation is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically impaired due to alcohol or other drug consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

Gender Based Prohibited Conduct

Gender Based Prohibited Conduct means any one or more of the following types of conduct: (1) Unlawful Sex or Gender Discrimination; (2) unlawful sexual harassment; (3) sexual related crimes; (4) sexual misconduct as defined in this Policy; (5) sexual exploitation as defined in this Policy; (6) stalking as defined in this Policy; (7) unwelcome conduct as defined in this Policy; (8) gender based harassment as defined in this policy; (9) intimate partner violence as defined in this Policy; (10) coercion as defined in this policy; and (11) unlawful retaliation as defined in this policy.

Complaint Procedure

The College encourages students, faculty, staff, and visitors to promptly report incidents of Gender Based Prohibited Conduct. All complaints of Gender Based Prohibited Conduct must be brought to the immediate attention of the Title IX Coordinator for the College. The Title IX Coordinator for the College is the Executive Director of Human Resources who may be reached at Tyler Hall - Room 130, and by phone at 215-968-8091. Students may also contact the Director of Student Life, who serves as a Deputy Coordinator, in the Rollins Center – Room 112, and by phone at 215-968-8255.. In cases of emergency, contact the Office of Security and Safety, located in Cottage 4, or by phone 215-968-8395.

Any person who receives a complaint of Gender Based Prohibited Conduct from an employee or student, or who otherwise knows or has reason to believe that an employee or student has been subjected to Gender Based Prohibited Conduct must report the incident promptly to the Title IX Coordinator.

Any person may file a formal complaint alleging a violation of the Policy. A complaint of Gender Based Prohibited Conduct should be filed directly with the Title IX Coordinator, regardless of the identity of the Respondent. A formal complaint must be in writing and signed and dated by a Complainant, witness or a third party filing on behalf of a potential Complainant (Reporter). It should state the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged Gender Based Prohibited Conduct, including the date and place of such incident(s). Attached to the complaint should be a list of any sources of information (for example, witnesses, correspondence, records, and the like) that the Complainant or Reporter believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of information are unknown or unavailable. Complaints will be accepted and acted upon even if this information is not included.

The college will provide victims with written information regarding their rights as well as related policy and procedures for handling cases involving gender-based misconduct.

The College does not limit the timeframe for filing a complaint. The College encourages complaints to be filed as soon as reasonably possible following an alleged Policy violation because the College's ability to gather adequate information may be limited where a significant length of time has elapsed between an incident and the filing of a complaint. Further, the College's ability to complete its processes may be limited with respect to Respondents who have graduated from or are no longer employed by the College.

The Title IX Coordinator or designee will conduct a prompt and appropriate investigation into any allegation of sex discrimination, sexual harassment or sexual violence or retaliation, so as to enable a prompt and equitable response under all circumstances and in a fair and expeditious manner. The College reserves the right to retain an outside investigator(s) or legal counsel to investigate complaints regarding violations of this policy.

When reviewing a complaint, the standard of review utilized by the Title IX coordinator shall be that of a preponderance of the evidence (i.e., whether the conduct complained of is more likely than not to have occurred.)

The Title IX Coordinator or designee may allow the parties to present witnesses and other evidence during the investigation. The investigation will continue whether or not the complaint also is being investigated by another agency or law enforcement unless the Title IX Coordinator's investigation would impede law enforcement's investigation. If the investigation is suspended during an investigation by law enforcement, the College will implement interim steps to protect the victim's safety.

Upon completion of the investigation, any case of Gender Based Prohibited Conduct will be referred to the appropriate administrator for applicable proceedings consistent with the College's

relevant workplace conduct policies or Collective Bargaining agreements, or the College's Student Code of Conduct, including all applicable appeal processes. In cases of allegations of sexual harassment or sexual violence between students, a judicial hearing consistent with the Student Code of Conduct will be conducted following the conclusion of any investigation into the matter.

If it is determined that a violation of this Policy has occurred, the College will act promptly to eliminate the inappropriate conduct and prevent its recurrence, and address its effects by taking appropriate action, which may, depending upon the circumstances, include but not be limited to a change in class or work schedules or assignments, mandatory training or suspension, imposing restrictions on contact between parties, providing safe on-campus transportation and/or a security escort to and from classes, to a car or public transportation; leaves of absence, increased security or monitoring of certain areas of the campus and disciplinary measures such as reprimand, loss of privilege, expulsion and/or immediate termination.

