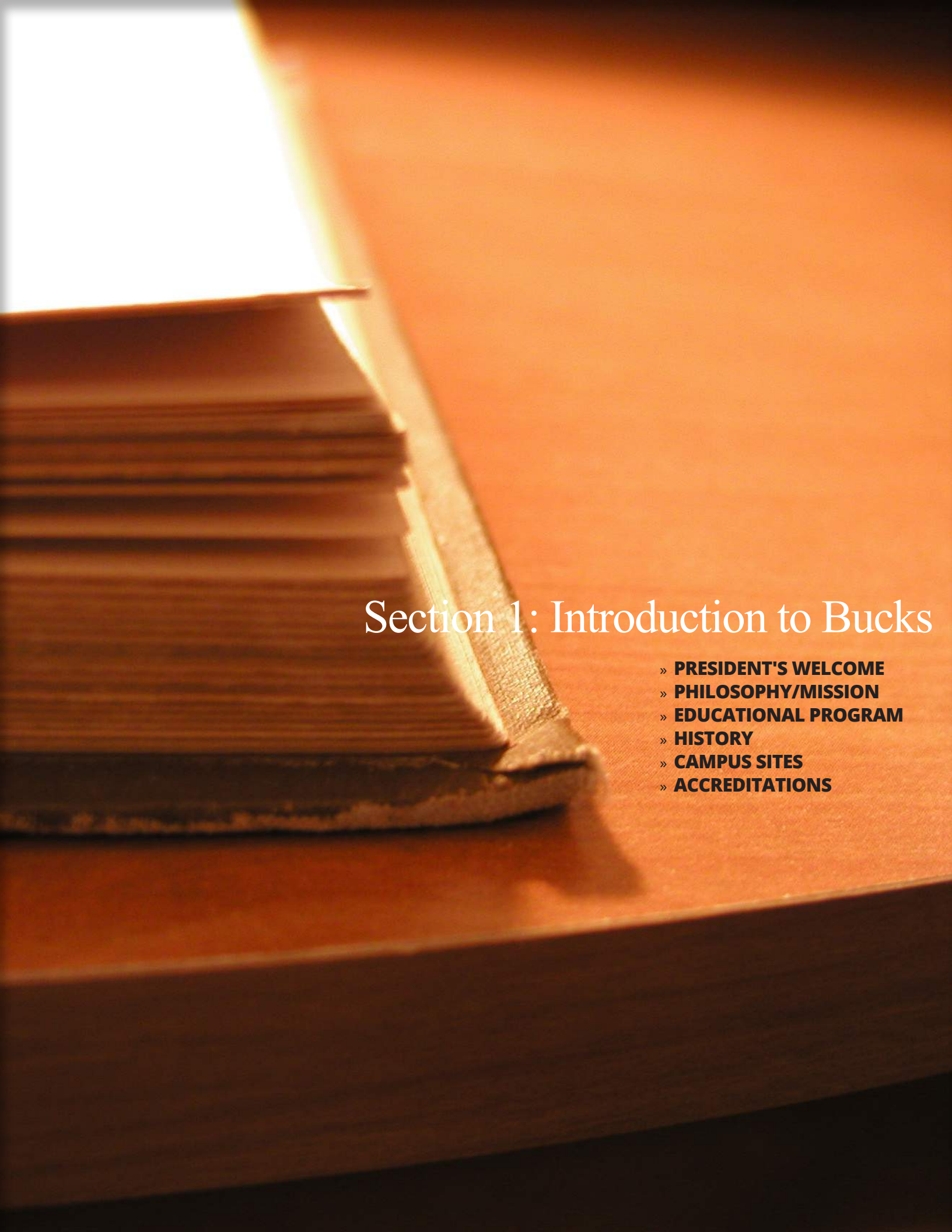
BUCKS COUNTY COMMUNITY COLLEGE

COURSE CATALOG
2017-2018



Section 1: Introduction to Bucks

- PRESIDENT'S WELCOME
- PHILOSOPHY/MISSION
- EDUCATIONAL PROGRAM
- HISTORY
- CAMPUS SITES
- ACCREDITATIONS

The President's Welcome

Welcome to Bucks County Community College. I invite you to explore our website 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 more than 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,

Stephanie Shanblatt, Ph.D

President

ABOUT DR. SHANBLATT

Dr. Stephanie Shanblatt joined the college on October 1, 2012. She is the fourth president of Bucks County Community College in the college's 50 year history.

Prior to coming to Bucks, Dr. Shanblatt served for 13 years in leadership roles at Lansing Community College (LCC) in Michigan, the last three years as Provost and Senior Vice President of Academic Affairs.

Prior to joining LCC, she spent several years conducting molecular biological research at Michigan State University; she has published her research findings in several journals.

Dr. Shanblatt serves on the Bucks County Workforce Development Board and the Board of Directors of the Bucks County Health Improvement Partnership.

Dr. Shanblatt earned her Ph.D. in Biochemistry at the University of Pittsburgh's School of Medicine and her B.S. in Chemistry from the same university.

Vision, Mission, Values and Goals

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 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.

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 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 non-credit 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 to 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.

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.

The Bucks Shield

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

BUCKS

1964

History

ABOUT THE COLLEGE

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

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

Over the years the Newtown campus continued to grow. In 1968 the first major expansion included construction of Founders Hall, the Library (Pemberton Hall), the Gymnasium and pool, and the Student Union Building, now named the Charles E. Rollins Center in honor of the college's founding president.

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; and conversion of a carriage-style garage into the Hicks Art Center. A fine woodworking studio 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, which had been housed in the Art Barn on the east end of campus.

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. The Allied Health building, adjacent to the Music and Multimedia Center, opened in 2006 to house the College's Practical Nursing, Radiography, and other Allied Health programs.

Extensive renovations of the Newtown campus continued, including the addition of the 9,000-square foot Linksz Pavilion in 2012, dedicated to Dr. James J. Linksz, the college's second president. Bucks has also added a 38,000-square foot Science Center, opening in 2017, to provide more classrooms and laboratories for the STEM (Science, Technology, Engineering, and Mathematics) Department. And the Advising and Transfer Center, along with Career Services, have been combined into newly renovated space in lower level of the Rollins Center, providing students with easier access to the advice they need to launch their academic and professional careers.

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 Perkasie, which first opened in 1999, completed a 26,000 square-foot expansion in 2010.

Campuses

Bucks County Community College offers a wide range of academic programs, services, and facilities right in your neighborhood. Classes are held at our beautiful 200-acre campus in Newtown, our Lower Bucks Campus in Bristol, and our Upper Bucks Campus in Perkasie.

What's more, our Virtual Campus allows you to take courses online. Noncredit continuing education opportunities, including workforce development training, are available as well. With all these convenient and affordable options, it's clear that Bucks is "where to learn, where to return."

Visit us online to take a virtual tour of our three campuses and explore all that Bucks has to offer!

NEWTOWN CAMPUS

275 Swamp Road
Newtown, PA 18940
215-968-8000

More than 90 programs of study available, including two-year associate degrees and shorter-term certificates, plus continuing education and business and industry training.

Facilities include library, computer labs, science labs, teleconference center, art studios and workshops, TV studios, Zlock Performing Arts Center, Fitness Center, indoor pool, and gymnasium.

Located adjacent to Tyler State Park, minutes from Interstate 95.

LOWER BUCKS CAMPUS

1304 Veterans Highway (formerly New Rodgers Road)
Bristol, PA 19007
267-685-4800
Executive Director: James Sell

Students can complete associate degree programs in Business Administration, Criminal Justice, Liberal Arts-General Emphasis, and Radiography, plus a certificate program in Phlebotomy. Students may also take a variety of continuing education courses, workforce development training and allied health programs such as Medical Lab Technician and Certified Nurses Aide Training at the Lower Bucks Campus

The environmentally friendly campus includes classrooms, computer labs, allied health and STEM laboratories, a library, an art studio and an art gallery.

Conveniently located on 14 acres near the Delhaas Woods on Veterans Highway, Route 413, near Interstate 95.

UPPER BUCKS CAMPUS

One Hillendale Road
Perkasie, PA 18944
215-258-7700
Executive Director: Rodney Altemose

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 the Fickes Art Center, Penn Color Library, a science lab, an allied health lab, and computer labs in two expanded state-of-the-art buildings.

Located on 14 acres in East Rockhill Township, convenient to Quakertown and Doylestown.

BUCKS ONLINE

bucks.edu/online 215-968-8052
Director: Georglyn Davidson

More than 00 eLearning and hybrid credit courses offered in 6, 9, 12 and 15 week sessions.

19 degrees and 3 certificates are available fully online; many more are available through a combination of eLearning and hybrid courses.

You experience the same excellent professors and small class size that you find in our traditional face-to-face classes.

All courses are facilitated by an instructor and are interactive.

Detailed course information is available at bucks.edu/welcome.

OFF-CAMPUS LOCATIONS

Advanced Manufacturing Training Center
Bridge Business Center
310 George Patterson Blvd., Suite 108
Bristol, PA 19007

Pennswood Village
1382 Newtown-Langhorne Road
Newtown, PA 18940

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

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

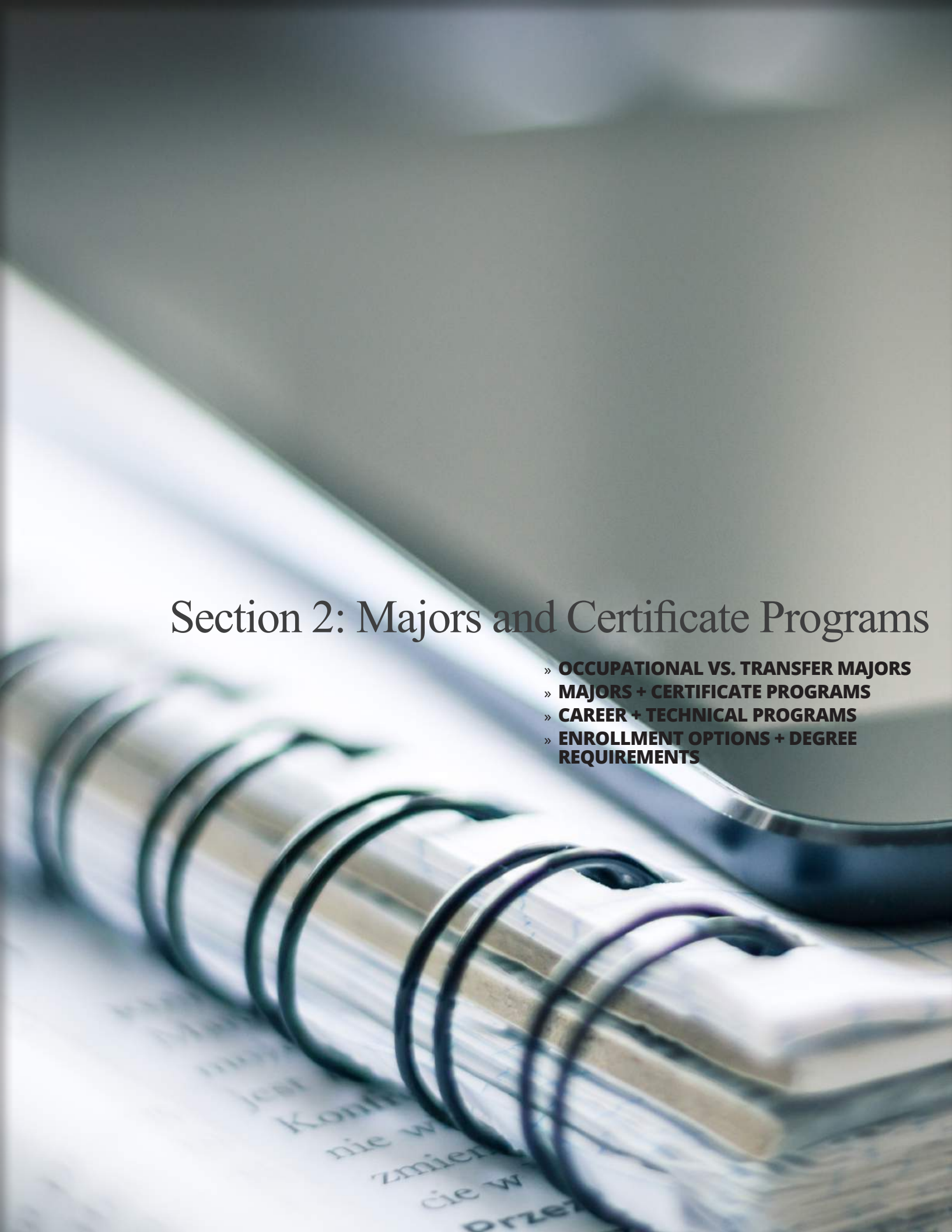
Accreditation and Approvals

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 Art and Design (NASAD) and an accredited institutional member of the National Association of Schools of Music (NASM). The Business Studies Department is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). The Associate Degree Nursing is accredited by the Accreditation Commission for Education in Nursing, Inc., (ACEN) and provisionally approved by the Pennsylvania State Board of Nursing. The Paralegal area is approved by the American Bar Association (ABA) and the Accreditation Council for Business Schools and Programs (ACBSP). The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Practical Nursing Program is approved by the Pennsylvania Board of Nursing.

Eligibility standards for our athletic programs are set by the Eastern Pennsylvania Athletic Conference (EPAC), Region XIX of the National Junior College Athletic Association (NJCAA), the National Junior College Athletic Association (NJCAA) National Office, and the Intercollegiate Horse Shows Association (IHSA).

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



Section 2: Majors and Certificate Programs

- OCCUPATIONAL VS. TRANSFER MAJORS
- MAJORS + CERTIFICATE PROGRAMS
- CAREER + TECHNICAL PROGRAMS
- ENROLLMENT OPTIONS + DEGREE REQUIREMENTS

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- Accounting & Taxation 14
- Bookkeeping 15
- Business Administration 15
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- Culinary Arts 19
- Entrepreneurship and Small Business Management 19
- Hospitality & Tourism: Food Service Management Emphasis 20
- Hospitality & Tourism Management 21
- Hotel/Restaurant/Institutional Supervision 23
- Management/Marketing 23
- Meeting, Convention and Event Planning 24
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- Paralegal Studies 27
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- Art and Art History 30
- Cinema Video Production 32
- Communication Studies 33
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- Fine Woodworking 35
- Furniture and Cabinetmaking 36
- Graphic Design 37
- Multimedia 38
- Music 40
- Photography 41
- Web Designer and Multimedia 42
- Exercise Science 43
- Health and Physical Education 44
- Recreation Leadership 45
- Sport Management 45
- English 47
- Journalism 48
- Liberal Arts: General Emphasis 49
- Fire Prevention & Investigation 51
- Health Information Technology 54
- Medical Assistant 55
- Medical Coding/Billing 57
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- Applied Engineering Technology 63
- Biology 64
- Biomedical Sciences 65
- Biotechnology 66
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- Computer Hardware Installation and Maintenance 68
- Computer Networking Technology 68
- Computer Networking Technology 69
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- Individual Transfer Studies 72
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- History 83
- Pre K-4 Early Education 84
- Psychology 85
- Secondary Education: History 87
- Social Science 88
- Social Work 89

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, as well as occupational certificate programs.

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

Please visit www.bucks.edu for current requirements.

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, chef apprenticeship, graphic design, medical assistant, microcomputer applications, networking technology, nursing, and paralegal.

Although occupational programs are designed for students seeking employment immediately after completion, many of the courses in these programs will transfer to baccalaureate institutions. Transfer of these courses is made easier because of the College's accreditation by The Middle States Commission on Higher Education, the Business Studies Department's accreditation by the Accreditation Council for Business Schools and Programs (ACBSP), the Arts 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 Accreditation Commission for Education in Nursing (ACEN). Consult with the office of Advising and Transfer Services for information about 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.

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 more 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.

TRANSFER MAJORS

Transfer programs are designed to parallel the first two years of study in a variety of subject areas at the baccalaureate institutions to which our students most frequently transfer. Transfer of course credits is determined entirely by the receiving institution. Students planning to transfer to a bachelor degree granting institution are encouraged to obtain a current catalog for that institution. Bucks' courses should be selected to parallel the requirements at that institution. Many area colleges and universities 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 must work closely with an academic advisor in choosing courses for a major. While the responsibility for the selection of courses is the student's, the advice and help of an academic advisor is based upon knowledge and experience and can aid the student in making wise and constructive major and course decisions.

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

ONLINE MAJORS

Visit Bucks Online to see which of the programs of study listed below can be completed in their entirety through eLearning courses.

ARTS

Associate Degree Programs

TRANSFER

1201 Art and Art History
1181 Cinema Video Production
1120 Communication Studies
1001 Fine Arts
1187 Fine Woodworking
1110 Graphic Design
1019 Music
1175 Multimedia & Digital Arts
1195 Photography

CERTIFICATE PROGRAMS

3185 Applied Photography
3187 Furniture and Cabinetmaking
3147 Web and Multimedia Designer

BUSINESS STUDIES

Associate Degree Programs

TRANSFER

1009 Business Administration

OCCUPATIONAL

2016 Accounting
2056 Chef Apprenticeship: Foods emphasis *
2098 Chef Apprenticeship: Pastry emphasis *
2178 Emergency Management
2054 Entrepreneurship and Small Business Management
2158 Fire Science
2022 Hospitality Management
2015 Management/Marketing
2171 Meeting, Convention and Event Planning
2128 Paralegal Studies
2070 Technical Entrepreneurship

CERTIFICATE PROGRAMS

33176 Accounting & Taxation
3145 Bookkeeping
3154 Culinary Arts
3179 Emergency Management Certificate
3144 Fire Prevention & Investigation
3143 Fire Science
3172 Meeting, Convention and Event Planning
3129 Paralegal *
3099 Social Media and Digital Marketing

HEALTH SCIENCES

Associate Degree Programs

TRANSFER

1108 Health Science

OCCUPATIONAL

2191 Health Information Technology
2131 Medical Assistant
2203 Medical Laboratory Technician
2035 Nursing *
2202 Radiography

CERTIFICATE PROGRAMS

3199 Medical Assistant
3148 Medical Assistant: Administrative
3174 Medical Coding/Billing
3166 Phlebotomy
3200 Computed Tomography

KINESIOLOGY AND SPORT STUDIES

Associate Degree Programs

TRANSFER

1197 Exercise Science
1031 Health/Physical Education
1154 Sports Management

CERTIFICATE PROGRAMS

3190 Recreational Leadership

LANGUAGE AND LITERATURE

Associate Degree Programs

TRANSFER

1200 English
1202 Guided Studies
1045 Journalism
1002 Liberal Arts: General

SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS

Associate Degree Programs

TRANSFER

1003 Biology
1105 Biomedical Sciences
1004 Chemistry
1103 Computer Science
1203 Cybersecurity
1102 Information Science
1028 Engineering
1188 Environmental Science
1146 Individual Transfer Studies
1006 Mathematics
1194 Neuroscience
1117 Science
1169 Secondary Education - Biology
1177 Secondary Education - Mathematics

OCCUPATIONAL

2193 Engineering Technology
2119 Biotechnology
2136 Computer Networking Technology
2164 Information Technology Studies

CERTIFICATE PROGRAMS

3186 Biotechnology: Cell and Tissue Culture
3133 Computer Networking Technology
3162 Computer Hardware Installation and Maintenance

SOCIAL & BEHAVIORAL SCIENCE

Associate Degree Programs

TRANSFER

1189 Criminal Justice
1196 History
4192 Pre K-4 Early Education
1183 Psychology-Interpersonal Emphasis
1060 Psychology Pre-Professional Emphasis
1180 Secondary Education: History
1059 Social Science
1130 Social Work

OCCUPATIONAL

2034 Education - Paraprofessional Instructional Assistant

CERTIFICATE PROGRAMS

3198 Early Childhood Education
3127 Historic Preservation

SPECIAL NON-DEGREE PROGRAMS

0089 Non-Degree/Certificate Seeking
0098 High School Dual Enrollment*
0099 High School Enrichment Program*

* *These programs may require departmental approval for entering applicants.*

ALPHABETICAL LISTING

Transfer Programs

1201 Art and Art History
1003 Biology
1105 Biomedical Sciences
1009 Business Administration
1004 Chemistry
1181 Cinema Video Production
1120 Communication Studies
1103 Computer Science
1189 Criminal Justice
1203 Cybersecurity
1028 Engineering
1200 English
1188 Environmental Science
1197 Exercise Science
1001 Fine Arts
1187 Fine Woodworking
1110 Graphic Design
1202 Guided Studies
1031 Health/Physical Education
1108 Health Science
1196 History
1146 Individual Transfer Studies
1102 Information Science
1045 Journalism
1002 Liberal Arts: General
1006 Mathematics
1175 Multimedia & Digital Arts
1019 Music
1194 Neuroscience
1195 Photography
4192 Pre K-4 Early Education
1183 Psychology-Interpersonal Emphasis
1060 Psychology Pre-Professional Emphasis
1169 Secondary Education - Biology
1180 Secondary Education: History
1177 Secondary Education - Mathematics
1117 Science
1059 Social Science
1130 Social Work
1154 Sport Management

Occupational Programs

2016 Accounting
2119 Biotechnology
2056 Chef Apprenticeship: Foods emphasis *
2098 Chef Apprenticeship: Pastry emphasis *
2136 Computer Networking Technology
2034 Education - Paraprofessional Instructional Assistant
2178 Emergency Management
2193 Engineering Technology
2054 Entrepreneurship and Small Business Management
2158 Fire Science
2191 Health Information Technology
2022 Hospitality Management
2164 Information Technology Studies
2015 Management/Marketing
2131 Medical Assistant
2203 Medical Laboratory Technician
2171 Meeting, Convention and Event Planning
2035 Nursing *
2128 Paralegal Studies
2202 Radiography
2070 Technical Entrepreneurship

Certificate Programs

3176 Accounting & Taxation
3185 Applied Photography
3186 Biotechnology: Cell and Tissue Culture
3145 Bookkeeping
3200 Computed Tomography
3162 Computer Hardware Installation and Maintenance
3133 Computer Networking Technology
3154 Culinary Arts
3198 Early Childhood Education
3179 Emergency Management Certificate
3144 Fire Prevention & Investigation
3143 Fire Science
3187 Furniture and Cabinetmaking
3127 Historic Preservation
3199 Medical Assistant
3148 Medical Assistant: Administrative
3174 Medical Coding/Billing
3172 Meeting, Convention and Event Planning
3129 Paralegal *
3166 Phlebotomy
3190 Recreational Leadership
3099 Social Media and Digital Marketing
3147 Web and Multimedia Designer

Department of the Arts

ASSOCIATE DEGREE PROGRAMS

Transfer

1201 Art and Art History
1181 Cinema/Video Production
1120 Communication Studies
1001 Fine Arts
1187 Fine Woodworking
1110 Graphic Design
1019 Music
1175 Multimedia& Digital Arts
1195 Photography

CERTIFICATE PROGRAMS

3185 Applied Photography
3147 Web Design & Multimedia
3187 Furniture and Cabinetmaking

Art and Art History

Transfer Major

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

Department of the Arts
Hicks Art Center • Phone (215) 968-8425
Curriculum code No. *1201*

In the Art and Art History transfer major, students experience the process of making artistic objects, as well as the practice of interpreting historical objects through the study of art history. Students develop skills in drawing and then explore other artistic media. Students also apply the methodologies used by art historians as they analyze and research various kinds of art and/or architecture.

The major serves those contemplating careers in areas such as museum and archival work, historic preservation and archaeological investigation, research and teaching.

Graduates of this program are able to:

- demonstrate an understanding of the methods and materials associated with the creation of a work of art;
- demonstrate an understanding of the history of Western art; and
- read about, write about, and analyze art and art history using basic research, critical thinking skills, and a visual arts vocabulary.

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

DEGREE COURSE REQUIREMENTS*

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking A,4,5	3
COMP110 English Composition I A,10	3
COMP111 English Composition II C,2,4,10	3
VAFA111 Drawing Basics 1	
OR	
VAFA100 Drawing Fundamentals C,1	3
VAFA191 Art History Before 1450 C,1	3
VAFA192 Art History After 1450 C,1	3
VAFA193 History of Modern Art C,1	3
Art History/History Electives (choose from list)	6
Digital Elective 9,D	3
Diversity B,3	3
Electives E	6
Foreign Language 1,F	6
Mathematics A,B,6	3
Science A,B,7	3/4
Social Science B,8	3
Studio Art Electives (choose from list))	6
Total Credit Hours	61/62

Art History/History Electives

(Select At Least 6 Credits)

VACV141 Art of Independent Cinema C	
VACV142 Art of Theatrical Cinema C	
VAFA194 American Art HistoryC,1	
VAFA195 Non-Western Art History C	
VAFW190 History of American Furniture C	
VAPH196 History of Photography C,1	
HIST111 History of Western Civilization I 1	
HIST112 History of Western Civilization II 1	
HIST151 History of the United States I 1	
HIST152 History of the United States II 1	
HIST195 Introduction to Historical Archeology I	
HIST197 History and Theory of Preservation	
HIST198 History of American Architecture	

Studio Electives

(Select At Least 6 Credits)

VAFA107 Introduction to Jewelry 1	
VAFA141 Introduction to Sculpture 1	
VAFA147 Introduction to Glassblowing	
VAFA161 Introduction to Printmaking 1	

Studio Electives (Select At Least 6 Credits)	
VAFA171 Introduction to Painting 1	
VAFA181 Introduction to Ceramics 1	
VAFW100 Fine Woodworking Fundamentals 1	
VAFW133 Woodcarving – Furniture	
VAPH151 Introduction to Photography 1	

RECOMMENDED SEMESTER SEQUENCE

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

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking A,4,5	3
COMP110 English Composition I A,10	3
VAFA111 Drawing Basics 1	
OR	
VAFA100 Drawing Fundamentals C,1	3
VAFA191 Art History Before 1450 C,1	3
Foreign Language 1,F	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II C,2,4,10	3
VAFA192 Art History After 1450 C,1	3
Digital Elective 9,D	3
Foreign Language 1,F	3
Mathematics A,B,6	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
VAFA193 History of Modern Art C,1	3
Art History/History Elective (choose from list)	3
Elective E	3
Science A,B,7	3/4
Studio Elective (choose from list)	3
Total Credit Hours	15/16

FOURTH SEMESTER

Course	Credits
Art History/History Elective (choose from list)	3
Elective E	3
Diversity B,3	3
Studio Elective (choose from list)	3
Social Science B,8	3
Total Credit Hours	15

A Placement testing required.
B Consult the list of courses approved for this category. Any course may be chosen.
C Course requires prerequisite.
D Any of the following may be chosen: VAPH110, VAMM100, VACV140.
E Pre-college level courses do not meet this requirement.
F German, French, or Italian is recommended.
1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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

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

Cinema Video Production

Transfer Major

Department of the Arts
Hicks Art Center 125 • Phone (215) 968-8425
Curriculum Code No. *1181*

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 electives 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 film and film history using basic research, critical thinking skills, and a visual arts vocabulary;
- » demonstrate an understanding of the methods and materials associated with studio and field video capture, editing, digital audio, and production;
- » 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*.

* In preparing and presenting a portfolio in VAMM250, students currently need an array of digital skills, such as, but not limited to, media capture, manipulation, and presentation. Students take several required digital courses (e.g. VACV140, VACV137, VACV230) and then reinforce/develop their digital skills across the major. Essential digital competencies associated with portfolio preparation and presentation are assessed within this course.

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

DEGREE COURSE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,C,10	3
COMP111 English Composition II C,2,4,10	3
VACV130 Media Scriptwriting	3
VACV135 Video Studio Production I	3
VACV137 Sound Design for Film and Video	3
VACV140 Digital Editing 1	3
VACV141 The Art of Independent Cinema 1	3
VACV142 The Art of Theatrical Cinema 1	3
VACV145 Filmmaking	3
VACV230 Motion Graphics C	3

Course	Credits
VACV231 Video Field Production C	3
VACV238 Cinematography C	3
VAMM250 Digital Arts Portfolio Seminar C,5,9	3
VAPH110 Digital Photography	
OR	
VAPH151 Introduction to Photography 1	3
VAPH211 Studio and Lighting Fundamentals	3
Mathematics/Science A,B,6,7	3/4
Social Science/Diversity E,3,8	3
Studio Electives (Choose from list)	9
Total Credit Hours	61/62

Studio Electives

(Select at least 9 credits):

Course	Credits
COMT103 Introduction to Acting	3
COMT106 Introduction to Improvisational Performance	3
JOUR175 News Reporting and Writing	3
MUSC124 Music Technology I	3
VACV235 Video Studio Production II C	3
VACV246 Film Production II C	3
VACV247 Advanced Cinema/Video Production C	3
VACV280 Cooperative Education - Media C	3
VAPH110 Digital Photography Fundamentals	3
VAPH151 Introduction to Photography 1	3
VAPH157 Photography II C	3
VAPH210 Digital Photography II C	3
VAPH257 Large Format Photography C	3
VAGD102 Illustration: Drawing and Digital C	3
VAMM100 Digital Imaging	3
VAMM110 Web Design C	3
VAMM130 3D Digital Modeling Concepts C	3
VAMM209 Multimedia Concepts I C	3
VAMM230 3D Digital Animation C	3

RECOMMENDED SEMESTER SEQUENCE

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,C,10	3
VACV135 Video Studio Production I	3
VACV137 Sound Design for Film and Video	3
VACV140 Digital Editing 1	3
VACV130 Media Scriptwriting	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II C,2,4,10	3
VACV145 Filmmaking	3
VACV231 Video Field Production C	3
VAPH151 Introduction to Photography 1	
OR	
VAPH110 Digital Photography	3
Social Science/Diversity E,3,8	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
VACV141 The Art of Independent Cinema 1	
OR	
VACV142 The Art of Theatrical Cinema 1	3
VACV230 Motion Graphics C	3
VACV238 Cinematography C	3
Studio Elective E	3
Mathematics/Science A,B,6,7	3/4
Total Credit Hours	15/16

FOURTH SEMESTER

Course	Credits
VACV141 The Art of Independent Cinema 1	
OR	
VACV142 The Art of Theatrical Cinema 1	3
VAMM250 Digital Arts Portfolio Seminar C,5,9	3
VAPH211 Studio and Lighting C	3
Studio Electives E	6
Total Credit Hours	15

A Placement testing required.
B Any of the following may be chosen: SCIE101, SCIE102, CHEM101
C Course requires prerequisite.
D Any Studio course from the list.
E Any of the following may be chosen: COMM111, ECON111, GEOG110, MUSC103, POLI111, PSYC110, SOCI110.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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

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

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

Communication Studies

Transfer Major

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

Department of the Arts: Communications Office
Hicks 125 • Phone (215) 968-8425
Curriculum Code: *1120*

The Communication Studies major is de-

signed to serve the needs and interests of students who want to explore various subject areas in the Communication 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. Students planning transfer into a Communication major at a four-year college find this program is suited to their individual needs.