Upon completion of the investigation, the individual(s) who made the complaint and the individual(s) against whom the complaint was made will be advised of the results of the investigation simultaneously, in writing and, where a remedy is determined to be appropriate, to inform the parties of the steps that will be taken to remedy the situation.

Interim Measures to Protect Safety and Well-Being

Following a report of sexual assault, sexual harassment or other sexual misconduct, the College will provide interim support and reasonable protection against further acts of misconduct, harassment, or retaliation as needed, as well as provide services and resources to provide a safe educational and employment environment.

The College will determine the necessity and scope of any interim measures pending the completion of the complaint process. Even when a Complainant or Respondent does not specifically request that protective action be taken, the College may still choose to impose interim measures at its discretion to ensure the safety of any individual, the broader College community, or the integrity of the review process.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The College will take prompt responsive action to enforce a previously implemented interim measure.

Depending on the facts and circumstances of the specific complaint, the Title IX Coordinator or designee will immediately contact agencies and organizations to effect immediate relief, care, and support for the complainant and/or the victim in any given case including but not limited to:

The closest, competent health care facility;

The police department and campus public safety;

The Student Support Referral Team (SSRT); or

The Employee Assistance Program (EAP).

As an immediate priority, care will be taken to ensure the safety and well-being of the complainant and/or victim, and to exercise all precautionary measures to prevent a repeat of the alleged incident of Gender Based Prohibited Conduct. Accordingly, interim measures such as a temporary suspension or leave of absence, may be implemented pending a hearing on the matter.

In cases of sexual violence, the Title IX Coordinator will inform the complaining victim of the right to file a criminal complaint with applicable law enforcement authorities and shall make known and available to the complaining victim information related to available support services and medical and counselling resources as applicable.

A Complainant who wishes to pursue a criminal complaint is encouraged to make a report to local law enforcement. The Office of Security and Safety, at the request of the victim, will assist with this reporting. Local law enforcement will determine if a criminal investigation will occur and if the case will be referred for prosecution. Unless there are compelling circumstances, the College will typically not file an independent police report without the consent of the Complainant.

Confidentiality

All actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy, discretion and confidentiality as reasonably possible without compromising the thoroughness and fairness of the investigation. It is important to understand that, while the College will treat information it has received with appropriate sensitivity, College personnel may nonetheless need to share certain information with those at the College responsible for stopping or preventing Gender Based Prohibited Conduct. For example, College officers, other than those who are prohibited from reporting because of a legal confidentiality obligation or prohibition against reporting, must promptly notify the Title IX Coordinator about possible sexual or gender-based harassment, regardless of whether a complaint is filed. Such reporting is necessary for various reasons, including to ensure that persons possibly subjected to such conduct receive appropriate services and information; that the College can track incidents and identify patterns; and that, where appropriate, the College can take steps to protect the College community. This reporting by College officers will not necessarily result in a complaint; rather, the Title IX Coordinator will assess the information and determine what action, if any, will be taken. Information will be disclosed in this manner only to those at the College who, in the judgment of the Title IX Coordinator, have a need to know.

In addition, under some circumstances, to conduct a thorough investigation, investigator(s) may need to discuss the complaint with witnesses and those persons involved in, or affected by, the complaint, and those persons necessary to assist in the investigation or to implement appropriate disciplinary actions.

Should individuals desire to discuss an incident or other information only with persons who are subject to a legal confidentiality obligation or prohibition against reporting, they should ask College officers for information about such resources, which may be available both at the College and elsewhere. College officers are available to discuss these other resources and to assist individuals in making an informed decision.

Retaliation

Retaliation against any individual for making a complaint of a violation or alleged violation of this Policy will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as but not limited to reprimand, change in work assignment, loss of privileges, mandatory training or suspension and/or immediate termination or expulsion.