Graduates of this program are able to

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

*To fulfill the technological competence requirement, students demonstrate proficiency in accessing, creating, and presenting a digital visual aid appropriate for public presentation in COMM240.

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

Course	Credits
COLL101 College Success Seminar	1
COMM101 Communication Theory	3
COMM105 Interpersonal Communication 2,3,8	3
COMM110 Effective Speaking A,4,5	3
COMM111 Media and Society 2,3,8	3
COMM240 Persuasive Communication D,2,4,9	3
COMP110 English Composition I A,10	3
COMP111 English Composition II D,2,4,10	3
COMT101 Introduction to Theatre 1	3
MATH115 Elementary Statistics A,E,6	3
SOCI110 Introduction to Sociology 3,8	3
Cinema Elective: VACV141 or VACV142 1	3
Social Science B	3
Electives F	6
Foreign Language and/or Literature B	3
College Level Science A,E,7	4
Program Electives C (choose from list)	12
Total Credit Hours	62

Program Electives

(Select at least 12 credits):

Course	Credits
COMM210 Voice and Articulation	3
COMM215 Intercultural Communication<	3
COMT103 Introduction to Acting	3
COMT106 Introduction to Improvisational Performance	3
COMT203 Acting II D	3
COMT206 Improvisational Performance II D	3
JOUR155 Advertising Copywriting	3
JOUR175 News Reporting and Writing D	3
JOUR275 Newspaper Editing and Page Layout D	3
JOUR276 Feature Writing for Print and Online Media D	3
JOUR277 Public Affairs Reporting D	3
JOUR278 Webcast News Production	3
MGMT100 Introduction to Business	3
MKTG200 Advertising	3
KINS126 Modern Dance	2
KINS130 Yoga	2
VACV130 Media Scriptwriting D	3
VACV135 Video Studio Production I D	3
VACV137 Sound Design for Film and Video	3
VACV140 Digital Video Editing	3
VACV141 Art of Independent Cinema	3
VACV142 Art of Theatrical Cinema	3
VACV145 Filmmaking	3
VAPH110 Digital Photography Fundamentals	3
VAPH210 Digital Photography II D	3
VAPH211 Studio and Lighting Fundamentals D	3
VAGD101 Layout and Basic Typography D	3
VAGD102 Illustration: Drawing/Digital D	3
VAMM100 Digital Imaging	3
VAMM110 Web Design D	3
VAMM120 Interface Design	3
VAMM209 Multimedia Concepts I D	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

Course	Credits
COLL101 College Success Seminar	1
COMM101 Communication Theory	3
COMM105 Interpersonal Communication 2,3,8	3
COMP110 English Composition I A,10	3
MATH115 Elementary Statistics A,D,6	3
SOCI110 Introduction to Sociology 2,8	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMM110 Effective Speaking A,4,5	3
COMP111 English Composition II A,2,4,10	3
COMT101 Introduction to Theatre 1	3
Program Elective C	3
Cinema Elective: VACV141 or VACV142 1	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
COMM111 Media and Society 2,3,8	3
College Level Science A,E,7	4
Foreign Language and/or Literature B	3
Program Electives C	3
Elective F	3
Total Credit Hours	16

FOURTH SEMESTER

Course	Credits
COMM240 Persuasive Communication D,2,4,9	3
Social Science B	3
Program Electives C	9
Elective F	3
Total Credit Hours	15

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen.
C Consult the list of Program Electives.
D Course requires pre-requisites.
E Choose from BIOL101, BIOL181, BIOL182, CHEM101, CHEM121, PHYS106 or PHYS107.
F Pre-college level courses do not meet this requirement.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Fine Arts

Transfer Major

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

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

Curriculum code No. *1001*

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

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.*

* In preparing and presenting a portfolio in VAFA250, students currently need an array of digital skills, such as, but not limited to, media capture, manipulation, and presentation. Students take at least one required digital course (e.g. VAMM100, VAPH110, or VACV140) and then reinforce/develop their digital skills across the major. Essential digital competencies associated with portfolio preparation and presentation will be assessed within this course.

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

DEGREE COURSE REQUIREMENTS*

Course	Credits
VAFA100 Drawing Fundamentals H,1	3
VAFA101 2-D Design Fundamentals	3
VAFA102 3-D Design Fundamentals	3
VAFA103 Drawing Composition H	3
VAFA104 2-D Design Color H	3
VAFA105 3-D Design Materials/Modeling H	3
VAFA200 Drawing Anatomy H	3
VAFA250 Fine Arts and Design Portfolio StudioH,5,9	3
VAFA202 Figure Drawing H	3
COLL101 College Success Seminar	1
COMP110 English Composition I A,H,10	3
COMP111 English Composition II H,2,4,10	3
Social Science/Diversity B,3,8	3
Art History C,H,1	6
Math/Science A,D,6,7	3/4
Elective G	3
Digital Elective E	3
Studio Electives F	9
Total Credit Hours	61/62

RECOMMENDED SEMESTER SEQUENCE

The recommended course sequence is designed for full-time students who average l5 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
VAFA100 Drawing Fundamentals H,1	3
VAFA101 2-D Design Fundamentals	3
VAFA102 3-D Design Fundamentals	3
COMP110 English Composition I A,H,10	3
Art History C,H,1	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
VAFA103 Drawing Composition H	3
VAFA104 2-D Design Color H	3

Course	Credits
VAFA105 3-D Design Materials/Modeling H	3
COMP111 English Composition II H,2,4,10	3
Art History C,H,1	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
VAFA200 Drawing Anatomy H	3
Math/Science A,D,6,7	3/4
Digital Elective E	3
Studio Elective F	6
Total Credit Hours	15/16

FOURTH SEMESTER

Course	Credits
VAFA202 Figure Drawing H	3
VAFA250 Fine Arts and Design Portfolio StudioH,5,9	3
Elective G	3
Social Science/Diversity B,3,8	3
Studio Elective F	3
Total Credit Hours	15

A Placement testing required.
B Any of the following may be chosen: COMM111, ECON111, GEOG110, MUSC103, POLI111, PSYC110, SOCI110, SOCI120.
C Any of the following may be chosen: VAFA191, VAFA192, VAFA193.
D Any of the following may be chosen: SCIE101, SCIE102, CHEM101.
E Any of the following may be chosen: VAMM100, VAPH110, VACV140.
F Any 3-credit studio course with the prefix of VAFA, VAGD, VAPH, VAFW, and/or VAMM may be selected.
G Any college-level course may be chosen..
H Course requires prerequisite and/or co-requisite.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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

Fine Woodworking

Transfer Major

Department of the Arts
Hicks Art Center • Phone (215) 968-8425
Curriculum Code No. *1187*

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.*

* In preparing and presenting a portfolio in VAFA250, students currently need an array of digital skills, such as, but not limited to, media capture, manipulation, and presentation. Students take several required digital course (e.g. VAMM100, VAGD101, VAGD201, VAMM110) and then reinforce/develop their digital skills across the major. Essential digital competencies associated with portfolio preparation and presentation will be assessed within this course.

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

DEGREE COURSE REQUIREMENTS*

Course	Credits
VAFA100 Drawing Fundamentals F,1	3
VAFA101 2-D Design Fundamentals	3
VAFA102 3-D Design Fundamentals	3
VAFA103 Drawing Composition F	3
VAFA104 2-D Design Color F	3
VAFA105 3-D Design Materials/Modeling F	3
VAPH110 Digital Photo Fundamentals 1	3
VAFW190 History of American Furniture F	3
VAFA250 Fine Arts and Design Portfolio Studio F,5,9	3
VAFW100 Fine Woodworking Fundamentals 1	3
VAFW140 Cabinetmaking F	3
VAMM130 3-D Modeling Concepts	3
COLL101 College Success Seminar	1
COMP110 English Composition I A,F,10	3
COMP111 English Composition II F,2,4,10	3
Art History C,F,1	3
Math/Science A,D,7,8	3/4
Social Science/Diversity B,3,8	3
Elective E	3
Fine Wood Studio Electives (Choose from list)	6
Total Credit Hours	61/62

Fine Wood Studio Electives

(select at least 6 credits)

Course	Credits
VACV140 Digital Video Editing	3
VAFW133 Woodcarving/Furniture	3
VAFW136 Bending and Veneering F	3
VAFW137 Chair Construction F	3
VAFW138 Table Systems F	3
VAFW145 Conceptual Furniture	3
VAFW180 Woodturning	3
VAFW181 Woodturning II F	3
VAFW280 Cooperative Education/Fine Woodworking F	3
VAFA107 Intro to Jewelry and Metalsmithing	3
VAFA141 Introduction to Sculpture	3
VAFA147 Introduction to Glassblowing	3
VAFA181 Introduction to Ceramics	3
VAFA200 Drawing Anatomy F	3

Course	Credits
VAFA246 Sculpture/Foundry F	3

RECOMMENDED SEMESTER SEQUENCE

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
VAFA100 Drawing Fundamentals F,1	3
VAFA101 2-D Design Fundamentals	3
VAFA102 3-D Design Fundamentals	3
COMP110 English Composition I A,F,10	3
Art History C,F,1	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
VAFA103 Drawing Composition F	3
VAFW100 Fine Woodworking Fundamentals 1	3
VAFA105 3-D Design Materials/Modeling F	3
VAFW190 History of American Furniture F	3
COMP111 English Composition II F,2,410	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
VAFA104 2-D Design Color F	3
VAMM130 3-D Modeling Concepts	3
VAFW140 Cabinetmaking F	3
Fine Woodworking Elective (Choose from list)	3
Math/Science A,D,6,7	3/4
Total Credit Hours	15/16

FOURTH SEMESTER

Course	Credits
VAFA250 Fine Arts and Design Portfolio Studio F,5,9	3
VAPH110 Digital Photo Fundamentals 1	3
Social Science/Diversity B,3,8	3
Fine Wood Studio Elective (Choose from list)	3
Elective E	3
Total Credit Hours	15

A Placement testing required.
B Any of the following may be chosen: COMM111, ECON111, GEOG110, MUSC103, POLI111, PSYC110, SOCI110, SOCI120.
C Any of the following may be chosen: VAFA191, VAFA192, VAFA193.
D Any of the following may be chosen: SCIE101, SCIE102, CHEM101.
E Any college-level course may be chosen.
F Course requires prerequisite and/or corequisite.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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

Furniture and Cabinetmaking

Certificate Program

Gainful Employment disclosure information is available for this program of study.

Department of the Arts
Hicks Art Center • Phone (215) 968-8425
Curriculum Code No. *3187*

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.
- Design furniture and parts of furniture two dimensionally using digital and manual drawing techniques.
- Prepare and present a formal, professional-quality portfolio of work which may be used to apply for a position in the field.

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

CERTIFICATE COURSE REQUIREMENTS*

Course	Credits
COLL101 College Success Seminar	1
VAFW100 Fine Woodworking Fundamentals	3
VAFW140 Cabinetmaking B	3
VAFA100 Drawing Fundamentals A	3
VAMM130 3-D Modeling Concepts	3
VAFW138 Table Systems B	3
VAFW136 Bending and Veneering B	3
VAFA193 History of Modern Art	3
OR	
VAFW190 History of American Furniture	3
VAFA250 Fine Arts and Design Portfolio StudioB	3
VAFW Fine Wood Studio Electives	
OR	
Co-op B	6
Total Credit Hours	31

Suggested Electives

(select 2 courses):

Course	Credits
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.
BRequires 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

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
Curriculum Code No. *1110*

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 fundamental 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.*

* In preparing and presenting a portfolio in VAFA250, students currently need an array of digital skills, such as, but not limited to, media capture, manipulation, and presentation. Students take several required digital courses (e.g. VAMM100, VAGD101, VAGD102, VAGD201, VAMM110) and then reinforce/develop their digital skills across the major. Essential digital competencies associated with portfolio preparation and presentation are assessed within this course.

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

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

DEGREE COURSE REQUIREMENTS*

Course	Credits
VAFA100 Drawing Fundamentals E,1	3
VAFA101 2-D Design Fundamentals	3
VAFA102 3-D Design Fundamentals	3
VAFA103 Drawing Composition E	3
VAFA104 2-D Design Color E	3
VAFA250 Fine Arts and Design Portfolio Studio E,5,9	3
VAGD101 Layout and Basic Typography E	3
VAGD102 Illustration: Drawing and Digital E	3
VAGD201 Graphic Design E	3
VAMM100 Digital Imaging	3
VAMM110 Web and Interactive Design E	3
COLL101 College Success Seminar	1
COMP110 English Composition I A,E,10	3
COMP111 English Composition II E,2,4,10	3
Art History C,E,1	6
Math/Science A,D,6,7	3/4
Social Science/Diversity B,3,8	3
Elective G	3
Studio Electives F	6
Total Credit Hours	61/62

RECOMMENDED SEMESTER SEQUENCE

The recommended course sequence is designed for full time students who average l5 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
VAFA100 Drawing Fundamentals E,1	3
VAFA101 2-D Design Fundamentals	3
VAFA102 3-D Design Fundamentals	3
VAMM100 Digital Imaging	3
COMP110 English Composition I A,E,10	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
VAFA103 Drawing Composition E	3
VAFA104 2-D Design Color E	3
VAGD101 Layout and Basic Typography E	3
COMP111 English Composition II E,2,4,10	3
Art History C,E,1	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
VAGD201 Graphic Design E	3
VAMM110 Web and Interactive Design E	3
Art History C,E,1	3
Studio Elective F	3
Social Science/Diversity B,3,8	3
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
VAGD102 Illustration: Drawing and Digital E	3
VAFA250 Fine Arts and Design Portfolio Studio E,5,9	3
Math/Science A,D,6,7	3/4
Studio Elective F	3
Elective G	3
Total Credit Hours	15/16

A Placement testing required.
B Any of the following may be chosen: COMM111, ECON111, GEOG110, MUSC103, POLI111, PSYC110, SOCI110, SOCI120.
C Choose one or two of the following for Arts/Humanities: VAFA191, VAFA192, VAFA193; VAGD190 is also an available art history elective.
D Any of the following may be chosen: SCIE101, SCIE102, CHEM101.
E Course requires prerequisite and/or co-requisite.
FAny of the following may be chosen: VACV140, VACV235, VAFA105, VAPH110, VAPH210, VAPH211, VAFA160, VAFA161, VAFA171, VAFA200, VAFA202, VAGD280, VAMM120, VAMM209, VAMM210.
G MGMT100, MGMT110, MKTG200, MKTG220 are recommended. However, any college-level course may be chosen to fulfill this free elective.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.