Violations of Other Rules

The College encourages the reporting of all concerns regarding Gender Based Prohibited Conduct. Sometimes individuals are hesitant to report instances of sexual or gender-based discrimination or harassment because they fear they may be charged with other policy violations, such as underage alcohol consumption. Because the College has a paramount interest in protecting the well-being of its community and remedying sexual or gender-based harassment, other policy violations will be considered, if necessary, separately from allegations under this Policy.

Advice and Assistance

Any member of the College community who believes that he or she has been the victim of Gender Based Prohibited Conduct may also contact the following individuals to obtain information on initiating either informal or formal procedures to resolve a complaint.

All College Counselors are available to provide information and counseling, on a confidential basis, concerning incidents of Gender Based Prohibited Conduct.

Complaints that a College employee has engaged in Gender Based Prohibited Conduct may be brought to the alleged offender's administrative supervisor.

Complaints that a student has engaged in Gender Based Prohibited Conduct may be reported to the Director for Student Life Programs or Vice President for Student Affairs.

Resources

A variety of resources are available at the College and in the area to assist those who have experienced gender-based or sexual harassment, including sexual violence. They are:

On-Campus Emergency

Office of Security and Safety (215-968-8911)

Medical Treatment

Newtown

St. Mary's Hospital (215-710-2000)

1201 Langhorne-Newtown Road
Langhorne, PA 19047

Perkasie

Grandview Hospital (215-453-4000)

700 Lawn Avenue

Sellersville, PA 18960

Lower Bucks

Lower Bucks Hospital (215-785-9200)

501 Bath Road

Bristol, PA 19007

Aria Health (215-949-5180)

380 Oxford Valley Road

Langhorne, PA 19047

Emotional Support

Newtown Campus: Student Services Center

Charles E. Rollins Center, 215-968-8189

Upper Bucks Campus: Student Services Center

215-968-8189

Lower Bucks Campus: Student Services Center

215-968-8189

Network of Victim Assistance (NOVA)

1-800-675-6900, Web site: www.novabucks.org

Law Enforcement Information

Police Emergencies - 911

Newtown Township Police

100 Municipal Drive, Newtown, PA

215-579-1000

Pennridge Regional Police

1027 Ridge Road, Sellersville, PA
215-257-5104

Bristol Township Police

2501 Bath Road, Bristol, PA
215-785-4040

In addition to the above, employees who believe that they may have been subjected to sexual harassment or unlawful discrimination, may file a formal complaint with government agencies set forth below. Students may file a complaint with the U.S. Department of Education. Using the College's complaint process does not prohibit an employee or student from filing a complaint with these agencies.

United States Equal Employment Opportunity Commission ("EEOC")

801 Market Street, Suite 1300

Philadelphia, PA 19107-3127

(800) 669-4000

Pennsylvania Human Relations Commission ("PHRC")

Philadelphia Regional Office

110 North 8th Street, Suite 501

Philadelphia, PA 19107

(215) 560-2496

(215) 560-3599 TTY users only

U.S. Department of Education Office of Civil Rights

Office for Civil Rights Philadelphia Office

U.S. Department of Education

The Wanamaker Building

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3323

Telephone: (215) 656-8541

Facsimile: (215) 656-8605

Email: OCR.Philadelphia@ed.gov

Student Records, Rights & Responsibilities

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
- Major field of study
- Dates of attendance
- Degrees and awards received
- Previous institution(s) attended
- Full-time/part-time status
- 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 within three weeks of the first day of classes for the semester in which the withholding of Directory Information is to take effect.

The College assumes that the absence of a specific request to withhold 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, 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 through their online student accounts 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.

Students may request the mailing of a transcript to another college or to an employer through the Office of Admissions, Records and Registration. Students may submit their request in person, by mail, or by emailing the Office of Admissions,

Records, and Registration from their Bucks Student email account (requests submitted from personal email accounts will not be honored). During evening or Saturday hours, students may submit their request, in person, in the Student Services Office, Rollins Center, 1st floor. There is a two-dollar fee for each transcript.

Equal Employment Opportunity Statement

Bucks County Community College does not discriminate against any employee, applicant for employment, student or applicant for admission because of race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

Accordingly, all recruiting, hiring, and promoting for all job classifications will be made without regard to race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status. All recruiting and admissions of students will be made without regard to race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

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, contact the College Equal Opportunity Employment Officer, 215-968-8090.

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 2007 is approximately 15.0% 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 2000 through the fall of 2003 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, BCCC 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, Assistant Academic Dean, 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.

Procedure

1. Students should discuss their concern/issue with faculty, or at point of origin.
2. If the issue is not resolved, student should consult with the appropriate dean or department head.
3. If the issue is still unresolved, the student should consult with the Provost/Dean, Academic Affairs
4. If a student thinks he is not getting a fair hearing or feels the need for an ombudsman, the student should contact the Dean, Student Affairs.

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: College Code of Conduct Student Responsibilities for Conduct

I. Purpose

To outline expectations of student conduct that are in keeping with an environment conducive to learning, and to further define the judicial process for violations of the stated code of conduct.

II. Scope

Applicable to all students.

III. General

In order to provide the maximum opportunity for learning and to support the mutual respect necessary within the teaching/learning environment, students are expected to adhere to the following guidelines while on-campus and/or during any college-sponsored off-campus event.

Student Responsibilities

Students are expected to:

1. report to class on time and remain for the duration of the class.
2. be responsible for all material covered and announcements made within class, even when absent from class.
3. come to class prepared (completed homework and readings).
4. refrain from conversations whenever the instructor or another student is speaking.

5. maintain an atmosphere conducive to the teaching/ learning process.
6. silence all electronic devices during class.
7. abide by the College's Guide for Responsible Use of Electronic Communication and not abuse the privileges of access to electronic information and communication.
8. adhere to classroom policies set by their instructors in the class format/syllabus.
9. submit assignments on time (in the proper format), participate in class discussions, and prepare for tests.
10. adhere to the College's Academic Integrity Policy.
11. abide by college policies related to children on campus.
12. refrain from tobacco use in unauthorized areas.
13. abide by the Student Code of Conduct contained within this document.
14. abide by all college policies.

Infractions/Violations

1. The following student actions are Code of Conduct Violations and may result in sanctions:
2. Plagiarism or academic cheating.
3. Forgery or alteration of the College identification card or records.
4. Destruction of, damage to, malicious misuse of, or abuse of College property
5. Destruction of, damage to, malicious misuse of, or abuse of another's personal property on campus.
6. Assault upon another person or the threat thereof while on campus or at a college-sponsored off-campus event.
7. Theft of College property or personal property on campus.
8. Lewd or indecent conduct on campus or at a college-sponsored event.
9. Possession, use, or sale of

unauthorized narcotics or illegal substances on campus or at college-sponsored off-campus events.

10. Unauthorized use, possession, or sale of firearms or other dangerous weapons on campus.
11. Drunk and/or disorderly conduct on campus or at college-sponsored off-campus events.
12. Possession of alcoholic beverages on campus property except where expressly authorized by the President.
13. Harassment/ Bullying
14. Sexual harassment
15. Failure to provide proper identification of oneself when requested by a College official including security officers, faculty, and staff members.
16. Failure to respond to official correspondence and communication from the College.
17. Gambling on College property.
18. Smoking in unauthorized locations.
19. Disruptive behavior or conduct.
20. Misrepresentation of proper identification of oneself in the transaction of College business and dealings with College officials and representatives.
21. Unauthorized possession of animals on College premises.
22. Abuse of privileges of access to electronic information and communication.
23. Violation of other College rules and regulations after publication, distribution, or posting thereof in such a manner to ensure fair notice to the student.

Sanctions

If a student is found guilty of a violation(s), one or more of the following sanctions may be imposed:

1. Expulsion: permanent separation of the student from the College. Notification will appear in the official disciplinary file in the Office of Student Life Programs. The individual will also be barred

from College premises.

2. Suspension: separation of the student from the College for a specified period of time. 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.
3. 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 (7) calendar days of the date of the incident or discovery thereof.
4. Monetary Fines: not to exceed \$125. Notification will appear on the student's financial records and in the official disciplinary file.
5. 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.
6. Other Sanctions: to include disciplinary probation consisting of written letters of reprimand, restrictions upon participation in College activities, requirement of formal apologies, explanations, and assignments of research and/ or work projects. Other academic sanctions might include expulsion from a class or instructor initiated withdrawal from a course or courses. See policy on cheating and plagiarism for sanctions related to these violations.