3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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

Multimedia & Digital Arts

Transfer Major

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
Curriculum code No. *1175*

The Multimedia & Digital Arts Transfer Major provides students with experiences creating image, text, sound, and video, with an emphasis on digital media. Using interactive design, students will combine these different digital components into projects that convey their ideas as Web sites, multimedia or digital arts projects. The Multimedia & Digital Arts 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 digital designer. Digital 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

- » Design and create web sites, digital art and multimedia projects;
- » 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 employment; and*
- » apply skills associated with the digital arts including: digital imaging, digital video, photography, web design, and multimedia.

* In preparing and presenting a portfolio in VAMM250, students currently need an array of digital skills, such as, but not limited to, media capture, manipulation, and presentation. Students take several required digital course (e.g. VAMM100, VAGD101, VAGD201, VAMM110) and then reinforce/develop their digital skills across the major. Essential digital competencies associated with portfolio preparation and presentation will be assessed within this course.

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

Course	Credits
COLL101 College Success Seminar	1
VACV140 Digital Editing	3
VACV145 Filmmaking	3
VACV230 Motion Graphics D	3
VAFA100 Drawing Fundamentals D	3
OR	
VAFA111 Drawing Basics 1	3
VAMM100 Digital Imaging 1	3
VAMM110 Web and Interactive Design D	3
VAMM120 Interface Design	3
VAMM130 3D Modeling Concepts D	3
VAMM209 Multimedia Concepts I D	3
VAMM250 Digital Arts Portfolio Studio D,5,9	3
VAPH110 Digital Photography Fundamentals	3
COMP110 English Composition I A,10	3
COMP111 English Composition II D,2,4,10	3
Art or Flim History C,1	6
Math/Science A,B,6,7	3/4
Social Science/Diversity E,3,8	3
Program Electives	9
Total Credit Hours	61/62

Multimedia Studio Electives

(select at least 12 credits)

Course	Credits
CISC113 Visual Basic Programming A,D	3
CISC115 Computer Science 1 A,D	3
CISC135 Programming for Mobile Devices D	3
COMM111 Media and Society	3
MGMT100 Introduction to Business	3
MGMT155 Introduction to Entrepreneurship	3
MKTG220 Digital Marketing	3
MKTG230 Social Media Marketing	3
MUSC124 Music Technology	3
VACV141 Art of Independent Cinema A	3
VACV142 Art of Theatrical Cinema A	3
VACV231 Video Film Production D	3
VACV238 Cinematography D	3
VACV247 Advanced Cinema Video Production D	3
VAGD101 Layout and Typography D	3
VAGD102 Illustration: Drawing and Digital D	3
VAFA100 Drawing Fundamentals A,D	3
VAFA104 2-D Design Color D	3
VAFA191 Art History Before 1450 A,D	3
VAFA192 Art History After 1450 A	3
VAFA193 Modern Art History A,D	3
VAPH196 History of Photography A,D	3
VAPH210 Digital Photography II D	3
VAPH211 Studio Light D	3

RECOMMENDED SEMESTER SEQUENCE

The recommended course sequence is designed for full- time students who average l5 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
VAFA100 Drawing Fundamentals A,D,1	
OR	
VAFA111 Drawing Basics 1	3
VAMM100 Digital Imaging 1	3
COMP110 English Composition I A,10	3
VACV140 Digital Editing	3

Course	Credits
Art or Film History A,C,1	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
VAMM120 Interface Design	3
VAMM110 Web and Interactive Design D	3
VAPH110 Digital Photography Fundamentals	3
COMP111 English Composition II D,2,4,10	3
Art or Film History A,C,1	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
VACV145 Filmmaking	3
VAMM130 3D Modeling Concepts D	3
VAMM209 Multimedia Concepts I D	3
Program Elective	3
Math/Science A,B,6,7	3/4
Total Credit Hours	15/16
Math/Science A,B,6,7	3/4
Total Credit Hours	15/16

FOURTH SEMESTER

Course	Credits
VACV230 Motion Graphics D	3
VAMM250 Digital Arts Portfolio Studio D,5,9	3
Program Electives	6
Social Science/Diversity E,3,8	3
Total Credit Hours	15

A Placement testing required.
B Any of the following may be chosen: SCIE101, SCIE102, CHEM101.
C Any of the following may be chosen: VAFA191,VAFA192, VAFA193, VACV141, VAPH196.
D Course requires prerequisite.
E Any of the following may be chosen: COMM111, ECON111, GEOG110, HIST111, HIST112, HIST113, HIST114, HIST151, HIST152, MUSC103, POLI111, PSYC110, SOCI110, SOCI120.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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

Music

Transfer Major

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) 968-8425
Curriculum Code No. *1019*

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 Music 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 solfege methodologies.

*To fulfill the technological competence requirement, students apply music- specific digital software in MUSC124 to create music compositions.

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

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,C,10	3
COMP111 English Composition II C,2,4,10	3
MUSC103 World Music 3,8	3
MUSC111 Music Theory I B,C	3
MUSC112 Music Theory II B,C	3
MUSC115 Ear Training I B,C	3
MUSC116 Ear Training II B,C	3
MUSC124 Music Technology 9	3
MUSC201 Musical Styles and Literature: Music before 1750 B,C	3
MUSC202 Music Styles and Literature: Music after 1750 B,C,5	3
MUSC211 Music Theory III B,C	3
MUSC212 Music Theory IV B,C	3
MUSC215 Ear Training III B,C	3
MUSC216 Ear Training IV B,C	3
MUSE101 Concert Choir B	1
MUSG165 Group Instruction in Piano Level I B	1
MUSL111 Principal Lesson I B,C	1
MUSL112 Principal Lesson II B,C	1
MUSL211 Principal Lesson III B,C	2
MUSL212 Principal Lesson IV B,C	2
Math/Science A,D,6,7	3/4

Course	Credits
Ensembles B,E	4
Musical Survey F,1	3
Total Credit Hours	61/62

RECOMMENDED SEMESTER SEQUENCE

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

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,C,10	3
MUSC111 Music Theory I B,C	3
MUSC115 Ear Training I B,C	3
MUSC124 Music Technology 9	3
MUSL111 Principal Lesson I B,C	1
MUSG165 Group Instruction in Piano Level I B	1
MUSE101 Concert Choir B	1
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II C,2,4,10	3
MUSC112 Music Theory II B,C	3
MUSC116 Ear Training II B,C	3
MUSL112 Principal Lesson II B,C	1
Ensemble B,E	1
Music Survey F,1	3
Total Credit Hours	14

THIRD SEMESTER

Course	Credits
MUSC201 Musical Styles and Literature: Music before 1750 B,C	3
MUSC211 Music Theory III B,C	3
MUSC215 Ear Training III B,C	3
MUSL211 Principal Lesson III B,C	2
Math/Science A,D,6,7	3/4
Ensemble B,E	1
Total Credit Hours	15/16

FOURTH SEMESTER

Course	Credits
MUSC202 Music Styles and Literature: Music after 1750 B,C,5	3
MUSC212 Music Theory IV B,C	3
MUSC216 Ear Training IV B,C	3
MUSC103 World Music 3,8	3
MUSL212 Principal Lesson IV B,C	2
Ensemble B,E	1
Ensemble B,E	1
Total Credit Hours	16

A Placement testing is required.
B Audition and/or placement testing required.
C Course requires prerequisite and/or co-requisite.
D Any of the following may be chosen: SCIE101, SCIE102, CHEM101.
E Any of the following may be chosen: MUSE101, MUSE115, MUSE121, MUSE140, MUSE151, MUSE155, MUSE201. All Ensemble courses may be repeated for credit.
F Any of the following may be chosen: MUSC101, 105, 106.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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

Photography

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
Curriculum code No. *1195*

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 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.

* In preparing and presenting a portfolio in VAMM250, students currently need an array of digital skills, such as, but not limited to, media capture, manipulation, and presentation. Students take several required digital course (e.g. VAMM100, VAGD101, VAGD201, VAMM110) and then reinforce/develop their digital skills across the major. Essential digital competencies associated with portfolio preparation and presentation will be assessed within this course.

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.

DEGREE COURSE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,10	3
COMP111 English Composition II E,2,4,10	3
VACV140 Digital Editing 1	3
VAFA101 2-D Design Fundamentals	3
VAMM100 Digital Imaging 1	3

Course	Credits
VAMM110 Web and Interactive Design E	3
VAMM250 Digital Arts Portfolio Studio E,5,9	3
VAPH110 Digital Photography Fundamentals 1	3
VAPH151 Intro to Photography 1	3
VAPH157 Photography II E	3
VAPH196 Photo History 1	3
VAPH210 Digital Photography II E	3
VAPH211 Studio Lighting Fundamentals E	3
VAPH257 Large Format Photography E	3
Art or Film History C,1	3
Math/Science A,D,6,7	3/4
Social Science/Diversity B,3,8	3
Studio Electives F	9
Total Credit Hours	61/62

RECOMMENDED SEMESTER SEQUENCE

The recommended course sequence is designed for full- time students who average l5 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,10	3
VAFA101 2-D Design Fundamentals	3
VAMM100 Digital Imaging 1	3
VAPH151 Intro to Photography 1	3
VAPH196 Photo History 1	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II E,2,4,10	3
VAPH157 Photography II E	3
VAPH110 Digital Photography Fundamentals 1	3
Art or Film History C,1	3
VAMM110 Web and Interactive Design E	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
VAPH210 Digital Photography II E	3
VAPH211 Studio Lighting Fundamentals E	3
Studio Electives F	6
Math/Science A,D,6,7	3/4
Total Credit Hours	15/16

FOURTH SEMESTER

Course	Credits
VACV140 Digital Editing 1	3
VAMM250 Digital Arts Portfolio Studio E,5,9	3
VAPH257 Large Format Photography E	3
Social Science/Diversity B,3,8	3
Studio Electives F	3
Total Credit Hours	15

A Placement testing required.
B Any of the following may be chosen: COMM111, ECON111, GEOG110, MUSC103, POLI111, PSYC110, SOCI110, SOCI120.
C Any of the following may be chosen: VAFA191, VAFA192, VAFA193, VACV142.
D Any of the following may be chosen: SCIE101, SCIE102, CHEM101.
E Course requires prerequisite and/or corequisite.
F Any studio course from VACV, VAMM, VAFA, VAGD or VAPH.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

Bucks County Community College is an accredited institutional member of the National Association of Schools of Arts and Design. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Applied Photography

Certificate Program

Gainful Employment disclosure information is available for this program of study.

Department of the Arts
Hicks Art Center • Phone (215) 968-8425
Curriculum Code No. *3185*

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.
- » 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*

Course	Credits
COLL101 College Success Seminar	1
VAMM100 Digital Imaging	3
VAPH110 Digital Photography Fundamentals	3
VAPH151 Introduction to Photography	3
VAFA193 History of Modern Art	3
OR	
VAPH196 History of Photography	3
VAPH157 Photography II A	3
VAPH210 Digital Photography II A	3
VAPH211 Studio Lighting for Photography A	3
Electives	6
Total Credit Hours	28

Suggested Electives (Select two):

Course	Credits
MGMT100 Introduction to Business	3
VACV140 Digital Editing	3
VACV231 Video Field Production	3

Course	Credits
VAMM250 Digital Arts Portfolio Studio A	3
VAPH257 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.

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

Web Designer and Multimedia

Certificate Program

Gainful Employment disclosure information is available for this program of study.

Department of the Arts
Hicks Art Center • Phone (215) 968-8425
Curriculum Code No. *3147*

The Web and Multimedia Designer certificate trains students to design and create web sites and multimedia applications for the World Wide Web. Students complete courses in this program to build skills in design techniques, information management, project development and project design. Selection of course content continues to be developed to best prepare students for employment in this growing field. Students learn software applications employed by professionals in this field. This certificate prepares students for employment opportunities 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.*es.*

Graduates of this program are able to use software tools and visual design concepts to create assets for web pages and sites;

apply screen design, and user interface development techniques appropriate to web sites and multimedia applications; and

use scripting and tagging languages appropriate for web page and application construction.

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*

Course	Credits
College Success Seminar	1
VACV140 Digital Editing	3
VACV230 Motion Graphics A	3
VAMM100 Digital Imaging	3
VAMM110 Web and Interactive Design A	3
VAMM120 Interface Design	3
VAMM209 Multimedia Concepts I A	3
VAPH110 Digital Photography	3
Multimedia Electives	6
Total Credit Hours	28

Multimedia Electives

(select 2 courses):

Course	Credits
CISC113 Visual Basic Programming I A,D	3
MGMT100 Introduction to Business	3
MGMT155 Introduction to Entrepreneurship	3
MKTG220Digital Marketing	3
MKTG230 Social Media Marketing	3
MUSC124 Music Technology	3
VACV137 Sound Design for Film & Video	3
VAMM130 3-D Modeling Concepts A	3

A Course requires prerequisite.
D Placement testing required.

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

Business Studies

ASSOCIATE DEGREE PROGRAMS

Transfer

1009 Business Administration

Occupational

2016 Accounting
2056 Chef Apprenticeship: Foods emphasis
2098 Chef Apprenticeship: Pastry emphasis
2054 Entrepreneurship + Small Business Management
2101 Food Service Management
2022 Hospitality Tourism Management
2015 Management/Marketing
2171 Meeting, Convention + Event Planning
2068 Occupational Studies
2070 Technical Entrepreneurship
2128 Paralegal Studies
2017 Retail Management

CERTIFICATE PROGRAMS

3176 Accounting & Taxation
3145 Bookkeeping
3154 Culinary Arts
3073 HMRI Supervision
3172 Meeting, Convention + Event Planning
3129 Paralegal

Accounting

Occupational Major

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

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
Curriculum Code No. *2016*

This major is designed for two-year accounting paraprofessionals, 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

Course	Credits
ACCT105 Financial Accounting D	4
ACCT106 Managerial Accounting D	4
ACCT130 Accounting Applications for the Computer D,9	3
ACCT200 Intermediate Accounting I D	3
ACCT201 Intermediate Accounting II D	3
ACCT210 Cost Accounting I D	3
ACCT240 Federal and State Taxes I D	3
ACCT241 Federal and State Taxes II D	3
ACCT280 Cooperative Education B	3
COLL101 College Success Seminar	1
COMM110 Effective Speaking D,5	3
CISC110 Introduction to Information SystemsD	3
MGMT100 Introduction to Business 2,3,4,8	3
MGMT120 Business Math A,6	3
MGMT130 Business Law	3
OR	
MKTG100 Principles of Marketing D	3
SCIE108 Discoveries in Chemistry: A History 7	3
College level Writing A,D,F,10	6
Arts/Humanities E,1	3
Accounting Electives C	6
Total Credit Hours	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 program requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

FIRST SEMESTER

Course	Credits
ACCT105 Financial Accounting D	4
COLL101 College Success Seminar	1
College level Writing A,E,F,10	3
MGMT100 Introduction to Business 2,3,4,8	3
MGMT120 Business Math A,6	3
Arts/Humanities E,1	3
Total Credit Hours	17

SECOND SEMESTER

Course	Credits
ACCT106 Managerial Accounting D	4
CISC110 Introduction to Information Systems D	3
MGMT130 Business Law	3
OR	
MKTG100 Principles of Marketing D	3
COMM110 Effective Speaking D,5	3
College level Writing A,E,F,10	3
Total Credit Hours	16

THIRD SEMESTER

Course	Credits
ACCT130 Accounting Applications for the Computer D,9	3
ACCT200 Intermediate Accounting I D	3
ACCT240 Federal and State Taxes I D	3
ACCT210 Cost Accounting I D	3
SCIE108 Discoveries in Chemistry: A History 7	3
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
ACCT201 Intermediate Accounting II D	3
ACCT241 Federal and State Taxes II D	3
ACCT280 Cooperative Education-Accounting B	3
Accounting Electives C	6
Total Credit Hours	15

A Placement testing required.
B All academically qualified students must enroll in ACCT280.
C Select any one of the following (with proper prerequisites): ACCT110, ACCT120, ACCT230, ACCT250.
D Course requires prerequisite.
E Consult the list of courses approved for this subcategory. Any course may be chosen.
F Select any two of the following (with proper prerequisites): MGMT135, COMP110, COMP111.
1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Accounting & Taxation

Certificate Major

Gainful Employment disclosure information is available for this program of study.