IV. Procedure:

Any person 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.

Any member of the College community may charge any other member of the College community with a Code of Conduct violation.

Violations

All Code of Conduct violations must be filed in writing within seven (7) calendar days of their occurrence, with the exception of cases involving gender-based misconduct which have no time limit (see policy on Gender-Based Misconduct for related information).

1. Non-academic (non-classroom) violations must be reported to the Director, Student Life Programs in the Office of Student Life Programs.
2. Academic violations regarding plagiarism and cheating must be reported to the Provost. Academic violations regarding classroom offenses must be filed with the appropriate Academic Dean in the Academic Affairs Division.
3. Academic violations regarding classroom offenses in Integration of Knowledge (INTG) classes must be filed with the INTG Coordinator. In cases of emergency, violations should be reported immediately to the Office of Safety and Security.

Following a report of a violation, the following judicial processes will take place.

Non-Classroom Violations

Upon report of a Code of Conduct violation, the Director of Student Life (Judicial Officer) will begin a preliminary investigation to determine if there is a reasonable cause to believe that a specific policy has been violated. If reasonable cause exists, the Judicial Officer will issue written notice of the code violation to the alleged code violator(s) within seven (7) calendar days of receiving the code violation incident report. This notification will include the alleged violator(s) and date, time, and location of the disciplinary hearing. The investigation may continue throughout this time.

There are two options for a hearing in a non-classroom oriented violation:

Option #1 for disciplinary hearing:

The alleged code violator(s) may choose to have the hearing with the Director, Student Life Programs. The Director will meet with the alleged code violator(s) in a one-on-one setting. Once

all evidence has been reviewed, the Director has the option of deciding sanctions at that time. The Director will inform the alleged code violator(s) of the official College ruling in writing no later than seven (7) calendar days following the disciplinary hearing.

Option #2 for disciplinary hearing:

The alleged code violator(s) may choose to have the hearing with the Student Judiciary with the exception of violations involving the College's Sexual and Gender-Based Misconduct Policy, in which case, the hearing will be held before a specially appointed board of faculty and staff trained in handling such cases.

The Student Judiciary is appointed by the President of the College upon the recommendation of the Student Government Association. Involvement of the Student Judiciary regarding a disciplinary matter is the option of the individual(s) charged with a code violation.

The Student Judiciary is a committee of five (5) students who will review the code violation, evidence, and documentation and make a written recommendation regarding findings and sanctions against the alleged code violator(s) to the Director, Student Life Programs. The Director, Student Life Programs will review the recommendation of the Student Judiciary. The Director, Student Life Programs will inform the alleged code violator(s) in writing of the official College ruling no later than seven (7) calendar days following the disciplinary hearing. Outcomes of hearings involving Sexual Misconduct will be shared simultaneously with all involved parties.

Academic Violations for Cheating and Plagiarism: See College Policy Regarding Cheating and Plagiarism.

Academic Violations regarding Classroom Offenses (including online learning):

Disruptive classroom behavior and other classroom offenses, including both face-to-face and online learning environments, will be filed with the Academic Dean in the department where the violation occurred, or with the INTG Coordinator for such offenses in INTG classes. Faculty make primary decisions regarding student discipline in the classroom. These decisions are subject to review by the appropriate

Academic Dean responsible for the department, or by the INTG Coordinator for those classes.

The following procedure will take place after a classroom Code of Conduct violation:

Faculty member will ask the student to cease the disruptive or code violating behavior.

1. If student does not cease the behavior, the faculty member may ask the student to leave the class.
2. If asked to leave a class, the student must meet with the faculty member before the next scheduled class meeting to resolve the behavioral issue before continuing in the class.
3. If in subsequent classes the student does not change his/her disruptive or code violating behavior, the faculty member will refer the student to the Academic Dean or the INTG Coordinator responsible for that department or class for a disciplinary hearing.
4. The Academic Dean or the INTG Coordinator will give the alleged code violator(s) written notice of what they are accused within seven (7) calendar days of the most recent violation, including the date and time of their hearing.
5. A disciplinary hearing will be conducted by the Assistant Academic Dean or INTG Coordinator who will determine the sanctions, if any.
6. The Academic Dean or the INTG Coordinator will inform the alleged code violator (s) in writing of the official College ruling no later than seven (7) calendar days following the disciplinary hearing.