Department of Business Studies
Penn 401 • Phone (215) 968-8227
Curriculum Code No. *3176*

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

Course	Credits
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
COLL101 College Success Seminar	1
MGMT135 Business Communication A,B	3
MGMT120 Business Mathematics A,B	3
Total Credit Hours	36

RECOMMENDED SEMESTER SEQUENCE

FIRST SEMESTER

Course	Credits
ACCT103 Introductory Accounting	3
COLL101 College Success Seminar	1
MGMT135 Business Communication A,B	3
Total Credit Hours	7

SECOND SEMESTER

Course	Credits
ACCT105 Financial Accounting B	4
MGMT120 Business Mathematics A,B	3
Total Credit Hours	7

SUMMER SESSION

Course	Credits
ACCT106 Managerial Accounting B	4
ACCT130 Accounting Applications for the Commuter B	3
Total Credit Hours	7

THIRD SEMESTER

Course	Credits
ACCT200 Intermediate Accounting I B	3
ACCT240 Federal and State Taxes I B	3
Total Credit Hours	6

FOURTH SEMESTER

Course	Credits
ACCT201 Intermediate Accounting II B	3
ACCT241 Federal and State Taxes II B	3
ACCT250 Auditing B	3
Total Credit Hours	9

A Placement testing required
B Course requires prerequisite.

Bookkeeping

Certificate Major

Gainful Employment disclosure information is available for this program of study.

Department of Business Studies
Penn 401 • Phone (215) 968-8227
Curriculum Code No. *3145*

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

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

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

Course	Credits
ACCT103 Introductory Accounting*	3
ACCT105 Financial Accounting B	4
ACCT106 Managerial Accounting B	4
ACCT120 Payroll Records and Accounting B	3
ACCT130 Accounting Applications for the Computer B	3
ACCT280 Cooperative Education - Accounting B	3
COLL101 College Success Seminar	1
CISC110 Introduction to Information Systems B	3
MGMT120 Business Mathematics A,B	3
MGMT135 Business Communication A,B	3
MGMT175 javascript:; Professional Development	3
Total Credit Hours	33

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.

* For face to face sections, must be enrolled in sections using computer lab
A Placement Testing Required
B Course requires prerequisite.

Business Administration

Transfer Major

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

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
Curriculum Code No. *1009*

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

Course	Credits
ACCT105 Financial Accounting E	4
ACCT106 Managerial Accounting E	4
COLL101 College Success Seminar	1
COMP110 English Composition I A,E,1,10	3
COMP111 English Composition II E,2,4,10	
OR	
MGMT135 Business Communication E,2,4,10	3
COMM110 Effective Speaking E,4,5	3
CISC110 Introduction to Information Systems E,9	3
ECON111 Principles of Economics: Macro 2,3,8	3
ECON112 Principles of Economics: Micro 2	3
MGMT100 Introduction to Business 2,3,4,8	3
MGMT130 Business Law	3
OR	
MGMT180 Legal Environment of Business	3
MGMT230 Principles of Management E	3
MKTG100 Principles of Marketing E	3
MATH115 Elementary Statistics E,2,6	3
MATH118 Business Calculus E,6	
OR	
MATH140 Calculus I E,6	3/4
ARTS/HUMANITIES B,1	3
Laboratory Science C,7	4
Electives D	9
Total Credit Hours	61/62

RECOMMENDED SEMESTER SEQUENCE

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

FIRST SEMESTER

Course	Credits
ACCT105 Financial Accounting E	4
CISC110 Introduction to Information Systems E,9	3
COLL101 College Success Seminar	1
COMP110 English Composition I A,E,1,10	3
MGMT100 Introduction to Business 2,3,4,8	3
MATH115 Elementary Statistics E,2,6	3
Total Credit Hours	17

SECOND SEMESTER

Course	Credits
ACCT106 Managerial Accounting E	4
MKTG100 Principles of Marketing E	3
COMP111 English Composition II E,2,4,10	
OR	
MGMT135 Business Communications E,2,4,10	3
MATH118 Business Calculus E,6	3
OR	
MATH140 Calculus I E,6	4
Elective D	3
Total Credit Hours	16/17

THIRD SEMESTER

Course	Credits
MGMT130 Business Law	3
OR	
MGMT180 Legal Environment of Business	3
ECON111 Principles of Economics: Macro 2,3,8	3
COMM110 Effective Speaking E,4,5	3
MGMT230 Principles of Management E	3
Elective D	3
Total Credit Hour	15

FOURTH SEMESTER

Course	Credits
ART/HUMANITIES B,1	3
ECON112 Principles of Economics: Micro 2	3
Laboratory Science C,7	4
Elective D	3
Total Credit Hours	13

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: BIOL101, BIOL 181, CHEM101, PHYS106, SCIE103
D Pre-college level courses do not meet this requirement.
E Course requires prerequisite.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

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 - Curriculum Code No. 2056

Pastry Emphasis - Curriculum Code No. 2098

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 Journeymen Cooks papers from the United States Department of Labor. Major requirements include 6,000 hours of supervised and documented on-the-job training and educational courses that support and enhance the work experience.

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

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

Graduates 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

DEGREE COURSE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking B,2,10	3
COMP110 English Composition I A,B,1	3
HIST152 U.S. History: Modern America 4	3
HLTH120 Nutrition 7	3
Hosp100 Introduction to Tourism and Hospitality	3
HOSP105 Safety and Sanitation Certification Course	3
CULN120 Basic Food Preparation and Management B	3
CULN121 Advanced Food Preparation and Management B,7	3
CULN130 Baking and Decorating -- Techniques and Procedures B,3	3
CULN131 Buffet Planning and Preparation/Basic B	3
CULN132 Buffet Planning and Preparation/Advanced B,3	3
CULN140 Culinary Arts Practicum B,9	2
CULN141 Culinary Arts Practicum B,9	2
CULN142 Culinary Arts Practicum B.9	2
CULN143 Culinary Arts Practicum B,9	2
CULN144 Culinary Arts Practicum B,9	2
CULN145 Culinary Arts Practicum B,9	2
CULN202 Food Purchasing/Techniques and Procedures B	3
CULN203 Menu Planning/Costing/Design B	3
CULN Elective	3
MGMT100 Introduction to Business 5,6,10	3
MGMT120 Business Mathematics A,B,8	3
MGMT135 Business Communication A,B,1,10	3
Total Credit Hours	64

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

Course	Credits
COLL101 College Success Seminar	1
HOSP100 Introduction to Tourism and Hospitality	3
HOSP105 Safety and Sanitation Certification Course	3
CULN140 Culinary Arts Practicum B,9	2
Total Credit Hours	9

SECOND SEMESTER

Course	Credits
CULN120 Basic Food Preparation and Management B	3
CULN130 Baking and Decorating -- Techniques and Procedures B,3	3
CULN141 Culinary Arts Practicum B,9	2
Total Credit Hours	8

SUMMER SESSION

Course	Credits
COMP110 English Composition I A,B,1	3
MGMT100 Introduction to Business 5,6,10	3
Total Credit Hours	6

THIRD SEMESTER

Course	Credits
CULN121 Advanced Food Preparation and Management B,7	3

Course	Credits
CULN131 Buffet Planning and Preparation/Basic B	3
CULN142 Culinary Arts Practicum B,9	2
Total Credit Hours	8

FOURTH SEMESTER

Course	Credits
CULN202 Food Purchasing/Techniques and Procedures B	3
MGMT120 Business Mathematics A,B,8	3
CULN143 Culinary Arts Practicum B,9	2
Total Credit Hours	8

SUMMER SESSION

Course	Credits
COMM110 Effective Speaking B,2,10	3
HIST152 U.S. History: Modern America 4	3
Total Credit Hours	6

FIFTH SEMESTER

Course	Credits
HLTH120 Nutrition 7	3
CULN144 Culinary Arts Practicum B,9	2
CULN203 Menu Planning/Costing/Design B	3
Total Credit Hours	8

SIXTH SEMESTER

Course	Credits
CULN132 Buffet Planning and Preparation/Advanced B,3	3
CULN145 Culinary Arts Practicum B,9	2
MGMT135 Business Communication A,B,1,10	3
CULN Elective	3
Total Credit Hours	11

A Placement testing required.

B Course requires prerequisite.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

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 CULN and MGMT courses listed. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

CHEF APPRENTICESHIP: Pastry Emphasis

DEGREE COURSE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking B	3
COMP110 English Composition I A,B,1	3
HLTH120 Nutrition	3
HIST152 U.S. History: Modern America	3
HOSP100 Introduction to Tourism and Hospitality	3
HOSP105 Safety and Sanitation Certification Course	3
CULN120 Basic Food Preparation and Management B	3
CULN121 Advanced Food Preparation and Management B	3
CULN130 Baking and Decorating -- Techniques and Procedures B,3	3
CULN140 Culinary Arts Practicum B,9/sup>	2
CULN141 Culinary Arts Practicum B,9	2
CULN142 Culinary Arts Practicum B	2
CULN143 Culinary Arts Practicum B	2
CULN144 Culinary Arts Practicum B	2
CULN145 Culinary Arts Practicum B	2
CULN202 Food Purchasing/Techniques and Procedures B	3
CULN203 Menu Planning/Costing/Design B	3
CULN291 Independent Study I B	1
CULN292 Independent Study II B	2
CULN293 Independent Study III B	3
CULN Elective	3
MGMT100 Introduction to Business 5,6,10	3
MGMT120 Business Mathematics A,B	3
MGMT135 Business Communication A,B	3
Total Credit Hours	64

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

Course	Credits
COLL101 College Success Seminar	1
HOSP100 Introduction to Tourism and Hospitality	3
CULN140 Culinary Arts Practicum B,9	2
HOSP105 Safety and Sanitation Certification Course	3
Total Credit Hours	9

SECOND SEMESTER

Course	Credits
CULN120 Basic Food Preparation and Management B	3
CULN130 Baking and Decorating -- Technique and Procedures B,3	3
CULN141 Culinary Arts Practicum B,9	2
Total Credit Hours	8

SUMMER SESSION

Course	Credits
COMP110 English Composition I A,B,1	3

Course	Credits
MGMT100 Introduction to Business 5,6,10	3
Total Credit Hours	6

THIRD SEMESTER

Course	Credits
CULN121 Advanced Food Preparation & Management B	3
CULN142 Culinary Arts Practicum B	2
CULN291 Independent Study I B	1
CULN292 Independent Study II B	2
Total Credit Hours	8

FOURTH SEMESTER

Course	Credits
CULN143 Culinary Arts Practicum B,9	2
CULN202 Food Purchasing/Techniques and Procedures B	3
MGMT120 Business Mathematics A,B,8	3
Total Credit Hours	8

SUMMER SESSION

Course	Credits
COMM110 Effective Speaking B,2,10	3
HIST152 U.S. History: Modern America 4	3
Total Credit Hours	6

FIFTH SEMESTER

Course	Credits
HLTH120 Nutrition 7	3
CULN144 Culinary Arts Practicum B,9	2
CULN203 Menu Planning/Costing/Design B	3
Total Credit Hours	8

SIXTH SEMESTER

Course	Credits
CULN145 Culinary Arts Practicum B,9	2
CULN293 Independent Study III B	3
MGMT135 Business Communication A,B,1,10	3
CULN Elective	3
Total Credit Hours	11

APlacement testing required.
B Course requires prerequisite.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

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 CULN, MGMT and INDP courses listed. Credits exceeding the required minimum cannot be used to satisfy required credits in other course requirements.

Culinary Arts

Certificate Program

Gainful Employment disclosure information is available for this program of study.

Department of Business Studies
Penn 401 • Phone (215) 968-8227
Certificate Code No. *3154*

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

Upon completion of this program, graduates will

- » 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

Course	Credits
COLL101 College Success Seminar	1
HOSP100 Introduction to Tourism and Hospitality	3
HOSP105 Safety and Sanitation (Certification Course)	3
CULN120 Basic Food Preparation and Management A	3
CULN121 Advanced Food Preparation & Management A	3
CULN130 Baking and Decorating - Techniques and Procedures A	3
CULN131 Buffet Planning and Preparation/ Basic A	3
CULN132 Buffet Planning and Preparation/ Advanced A	3
CULN202 Food Purchasing/Techniques and Procedures A	3
CULN203 Menu Planning/Costing/Design A	3
Total Credit Hours	28

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.

Emergency Management

Occupational Major

Department of Business Studies
Cottage 1 • Phone (215) 968-8190
Curriculum Code No. *2178*

The Emergency Management Associate Degree Program, which is aligned with the Emergency Management Institute's Higher Education Program and the Principles of Emergency Management, prepares the student for a position in Emergency Management, Business Continuity, and related disciplines. In addition to the courses that prepare the student to plan for all-hazards, the courses in this curriculum provide the student with technical information on a wide range of topics. Courses such as Emergency Management Exercise/Design, Crisis Management and Critical Incident Stress, and Business Continuity Planning prepare the student for careers that are directly and indirectly related to the Emergency Management field. These careers include working in fire and emergency services, public/municipal planning, healthcare safety, security, and public service. In addition, this program provides individuals already working in emergency management or in a related field, the opportunity to prepare for promotion and/or professional certification while at the same time earning an Associate Degree.

Graduates of this program are able to:

- » Manage a public or private sector emergency management plan;

» Demonstrate and apply the fundamental skills associated with emergency planning, hazard vulnerability analysis, risk assessment, and business impact analysis based on emergency management concepts;
» Evaluate vulnerabilities to communities and businesses through discussion-based and operations-based exercises;
» Develop plans for resilience and continuity of essential operations based on after action reviews; and
» Apply emergency management principles for the prevention, mitigation, preparedness, response, and recovery to all-hazards.