Appeals

Appeals regarding disciplinary cases can only be submitted based on the following criteria:

1. The hearing was not conducted fairly because the accused student was not given a reasonable opportunity to present their case.
2. The procedures for the hearing were not properly followed.
3. The facts presented at the hearing were insufficient to establish responsibility for the violation.
4. The sanctions imposed were disproportionate to the nature of the offense(s).
5. New information, that was unavailable at the time of the hearing, has surfaced and would significantly

ly impact the case. If there is any new information, the person hearing the appeal can either render an independent decision or refer the case back to the Judicial Hearing Board for further review.

Appeals must be filed according to the following instructions:

- o Appeals to all rulings must be made in writing within fourteen (14) calendar days of the disciplinary hearing date.
- o All academic oriented appeals will be filed with the Provost.
- o Non-academic oriented appeals will be filed with the Vice President of Student Affairs.
- o A subsequent appeal may be made in writing within fourteen (14) calendar days of the first level appeal hearing date to the College President. The decision of the College President shall be final.

Disciplinary Records

Student disciplinary records are kept by the Office of Student Life Programs. These records are:

- o confidential;
- o available for examination by the student upon request;
- o held indefinitely;
- o excluded from an academic transcript and placement record;
- o disclosed to all persons only upon subpoena, by written permission of the student, or as provided for elsewhere in this document.

V. Approval: President

VI. Responsibility: Enforcement of a College Code of Conduct requires the cooperation of the college community.

- The ultimate responsibility for enforcement of the Code of Conduct rests with the College President and Board of Trustees however the College President may delegate enforcement of the Code of Conduct to appropriate College administrative officials and staff members.
- Chief responsibility for the enforcement of academic-oriented violations rests with the Provost.
- Chief responsibility for the enforcement of non-academic oriented violations rests with the Vice President of Student Affairs.
- Chief responsibility for official College disciplinary files rests with the Director, Student Life Pro-

grams.

- Day-to-day enforcement responsibility rests with all members of the College community including students, faculty, administrators, and staff members.

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 Assistant Academic Dean, the student's 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 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.

Responsible Use of Electronic Communications

The Policy Manual of Bucks County Community College contains language that applies to student use of electronic resources. References to “policy” refer to Information Technology Policy 6.0.

Access to the electronic resources of Bucks County Community College is a privilege granted to students, faculty, and staff of the College. The College strives to provide the best possible information systems, services and equipment to members of the campus community. The aim of this policy is to define the responsibilities of all authorized users and providers of electronic information systems and services. All users with system access, either temporary or permanent, are bound by this policy.

This policy applies to all electronic information systems and services provided by Bucks County Community College. Included are all forms of electronically stored information: documents, files, emails, text messages, instant messages, blogs and all other forms of internet based communication. The policy also applies to all equipment including, but not limited to, college

owned personal computers, cellular or desktop telephones, fax machines, photocopiers, printers, cameras, system user accounts, and other network access devices and services.

Appropriate Use

Electronic means of information creation, access, storage, and exchange are to be used only for the purposes for which they are assigned. Appropriate uses fall within the College priorities on instruction, research, and other educationally and business related communication. The

College recognizes that there may be occasions for incidental personal use; however, these instances should be limited and infrequent. Frequent personal use of College computer equipment may have tax implications for the user.

Following are the expectations for appropriate use and examples of inappropriate use.

Appropriate Use

- Use resources for College instructional, research, and business purposes only.
- Safeguard password and physical system access to prevent unauthorized use.
- Change password frequently incorporating unique character combinations.
- Share password with ITS staff for trouble-shooting or support purposes.
- Communicate using professional and personal courtesy.
- Protect the integrity and confidentiality of College information and data.
- Practice good stewardship of College equipment.
- Adhere to copyright and file sharing laws.