DEGREE COURSE REQUIREMENTS*

Course	Credits
ACCT105 Financial Accounting A	4
COLL101 College Success Seminar	1
COMM110 Effective Speaking C,4,5	3
COMP110 English Composition I A,C,2,10	3
Writing Elective E	3
FRSC202 Hazardous Material C	3
MATH115 Elementary Statistics A,C,2,6	3
MGMT140 Supervision	3
MGMT200 Organizational Behavior C,F	3
MGMT230 Principles of Management C,F	3
MGMT250 Human Resource Management C,F	3
POLI120 American State and Local Government	3
PUBS101 Introduction to Emergency Management	3
PUBS104 Crisis Management and Critical Incident Stress C	3
PUBS206 Business Continuity Management A,C	3
PUBS207 Emergency Management Exercise Design C	3
PUBS212 Emergency Communications and Public Information C,9	3
PUBS280 Emergency Management Internship C	3
Arts/Humanities Elective B,1	3
Science Elective A,C,D,7	3-4
SOCI110 Intro. to Sociology 2,3,8	3
OR	
PSYC110 Intro. to Psychology 2,3,8	3

Course	Credits
Total Credit Hours	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

Course	Credits
ACCT105 Financial Accounting A	4
COLL101 College Success Seminar	1
COMM110 Effective Speaking C,4,5	3
COMP110 English Composition I A,C,2,10	3
PUBS101 Introduction to Emergency Management	3
MATH115 Elementary Statistics A,C,2,6	3
Total Credit Hours	17

SECOND SEMESTER

Course	Credits
MGMT140 Supervision	3
POLI120 American State and Local Government	3
PUBS104 Crisis Management and Critical Incident Stress B	3
Writing Elective E	3
SOCI110 Intro. to Sociology 2,3,8	3
OR	
PSYC110 Intro. to Psychology 2,3,8	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
FRSC202 Hazardous Material B	3
MGMT200 Organizational Behavior B,C	3
MGMT230 Principles of Management B,C	3
PUBS206 Business Continuity Management A,B	3
Science Elective A,C,D,7	3-4
Total Credit Hours	15-16

FOURTH SEMESTER

Course	Credits
MGMT250 Human Resource Management B,C	3
PUBS207 Emergency Management Exercise Design B	3
PUBS212 Emergency Communications and Public Information B	3
PUBS280 Emergency Management Internship C	3
Arts/Humanities Elective B,1	3
Total Credit Hours	15

A Placement testing required
B Arts/Humanities (Gen Ed Core) Requirement: Consult the approved list of courses
C Course requires prerequisites and/or co-requisites
D Choose between: BIOL101, BIOL115, CHEM101, or SCIE103
E Choose between: COMP111, COMP114, or MGMT135 (Decision on COMP111, COMP114, or MGMT135 should be made with Advisor based on possible transfer requirements)
F Successful completion of PUBS101 (C or better) and MGMT140 (C or better) meets the prerequisites for MGMT200, MGMT230, and MGMT250

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Emergency Management

Certificate Program

Gainful Employment disclosure information is available for this program of study.

Department of Business Studies
Cottage 1 • Phone (215) 968-8190
Curriculum Code No. 3179

This certificate program provides students an opportunity to pursue a career in emergency management or for professional development for those currently employed or who already have a degree in another field.

The Emergency Management Certificate Program, which is aligned with the Emergency Management Institute's Higher Education Program and the Principles of Emergency Management, prepares the student for a position in Emergency Management, Business Continuity, and related disciplines. In addition to the courses that prepare the student to plan for all-hazards, the courses in this curriculum provide the student with technical information on a wide range of topics.

Graduates of this program are able to:

» Manage a public or private sector emergency management plan;
» Demonstrate and apply the fundamental skills associated with emergency planning, hazard vulnerability analysis, risk assessment, and business impact analysis based on emergency management concepts;
» Evaluate vulnerabilities to communities and businesses through discussion-based and operations-based exercises;

» Develop plans for resilience and continuity of essential operations based on after action reviews; and
» Apply emergency management principles for the prevention, mitigation, preparedness, response, and recovery to all-hazards.

CERTIFICATE REQUIREMENTS

Course	Credits
ACCT105 Financial Accounting A	4
COLL101 College Success Seminar	1
FRSC202 Hazardous Material B	3
MGMT140 Supervision	3
MGMT200 Organizational Behavior B,C	3
MGMT230 Principles of Management B,C	3
MGMT250 Human Resource Management B,C	3
POLI120 American State and Local Government	3
PUBS101 Introduction to Emergency Management	3
PUBS104 Crisis Management and Critical Incident Stress B	3
PUBS206 Business Continuity Management A,B	3
PUBS207 Emergency Management Exercise Design B	3
PUBS212 Emergency Communications and Public Information B	3
Total Credit Hours	38

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.

RECOMMENDED SEMESTER SEQUENCE

The recommended course sequence is designed for students seeking the Academic Certificate. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustment to the sequence recommended.

FIRST SEMESTER

Course	Credits
ACCT105 Financial Accounting A	4
COLL101 College Success Seminar	1
PUBS101 Introduction to Emergency Management	3
Total Credit Hours	8

SECOND SEMESTER

Course	Credits
MGMT140 Supervision	3
POLI120 American State and Local Government	3
PUBS104 Crisis Management and Critical Incident Stress B	3
Total Credit Hours	9

THIRD SEMESTER

Course	Credits
FRSC202 Hazardous Material B	3
MGMT200 Organizational Behavior B,C	3
MGMT230 Principles of Management B,C	3
PUBS206 Business Continuity Management A,B	3
Total Credit Hours	12

FOURTH SEMESTER

Course	Credits
MGMT250 Human Resource Management B,C	3
PUBS207 Emergency Management Exercise Design B	3
PUBS212 Emergency Communications and Public Information B	3
Total Credit Hours	9

A Placement testing required.
B Course requires prerequisites and/or co-requisites
C Successful completion of PUBS101 (C or better) and MGMT140 (C or better) meets the prerequisites for MGMT200, MGMT230, and MGMT250

Entrepreneurship and Small Business Management

Occupational Major

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

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
Curriculum Code No. *2054*

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

Course	Credits
ACCT103 Introductory Accounting	3
OR	
ACCT105 Financial Accounting E	4
CISC110 Introduction to Information Systems E	3
COLL101 College Success Seminar	1
COMM110 Effective Speaking E,4,5	3
COMP110 English Composition I A,E,1,10	3
MGMT100 Introduction to Business 2,3,4,8	3
MGMT110 Small Business Management	3
MGMT120 Business Mathematics A,E,6	3
MGMT130 Business Law	3
OR	
MGMT180 Legal Environment of Business	3
MGMT135 Business Communication A,E,2,4,10	3
MGMT155 Introduction to Entrepreneurship	3
MGMT230 Principles of Management E	3
MGMT280 Cooperative Education-Management E,9	3
MKTG100 Principles of Marketing E	3
MKTG110 Selling	3
MKTG220 Digital Marketing	3
Arts/Humanities Elective C,1	3
Business Electives D	9
Science Elective A,B,E,7	3/4

Course	Credits
Total Credit Hours	61-63

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

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
MGMT120 Business Mathematics A,E,6	3
CISC110 Introduction to Information Systems E	3
MGMT100 Introduction to Business 2,3,4,8	3
COMP110 English Composition I A,E,1,10	3
Arts/Humanities Elective C,1	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
MGMT110 Small Business Management	3
ACCT103 Introductory Accounting	3
OR	
ACCT105 Financial Accounting E	4
MKTG100 Principles of Marketing E	3
Business Electives D	3
MGMT135 Business Communication A,E,2,4,10	3
Total Credit Hours	15/16

THIRD SEMESTER

Course	Credits
MGMT130 Business Law	3
OR	
MGMT180 Legal Environment of Business	3
MGMT230 Principles of Management E	3
Business Electives D	3
MGMT155 Introduction to Entrepreneurship	3
MKTG220 Digital Marketing	3
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
COMM110 Effective Speaking E,4,5	3
MGMT280 Cooperative Education-Management E,9	3
MKTG110 Selling	3
Business Elective D	3
Science Elective A,B,E,7	3/4
Total Credit Hours	15/16
Science Elective B,7	3/4
Total Credit Hours	15/16

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen.
C Any course with a prefix of ACCT, CULN, LAWS, MGMT, MKTG, OADM, or REAL may be chosen.
D Any of the following may be chosen: ACCT105, ACCT106, ACCT110, ACCT120, ACCT130.
E Course requires prerequisite.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Fire Science

Occupational Major

Department of Public Safety
Cottage I • Phone (215) 968-8190
Curriculum Code No. *2158*

The Fire Science Associate Degree Program, which follows the Fire and Emergency Services Higher Education (FESHE) and the National Fire Academy models, prepares the student for a position in the fire service. In addition to the courses that prepare the student to manage a complex emergency scene, the courses in this curriculum provide the student with technical information on a wide range of topics. Courses such as Building Construction, Building and Fire Code Enforcement, Hazardous Materials, Fire Protection Systems, Fire Behavior, and Fire Safety Education prepare the student for careers that are directly and indirectly related to the Fire and Emergency Service. These careers include working in code enforcement, insurance investigation, fire protection, equipment inspection, and public service. In addition, this program provides individuals, already working in the fire service or in a related field, the opportunity to prepare for promotion while at the same time earning an Associate Degree.

Graduates of this program are able to:

- Manage a fire protection organization through effective use of public and private emergency planning and resources;
- Demonstrate and apply the fundamental skills associated with firefighter safety and wellness, such as prevention, incident safety / risk management, organizational health and safety, and wellness programs;
- Evaluate fire behavior and building construction as it related to firefighter safety, building codes, and fire prevention; and
- Apply safety codes and proper procedures for the transportation and storage of hazardous materials.

DEGREE COURSE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking C,4,5	3
COMP110 English Composition I A,C,2,10	3
Writing Elective	3
FRSC100 Introduction to Fire Science	3
FRSC103 Building Construction for the Fire Service C	3
FRSC104 Fire Prevention and Code Enforcement C	3
FRSC105 Fire Prevention Systems C,9	3
FRSC112 Fire Behavior and Combustion	3
FRSC114 Fire and Emergency Services Safety and Survival 1	3
FRSC202 Hazardous Materials C	3
FRSC208 Principles of Fire and Emergency Services Administration A,C	3
FRSC209 Fire Service Occupational Safety & Health A,C	3
FRSC210 Fire Prevention and Fire Safety Education A,C	3
MATH115 Elementary Statistics A,C,2,6	3
Arts/Humanities Elective	3
SOCI110 Introduction to Sociology 2,3,8	3
OR	
PSYC110 Introduction to Psychology 2,3,8	3
Emergenct Services & Management Electives F	9-10
Science Elective A C D 7	3-4
Total Credit Hours	61-63

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 adjustment to the sequence recommended.

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,C,2,10	3
FRSC100 Introduction to Fire Science	3
FRSC112 Fire Behavior and Combustion	3
MATH115 Elementary Statistics A,C,2,6	3
SOCI110 Introduction to Sociology 2,3,8	3
OR	
PSYC110 Introduction to Psychology 2,3,8	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
FRSC103 Building Construction for the Fire Service C	3
FRSC104 Fire Prevention and Code Enforcement C	3
FRSC105 Fire Prevention Systems C,9	3
Writing Elective E	3
Science Elective A,C,D,7	3-4
Total Credit Hours	15-16

THIRD SEMESTER

Course	Credits
COMM110 Effective Speaking C,4,5	3
FRSC202 Hazardous Materials C	3
FRSC210 Fire Prevention and Fire Safety Education A,C	3
Emergenct Services & Management Electives F	3-4
Arts/Humanities Elective B 1	3
Total Credit Hours	15-16

FOURTH SEMESTER

Course	Credits
FRSC114 Fire and Emergency Services Safety and Survival 1	3
FRSC208 Principles of Fire and Emergency Services Administration A,C	3
FRSC209 Fire Service Occupational Safety & Health A,C	3
Emergenct Services & Management Electives F	6-7
Total Credit Hours	15-16

Fire Science Electives

Course	Credits
FRSC201 Firefighting Strategy and Tactics C	3
FRSC204 Legal Aspects of Emergency Services C	3
FRSC206 Fire Investigator I A,C	3
FRSC214 Fire Plan Review C	3
FRSC216 Fire Investigation II C	3
FRSC227 Pre-emergency Planning and Computer Aided Design C,9	3
FRSC285 Fire and Emergency Services Internship C	3

NOTE: By taking FRSC 204, FRSC206, FRSC214, and FRSC216, you can complete the Fire Prevention and Investigation ***Certificate Requirements*** *in addition to the Fire Science Associate Degree and Certificate.*

* Decision on COMP111 or COMP114 should be made with Advisor based on possible transfer requirements
A Placement testing required
B Students may choose any elective within Fire Science, see chart provided below. (Courses outside of Fire Science may be used with prior written approval from the Public Safety Department Head.)
C Course requires prerequisites and/or co-requisites
D Choose from: BIOL101, CHEM101, or SCIE103

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Fire Prevention & Investigation

Occupational Certificate

Department of Public Safety
Cottage I • Phone (215) 968-8190
Curriculum Code No. *3144*

This certificate program provides students an opportunity to pursue a career in fire prevention and/or inspection or for professional development for those currently employed or who already have a degree in another field.

The Fire Prevention and Investigation Certificate, which follows the Fire and Emergency Services Higher Education (FESHE) and the National Fire Academy models, prepares the student for a position in the fire prevention area discipline. In addition to the courses that prepare the student to perform inspections and investigations, the Fire Science courses in this curriculum provide the student with technical information on a wide range of topics.

Graduates of this program are able to:

- Demonstrate an understanding of fire dynamics, flame spread, and incident investigation, plus the technical, legal, and social aspects of arson;
- Demonstrate and apply the fundamental skills associated with fire protection, prevention, and investigation, such as scientific methods of inquiry and reasoning;
- Evaluate fire behavior and building construction as it related to firefighter safety, building codes, and fire prevention; and
- Apply safety codes and proper procedures for the transportation and storage of hazardous materials.

DEGREE COURSE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
FRSC100 Introduction to Fire Science	3
FRSC103 Building Construction for the Fire Service B	3
FRSC104 Fire Prevention and Code Enforcement B	3
FRSC105 Fire Prevention Systems B	3
FRSC112 Fire Behavior and Combustion	3
FRSC202 Hazardous Materials B	3
FRSC204 Legal Aspects of Emergency Services	3
FRSC206 Fire Investigation I A,B	3
FRSC210 Fire Prevention and Fire Safety Education A,B	3
FRSC214 Fire Plan Review B	3
FRSC216 Fire Investigation II B	3

Course	Credits
Total Credit Hours	34

RECOMMENDED SEMESTER SEQUENCE

The recommended course sequence is designed for students who will complete the certificate in two years. Students may need more time to complete requirements based on placement testing. This additional time will entail some adjustment to the sequence recommended.

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
FRSC100 Introduction to Fire Science	3
FRSC112 Fire Behavior and Combustion	3
FRSC202 Hazardous Materials B	3
Total Credit Hours	10

SECOND SEMESTER

Course	Credits
FRSC103 Building Construction for the Fire Service B	3
FRSC104 Fire Prevention and Code Enforcement B	3
FRSC105 Fire Prevention Systems B	3
Total Credit Hours	9

THIRD SEMESTER

Course	Credits
FRSC204 Legal Aspects of Emergency Services	3
FRSC206 Fire Investigation I A,B	3
FRSC210 Fire Prevention and Fire Safety Education A,B	3
Total Credit Hours	9

FOURTH SEMESTER

Course	Credits
FRSC214 Fire Plan Review B	3
FRSC216 Fire Investigation II B	3
Total Credit Hours	6

A Placement testing required
B Course requires prerequisites and/or co-requisites

Fire Science Certificate

Occupational Certificate

Department of Public Safety
Cottage I • Phone (215) 968-8190
Curriculum Code No. *3143*

This certificate program provides students an opportunity to pursue a career in fire science or for professional development for those currently employed or who already have a degree in another field.

The Fire Science Certificate, which follows the Fire and Emergency Services Higher Education (FESHE) and the National Fire Academy models, prepares the student for a position in the fire service. In addition to the courses that prepare the student to manage a complex emergency scene, the courses in this curriculum provide the student with technical information on a wide range of topics.

Graduates of this program are able to:

- Manage a fire protection organization through effective use of public and private emergency planning and resources;
- Demonstrate and apply the fundamental skills associated with firefighter safety and wellness, such as prevention, incident safety / risk management, organizational health and safety, and wellness programs;
- Evaluate fire behavior and building construction as it related to firefighter safety, building codes, and fire prevention; and
- Apply safety codes and proper procedures for the transportation and storage of hazardous materials.

DEGREE COURSE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
FRSC100 Introduction to Fire Science	3
FRSC103 Building Construction for the Fire Service B	3
FRSC104 Fire Prevention and Code Enforcement B	3
FRSC105 Fire Prevention Systems B	3
FRSC112 Fire Behavior and Combustion	3
FRSC114 Fire and Emergency Services Safety and Survival	3
FRSC202 Hazardous Materials B	3
FRSC208 Principles of Fire and Emergency Services Administration A,B	3
FRSC209 Fire Service Occupational Safety & Health A,B	3
FRSC210 Fire Prevention and Fire Safety Education A,B	3
Total Credit Hours	31

RECOMMENDED SEMESTER SEQUENCE

The recommended course sequence is designed for students who will complete the certificate in two years. Students may need more time to complete requirements based on placement testing. This additional time will entail some adjustment to the sequence recommended.

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
FRSC100 Introduction to Fire Science	3
FRSC112 Fire Behavior and Combustion	3
Total Credit Hours	7

SECOND SEMESTER

Course	Credits
FRSC103 Building Construction for the Fire Service B	3
FRSC104 Fire Prevention and Code Enforcement B	3
FRSC105 Fire Prevention Systems B	3
Total Credit Hours	9

THIRD SEMESTER

Course	Credits
FRSC202 Hazardous Materials B	3
FRSC210 Fire Prevention and Fire Safety Education A,B	3
Total Credit Hours	6

FOURTH SEMESTER

Course	Credits
FRSC208 Principles of Fire and Emergency Services Administration A,C	3
FRSC209 Fire Service Occupational Safety & Health A,C	3
FRSC114 Fire and Emergency Services Safety and Survival	3
Total Credit Hours	9

A Placement testing required
B Course requires prerequisites and/or co-requisites

Hospitality Management

Occupational Major

This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Transfer 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
Curriculum Code No.*2022*

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*

Course	Credits
ACCT103 Introductory Accounting	3
OR	
ACCT105 Financial Accounting A	4
CISC100 Digital Literacy	3
OR	
CISC110 Introduction to Information SystemsD,10	3
COLL101 College Success Seminar	1
COMM110 Effective Speaking D,5	3
COMP110 English Composition I A,D,1	3
HLTH120 Nutrition 8	3
HOSP100 Introduction to Hospitality Management	3
HOSP105 Safety and Sanitation (Certification Course)	3
HOSP110 Hospitality Financial Management D	3
CULN120 Basic Food Preparation and ManagementD	3
CULN121 Advanced Food Preparation and ManagementD	3
HOSP200 Hotel & Lodging Operations ManagementD	3
HOSP210 HRIM InternshipD	3
HOSP220 HRIM SeminarE	3
HOSP280 Cooperative Education - HRI B,D	3
MGMT130 Business Law	3
MGMT100 Introduction to Business 9	3
MGMT120 Business Mathematics A,D,4	3
MKTG100 Principles of MarketingD	3
MGMT135 Business Communication A,D,2,3	3
CULN130 Baking & Decorating - Techniques & Procedures 6,D	3
Foreign Language C,7	3
Total Credit Hours	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

Course	Credits
COLL101 College Success Seminar	1
HOSP100 Introduction to Hospitality Management	3
HOSP105 Safety and Sanitation (Certification Course)	3
MGMT100 Introduction to Business9	3
MGMT135 Business Communication A,D,2,3	3
Foreign Language C,7	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP110 English Composition A,D,1	3
CULN120 Basic Food Preparation and ManagementD	3
HOSP200 Hotel & Lodging Operations ManagementD	3
MGMT120 Business Mathematics A,D,4	3
MKTG100 Principles of MarketingD	3
Total Credit Hours	15

SUMMER SESSION

Course	Credits
HOSP210 HRIM InternshipD	3
Total Credit Hours	3

THIRD SEMESTER

Course	Credits
ACCT103 Introductory Accounting	3

Course	Credits
OR	
ACCT105 Financial AccountingA	4
COMM110 Effective Speaking D,5	3
HOSP110 Hospitality Financial Management D	3
CULN121 Advanced Food Preparation and Management D	3
MGMT130 Business Law	3
Total Credit Hours	15/16

FOURTH SEMESTER

Course	Credits
CISC100 Digital Literacy	3
OR	
CISC110 Introduction to Information Systems D,10	3
HLTH120 Nutrition 8	3
HOSP220 HRIM SeminarE	3
HOSP280 Cooperative Education-HRI B,D	3
CULN130 Baking & Decorating - Techniques & Procedures 6,D	3
Total Credit Hours	15

A Placement testing required.
B All academically qualified students must enroll in CULN280 in their 3rd or 4th semester.
C Take any foreign language.
D Course requires prerequisite.

1 Satisfies Writing.
2 Satisfies Critical Thinking.
3 Satisfies Information Literacy.
4 Satisfies Quantitative Literacy.
5 Satisfies Oral Communication.
6 Satisfies Arts/Humanities.
7 Satisfies Diversity.
8 Satisfies Scientific Literacy.
9 Satisfies Social Science.
10 Satisfies Technology Competence.

Management/ Marketing

Occupational Major

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

This associate degree program qualifies graduates to compete for entry-level management, marketing, and/or retail positions, depending upon which track is 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
Curriculum Code No. *2015*

Graduates seek employment in positions with job titles such as management trainee, sales representative, marketing assistant, job supervisor, branch manager. 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*

Course	Credits
ACCT103 Introductory Accounting	3
OR	
ACCT105 Financial Accounting E	4
CISC110 Introduction to Information Systems E	3
COLL101 College Success Seminar	1
COMM110 Effective Speaking E,4,5	3
COMP110 English Composition I A,E,1,10	3
MGMT100 Introduction to Business 2,3,4,8	3
MGMT120 Business Mathematics A,E,6	3
OR	
MATH117 Finite Mathematics for Business A,E,6	3
MGMT130 Business Law	3
OR	
MGMT180 Legal Environment of Business	3
MKTG100 Principals of Marketing E	3
MGMT230 Principles of Management E	3
MGMT135 Business Communication A,E,2,4,10	3
Science B,7	3/4
Arts/Humanities Elective B,1	3
Accounting Elective D	3/4
Business Electives C	9
Track Courses F	12
Total Credit Hours	61-64

MANAGEMENT TRACK COURSES

Course	Credits
MGMT200 Organization Behavior E	3
OR	
MGMT250 Human Resource Management E	3
MGMT220 Production and Operations Management E	3
MGMT260 Product Management E	3
MGMT280 Cooperative Education-Management E,9	3

MARKETING TRACK COURSES

Course	Credits
MKTG110 Selling	3
MKTG200 Advertising	3
MKTG220 Digital Marketing	3
MKTG280 Cooperative Education-MarketingE,9	3

RETAIL MANAGEMENT TRACK COURSES

Course	Credits
MKTG135 Retail Management	3
MKTG140 Retail Merchandising	3
MGMT140 Supervision	3
OR	
MGMT200 Organizational Behavior E	3
MKTG280 Cooperative Education-MarketingE,9	3

RECOMMENDED SEMESTER SEQUENCE

The recommended course sequence is de-

signed 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

Course	Credits
ACCT103 Introductory Accounting	3
OR	
ACCT105 Financial Accounting E	4
CISC110 Introduction to Information Systems E	3
COLL101 College Success Seminar	1
COMP110 English Composition I A,E,1,10	3
MGMT100 Introduction to Business 2,3,4,8	3
Arts/Humanities Elective B,1	3
Total Credit Hours	16/17

SECOND SEMESTER

Course	Credits
Accounting Elective D	3/4
MKTG100 Principles of Marketing E	3
Business Elective C	3
MGMT135 Business Communication A,E,1	3
MGMT120 Business Mathematics A,E,6	3
OR	
MATH117 Finite Mathematics for Business A,E,6	3
Total Credit Hours	15/16

THIRD SEMESTER

Course	Credits
MGMT130 Business Law	3
OR	
MGMT180 Legal Environment of Business	3
MGMT230 Principles of Management E	3
Business Elective C	3
Track Courses F	6
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
Business Electives C	3
COMM110 Effective Speaking E,4,5	3
Track Courses F	6
Science B,7	3/4
Total Credit Hours	15/16

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen.
C C Any course with a prefix of CULN, MGMT, MKTG, or ECON112 may be chosen.
D Any of the following may be chosen: ACCT105, ACCT106, ACCT110, ACCT120, ACCT130.
E Course requires prerequisite

F Students must complete all courses in the chosen track.
1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Meeting, Convention and Event Planning

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 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
Curriculum Code No. *2171*

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*

Course	Credits
CISC100 Digital Literacy	3
OR	
CISC110Introduction to Information Systems B,10	3
COLL101College Success Seminar	1
COMM110Effective Speaking B,5	3
COMP110 English Composition I A,B,1	3
HOSP101Introduction to Travel and Tourism	3
HOSP110 Hospitality Financial Management B	3
HOSP111 Conference and Business Meeting Planning	3
HOSP115 Computer Reservations and Travel Information B	3
HOSP200 Hotel & Lodging Operations Management B	3
HOSP210 HRIM Internship C	3
HOSP220 HRIM Seminar C	3
MGMT100 Introduction to Business9	3
MGMT120 Business Mathematics A,B,4	3
MKTG100 Principles of Marketing	3
MGMT130 Business Law	3
MKTG110 Selling	3
MKTG220 Marketing on the Internet	3
MGMT135 Business Communication A,B,2,3	3
HLTH120 Nutrition 8	3
CULN130 Baking & Decorating-Techniques & Procedures B,6	3
Foreign Language D,7	3
Total Credit Hours	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

Course	Credits
CISC100 Digital Literacy	3
OR	
CISC110 Introduction to Information Systems C,10	3
COLL101 College Success Seminar	1
HOSP101Introduction to Travel and Tourism	3
MGMT135 Business Communication A,C,2,3	3
MGMT100 Introduction to Business 9	3
Total Credit Hours	13

SECOND SEMESTER

Course	Credits
COMP110 English Composition I A,C,1	3
HOSP110 Hospitality Financial Management B	3
HOSP115 Computer Reservation and Travel Information C	3
HOSP200 Hotel & Lodging Operation Management C	3
MGMT120 Business Mathematics A,C,4	3
Total Credit Hours	15

SUMMER SESSION

Course	Credits
HOSP110 HRIM Internship C	3
Total Credit Hours	3

THIRD SEMESTER

Course	Credits
MGMT130 Business Law	3
COMM110 Effective Speaking C,5	3
HOSP111 Conference and Business Meeting Planning	3
MKTG100 Principles of Marketing C	3
Foreign Language D,7	3
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
HOSP220 HRIM Seminar B	3
MKTG110 Selling	3
MKTG220 Marketing on the Internet	3
HLTH120 Nutrition 8	3
CULN130 Baking & Decorating-Techniques & Procedures C,6	3
Total Credit Hours	15

A Placement testing required.
B All academically qualified students must enroll in CULN220.
C Course requires prerequisite.
D See CULN Adviser.

1 Satisfies Writing
2 Satisfies Critical Thinking
3 Satisfies Information Literacy
4 Satisfies Quantitative Literacy
5 Satisfies Oral Communication
6 Satisfies Arts/Humanities
7 Satisfies Diversity
8 Satisfies Scientific Literacy
9 Satisfies Social Science
10 Satisfies Technology Competence

Meeting, Convention and Event Planning

Certificate Program

Gainful Employment disclosure information is available for this program of study.

Department of Business Studies
Penn 401 • Phone (215) 968-8227
Curriculum Code No. *3172*

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 Meeting, Convention 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

Course	Credits
CISC100 Introduction to Computers	3
OR	
CISC110 Introduction to Information Systems B	3
COLL101 College Success Seminar	1
HOSP101 Introduction to The Travel Services Industry	3
HOSP111 Conference and Meeting Planning	3
HOSP115 Computer Reservations and Travel Information B	3
HOSP210 HRIM Internship B	3
MGMT135 Business Communication A,B	3
MKTG110 Selling	3
Total Credit Hours	22

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.

Paralegal

Certificate Program

Gainful Employment disclosure information is available for this program of study.

The Paralegal Studies certificate program at Bucks is approved by the American Bar Association (ABA), the largest professional legal organization in the world.

Department of Business Studies
Penn 401 • Phone (215) 968-8227
Curriculum Code No. *3129*

Students entering this program must possess either an Associates degree or a Bachelor's degree.

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. Paralegals may not provide legal services directly to the public except as permitted by law.

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

Course	Credits
LAWS100 Introduction to Paralegal Studies	3
MGMT130 Business Law	3
LAWS140 Civil Practice/Litigation Procedures B	3
LAWS220 Legal Research I B	3
LAWS225 Legal Research II B	3
LAWS240 Negligence and Personal Injury B	3
LAWS285 Internship B	3
Paralegal Electives A, B	9
Total Credit Hours	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 may be chosen.
B Course requires prerequisite.

Paralegal Studies

Occupational Major

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) and the American Bar Association.

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
Curriculum Code No. *2128*

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. Paralegals may not provide legal services directly to the public except as permitted by law. 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

» 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.