Examples of Inappropriate Use

- Use resources for personal activities on a regular or frequent basis.
- Unauthorized use of the password of another user.
- Gain unauthorized access to resources or data or attempt to do so.
- Circumvent or disable system/network security measures or attempt to do so.
- Engage in any activity potentially damaging to the College network.
- Use, download, share, transfer or store any unauthorized software, copyrighted or entertainment material.
- Download or store media resulting in excessive consumption of network resources.
- Install unauthorized software on a College computer.
- Use computer programs to decode passwords or access control information.
- Use the network for unlawful, commercial or for-profit purposes, product advertisement or political lobbying.
- Use or display pornographic images in violation of existing law or College policy.
- Duplicate software or related documentation.

Monitoring and Confidentiality

Pursuant to the Electronic Communications Privacy Act of 1986, notice is given to users that no guarantee of privacy or confidentiality is provided when utilizing the electronic systems and services provided by Bucks County Community College. The College complies with state and federal law regarding certain legally protected confidential information, but makes no representation that any other uses of this system will be private or confidential.

The College has the right and responsibility to monitor activity on its systems, including but not limited to all email and network traffic, as well as Internet access obtained through use of College resources. System administrators have access to all user history and will conduct routine audits and monitoring of system activity. User desk top audits will be conducted with the participation of Internal Audit staff. should also be aware that backup copies of messages and documents may exist, despite end-user deletion. The goal of backup and archiving procedures is to ensure system reliability and prevent business data loss.

If Bucks County Community College determines that activities are ongoing which do not comply with applicable laws or this policy, electronic records may be retrieved and used to document the activity. Triggers for record review may include, but are not limited to, investigation of a confidential complaint, investigation of unusual network or server activity, or legal subpoena.

In legal matters which involve electronically stored information, the College will follow appropriate federal and state guidelines.

Account Activation/Termination

Student account activation is based on credit course enrollment at the College, as well as enrollment in certain non-credit courses and programs, and through the online application and registration process. Access to student email service and campus computer facilities will terminate during periods of non-enrollment, or may occur as a result of inappropriate use as outlined in College procedures. During periods of non-enrollment students have continued access to online registration systems.

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.

Reporting Misuse

Student users should report misuse or abuse to the Director, Information Technology Security at 215-968-8418.

Consequences of Failure to Comply with Guidelines for Responsible Use

Abuse of access privileges to electronic information and communication by students is subject to disciplinary action as specified in the Student Code of Conduct, published in the College Catalog, and according to College Policy.

Disclaimer

Bucks County Community College assumes no liability for direct and/or indirect damages arising from the use of its electronic communication systems by authorized users. Users are solely responsible for the content they disseminate. Bucks County Community College is not responsible for any third-party claim, demand, or damages arising out of use of the Bucks County Community College's electronic communication systems or services. Bucks County Community College will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-deliveries, or service interruptions caused by College negligence or user errors or omissions. Use of any information obtained is at the risk of the user.

The College reserves the right to discard incoming mass mailings without notifying the sender or intended recipient and to block all internet communications from sites that are involved in extensive spamming or other disruptive practices, even though this may leave users of the College network unable to communicate with those sites.

The College makes no warranties, expressed or implied, with respect to the content of any advice or information received by a user or cost/charges associated with such information and any cost, liability or damages caused by the way the user chooses to utilize network access.

Email User Responsibilities

Your BucksMail account is the official communication channel for the College. This means that we will use this account to communicate essential enrollment and academic information. The following procedures apply to your student email account provided by Bucks County Community College.

These procedures support the College's policies related to Electronic Communication. Failure to adhere to the following procedures may put your systems at risk

Procedures for Appropriate College Email Account Management

1. Check BucksMail frequently
2. Your email account is for your use only.
3. Use a secure password and do not share it.
4. If you use a mobile device, keep your communications private by using a password lock.
5. Use email for lawful purposes only.

For tutorials and assistance in completing the above procedures, view the TLC website: <http://bucks.libguides.com/TLCStudents>

Best Practices for Using Your College Email

Be courteous.

1. Do not include any sensitive or personally identifiable information (PII). Examples of PII include social security number, and combinations of two or more of the following: username, password, ID number and date of birth.
2. Open email attachments or click links only within emails from known, trusted sources.
3. Even though you might not realize it, email, even Bucks-Mail, is insecure. Do not include any information in an email that you would not want published.

Report email misuse to Help Desk at 215-968-8191.