The Paralegal Studies program at Bucks is approved by the American Bar Association (ABA), the largest professional legal organization in the world. This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

DEGREE COURSE REQUIREMENTS *

Course	Credits
CISC100 Digital Literacy	3
COLL101 College Success Seminar	1
COMM110 Effective Speaking 2,4,5	3
COMP110 English Composition A,2,10	3
HIST152 U.S. History: Modern America 1	3
LAWS100 Introduction to Paralegal Studies	3
MGMT130 Business Law	3
LAWS140 Civil Practice/Litigation Procedures	3
LAWS220 Legal Research I	3
LAWS225 Legal Research II 9	3
LAWS240 Negligence and Personal Injury: Paralegal	3
LAWS285 Paralegal Internship	3
MGMT100 Introduction to Business 2,3,4,8	3
MGMT135 Business Communication A,2,4,10	3
POLI111 American National Government 8	3
POLI120 American State and Local Government	3
Arts/Humanities E,1	3
MGMT120 Business Math A,6	3
Science A,F,7	3-4
Paralegal Electives B	9
Total Credit Hours	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

Course	Credits
COLL101 College Success Seminar	1
LAWS100 Introduction to Paralegal Studies	3
MGMT100 Introduction to Business 2,3,4,8	3
MGMT120 Business Math A,6	3
MGMT135 Business Communication A,2,4,10	3
POLI111 American National Government 8	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
CISC100 Digital Literacy	3
COMP110 English Composition I A,2,10	3
LAWS140 Civil Practice/Litigation Procedures	3
MGMT130 Business Law	3
LAWS220 Legal Research I E	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
COMM110 Effective Speaking 2,4,5	3
LAWS225 Legal Research II 9	3
LAWS240 Negligence and Personal Injury: Paralegal	3
POLI120 American State and Local Government	3
Paralegal Electives 8	3
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
HIST152 U.S. History: Modern America 1	3
LAWS285 Paralegal Internship 9	3
Science A,F,7	3-4
Paralegal Electives B	6
Arts/Humanities E,1	3
Total Credit Hours	18-19

A Placement testing required.
B Any LAWS course not already required may be chosen. MGMT 130 may not be chosen.
C Consult the list of courses approved for this category.
D Course requires prerequisite.
E Choose from HUMN111, HUMN112, HUMN120.
F Choose from SCIE102, SCIE103, SCIE108.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Technical Entrepreneurship

Occupational Major

Revised for Catalog Year 2017

This major is ideal for students who possess validated technical competencies/trade skills as evidenced by at least one third party credential and an advanced score on a third party assessment such as NOCTI. Students can attain up to 23 Prior Learning Assessment credits and acquire the specific skills needed to run a business through coursework. 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.

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 Dean of the Department of Business Studies. Graduates of this program are able to

- analyze and appraise basic elements of entrepreneurship and business operations;
- apply and use the common mathematical functions of business such as the time value of money and interest, discount and loan calculations;
- record transactions under the accrual basis of accounting using the general journal/general ledger system and/or utilizing the appropriate computer application;
- create business letters, memos, and analytical reports; and
- prepare and deliver informative and persuasive speeches.

DEGREE COURSE REQUIREMENTS

Course	Credits
ACCT103 Introductory Accounting	3
OR	
ACCT130 Accounting Applications for the Computer C	3
Arts/Humanities Elective B,1	3
COLL101 College Success Seminar	1
COMM110 Effective Speaking A,C,4,5	3
MGMT110 Small Business Management	3
MGMT100 Introduction to Business 3,8	3
MGMT120 Business Mathematics A,C,6	3
MGMT130 Business Law	3
MGMT135 Business Communication A,C,2,4,10	3
MGMT140 Supervision	3
MGMT280 Cooperative Education-Management C,9	3
MGMT155 Introduction to Entrepreneurship	3
MKTG220 Digital Marketing	3
OR	
MKTG110 Selling	3
Science Elective B,7	3/4
Technical competencies/trade skills	20
Total Credit Hours	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 major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
MGMT155 Introduction to Entrepreneurship	3
MGMT135 Business Communication A,C,2,4,10	3
MGMT120 Business Mathematics A,C,6	3

Course	Credits
MGMT100 Introduction to Business 3,8	3
Arts/Humanities Elective B,1	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
ACCT103 Introductory Accounting	3
OR	
ACCT130 Accounting Applications for the Computer C	3
COMM110 Effective Speaking A,C,4,5	3
MKTG220 Digital Marketing	3
OR	
MKTG110 Selling	3
MGMT110 Small Business Management	3
Total Credit Hours	12

THIRD SEMESTER

Course	Credits
Science Elective B,7	3/4
MGMT280 Cooperative Education-Management C,9	3
MGMT130 Business Law	3
MGMT140 Supervision	3
Total Credit Hours	12/13

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 Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Social Media and Digital Marketing

Certificate Program

Gainful Employment disclosure information is available for this program of study.

The Paralegal Studies certificate program at Bucks is approved by the American Bar Association (ABA), the largest professional legal organization in the world.

Department of Business Studies
Grupp 401 • Phone (215) 968-8227
Curriculum Code No. *099*

This certificate program is designed to provide students with the skills and knowledge to plan, create, and implement effective social media and digital marketing campaigns for small businesses, corporations, government agencies, or non-profit organizations. It prepares students who are currently employed and need to enhance their skills, as well as those who are seeking employment in social media and/or digital marketing.

Graduates of this program are able to:

- Create and manage digital marketing campaigns;
- Develop and implement social media campaigns;
- Explain best practices in social media and digital marketing;
- Assess and measure social media and digital marketing campaigns; and
- Apply design best practices to enhance social media and digital marketing activities.

CERTIFICATE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
VAMM100 Digital Imaging	3
VAMM110 Web and Interactive Design A	3
MKTG230 Social Media Marketing	3
MKTG220 Digital Marketing	3
MKTG280 Cooperative Education-Marketing A	3
Total Credit Hours	16

A Course requires prerequisite.

Health Sciences

ASSOCIATE DEGREE PROGRAMS

Transfer

1108 Health Science

Occupational

2191 Health Information Technology

2131 Medical Assistant

2203 Medical Laboratory Technician

2035 Nursing

2022 Radiography

CERTIFICATE PROGRAMS

3199 Medical Assistant

3148 Medical Assistant: Administrative

3174 Medical Coding/Billing

3166 Phlebotomy

3200 Computed Tomography

Health Sciences

Transfer Major

Department of Health Sciences
Allied Health 008/009 • Phone 215-968-8353 (option 3)
Curriculum Code No. 1108

The Associate Degree in Health Science is designed to prepare the graduate to transfer into baccalaureate degree programs in health fields. The degree also provides the student with pre-requisite courses necessary to enter one of the College's health care programs.Graduates of this program are able to

- Demonstrate appropriate, professional written and communication skills;
- Demonstrate effective problem-solving skills and critical thinking skills;
- Demonstrate an understanding of the health care field as it relates to psychological, social, and legal implications; and
- Demonstrate a strong foundation in the health sciences.

DEGREE COURSE REQUIREMENTS

Course	Credits
BIOL181 Human Anatomy and Physiology I A,7	4
BIOL182 Human Anatomy and Physiology II A	4
BIOL228 Microbiology A	4
CHEM101 Chemistry A A,2,6,7	4
CISC100 Digital Literacy 9	3
COLL101 College Success Seminar	1
COMM110 Effective Speaking B,4,5	3
COMP110 English Composition I B,2,10	3
COMP111 English Composition II A,2,4,10	3
HLTH103 Life & Health 2	3
OR	
HLTH200 Introduction to Women's Health Issues 2,3	3
HLTH120N Nutrition with a Registered Dietician 2,4,7	3
MATH120 College Algebra B,6	4
MEDA120 Medical Terminology	3
MEDA205 Medical Law and Ethics	3
PSYC110 Introduction to Psychology A,2,3,8	3
PSYC181 Developmental Psychology - Lifespan A	3
SOCI110 Introduction to Sociology 2,3,8	3
Arts/Humanities C,1	3
General Electives D	3
Total Credit Hours	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

Course	Credits
COLL101 College Success Seminar	1
CHEM101 Chemistry A A,2,6,7	4
COMP110 English Composition I B,2,10	3
MEDA120 Medical Terminology	3
PSYC110 Introduction to Psychology A,2,3,8	3
Total Credit Hours	14

SECOND SEMESTER

Course	Credits
BIOL181 Human Anatomy and Physiology I A,7	4
COMP111 English Composition II A,2,4,10	3
MATH120 College Algebra B,6	4
COMM110 Effective Speaking B,4,5	3
Arts/Humanities C,1	3
Total Credit Hours	17

THIRD SEMESTER

Course	Credits
BIOL182 Human Anatomy and Physiology II A	4
HLTH103 Life & Health 2	3
OR	
HLTH200 Introduction to Women's Health Issues 2,3	3
HLTH120N Nutrition with a Registered Dietician 2,4,7	3
SOCI110 Introduction to Sociology 2,3,8	3
CISC100 Digital Literacy 9	3
Total Credit Hours	16

FOURTH SEMESTER

Course	Credits
BIOL228 Microbiology A	4
MEDA205 Medical Law and Ethics	3
PSYC181 Developmental Psychology - Lifespan A	3
General Electives D	3
Total Credit Hours	13

A Course requires prerequisites
B Placement testing required
C Arts/Humanities Requirement: Consult the approved list of courses.
D Any course may be chosen. Consult with academic advisor.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Health Information Technology

Occupational Major

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

Health Sciences
Founders 210
Phone 215-968-8353 (option 3)
Curriculum Code No. *2191*

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;

» demonstrate an understanding of the healthcare field and how health-related information is managed and shared between medical facilities.
» 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.

DEGREE COURSE REQUIREMENTS

Course	Credits
BIOL181 Human Anatomy and Physiology I C,7	4
BIOL182 Human Anatomy and Physiology II C,7	4
CISC110 Introduction to Information Systems A,C	3
COLL101 College Success Seminar	1
COMM110 Effective Speaking C,2,4,5	3
COMP110 English Composition I A,B,2,10	3
MATH115 Elementary Statistics A,B,C,6	3
HITT105 Legal Aspects of Health Information Technology	3
MEDA120 Medical Terminology A	3
HITT190 Introduction to Health Information Technology	3
HITT207 Health Information Technology Applications C	3
HITT208 Healthcare Quality Improvement C	3
HITT217 Health Insurance and Reimbursement C	3
HITT250 Basic Pathophysiology and Pharmacology for Health Information Technology C	3
HITT297 Medical Coding D	3
HITT298 Advanced Procedural Coding C	3
HITT299 Advanced Diagnostic Coding C	3
HITT280 Health Information Technology Externship C	3
MGMT100 Introduction to Business A,2,3,4,8	3
MGMT135 Business Communication B,4,10	3
Arts/Humanities D,1	3
Total Credit Hours	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

Course	Credits
COLL101 College Success Seminar	1
MEDA120 Medical Terminology A	3
HITT190 Introduction to Health Information Technology	3
CISC110 Introduction to Information Systems A,C	3
BIOL181 Human Anatomy and Physiology I C,7	4
Total Credit Hours	14

SECOND SEMESTER

Course	Credits
COMP110 English Composition I A,B,2,10	3
MATH115 Elementary Statistics A,B,C,6	3
HITT297 Medical Coding C	3
BIOL182 Human Anatomy and Physiology II C,7	4
Total Credit Hours	13

THIRD SEMESTER

Course	Credits
HITT298 Advanced Procedural Coding C	3
MGMT100 Introduction to Business A,2,3,8	3
MGMT135 Business Communication B,4,10	3
HITT207 Health Information Technology Applications C	3
HITT217 Health Insurance and Reimbursement C	3
COMM110 Effective Speaking C,4,5	3
Total Credit Hours	18

FOURTH SEMESTER

Course	Credits
HITT208 Healthcare Quality Improvement C	3
HITT250 Basic Pathophysiology and Pharmacology for Health Information Technology C	3
HITT299 Advanced Diagnostic Coding C	3
HITT105 Legal Aspects of Health Information Technology	3
Arts/Humanities D,1	3
Total Credit Hours	15

FIFTH SEMESTER

Course	Credits
HITT280 Health Information Technology Externship C	3
Total Credit Hours	3

A Open to Credit by Examination.
B Placement testing required.
C Course requires prerequisite.
D Consult the list of courses approved for this subcategory.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

Medical Assistant

Occupational Major

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

Health Sciences
Founders 210

Phone 215-968-8353 (option 3)
Curriculum Code No. *2131*

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

Course	Credits
ACCT103 Introductory Accounting	3
BIOL115 Basic Human Anatomy 7	3
COLL101 College Success Seminar	1
COMM110 Effective Speaking C,5	3
COMP110 English Composition I A,C,10	3
HLTH110 Responding to Emergencies	3
MEDA205 Medical Law and Ethics	3
MEDA220 Medical Assistant Externship C,9	4
MGMT120 Business Math C,6	3
OADM105 Administrative Office Procedures I C	3
MEDA140 Keyboarding/Typing 9	3
MGMT135 Business Communication A,C,2,4,10	3
MEDA120 Medical Terminology	3
MEDA200 Clinical Procedures I C	3
MEDA201 Clinical Procedures II C	3
MEDA203 Laboratory Procedures C	3
MEDA215 Medical Administrative Procedures C	3
MEDA216 Medical Insurance, Billing & Reimbursement C	3
MEDA275 Medical Transcription I C	3
HITT297 Medical Coding C	3
PSYC110 Introduction to Psychology 2,3,8	3
Arts/Humanities B,1	3
Total Credit Hours	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

Course	Credits
BIOL115 Basic Human Anatomy 7	3
COLL101 College Success Seminar	1
OADM105 Administrative Office Procedures I C	3
MEDA120 Medical Terminology	3
MGMT120 Business Math C,6	3
MEDA140 Keyboarding/Typing 9	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
MEDA215 Medical Administrative Procedures C	3
COMP110 English Composition I A,C,10	3
MEDA275 Medical Transcription I C	3
MEDA200 Clinical Procedures I C	3
ACCT103 Introductory Accounting	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
MEDA203 Laboratory Procedures C	3
MGMT135 Business Communication A,C,2,4,10	3
MEDA216 Medical Insurance, Billing & Reimbursement C	3
MEDA201 Clinical Procedures II C	3
HLTH110 Responding to Emergencies	3
COMM110 Effective Speaking C,5	3
Total Credit Hours	18

FOURTH SEMESTER

Course	Credits
MEDA205 Medical Law and Ethics	3
MEDA220 Medical Assistant Externship C,9	4
HITT297 Medical Coding C	3
PSYC110 Introduction to Psychology 2,8	3
Arts/Humanities B	3
Total Credit Hours	16

All students are required to pass MEDA140 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. MEDA140 may be used as an elective course

A Placement testing required.
B Consult the list of courses approved for this subcategory.
C Course requires prerequisite.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.

Medical Assistant: Administrative

Certificate Program

Gainful Employment disclosure information is available for this program of study.

Health Sciences
Founders 210
Phone 215-968-8353 (option 3)
Curriculum Code No. *3148*

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.

Course	Credits
COLL101 College Success Seminar	1
MEDA140 Keyboarding and Document Processing 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	4
Total Credit Hours	26*

A Course requires prerequisite.

** All students are required to pass MEDA140 Keyboarding and Document Processing 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:

Certificate Program

Gainful Employment disclosure information is available for this program of study.

The 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 Advising and Transfer Center early in their academic program to determine which course will transfer to the college of their choice.

Health Sciences
Founders 210
Phone 215-968-8353 (option 3)
Curriculum Code No. *3199*

The Medical Assistant Certificate program offers complete training for students to receive a Certificate with specialization in clinical and administrative medical assisting. Medical Assistants assist physicians and patients in medical offices, clinics, and hospital outpatient departments.

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, drawing blood, 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.

CERTIFICATE REQUIREMENTS

Course	Credits
BIOL115 Basic Human Anatomy 1	3
COLL101 College Success Seminar	1
HITT297 Medical Coding 1	3
MEDA120 Medical Terminology A	3
MEDA205 Medical Law and Ethics	3
MEDA200 Clinical Procedures I 1	3
MEDA201 Clinical Procedures II 1	3
MEDA203 Laboratory Procedures 1	3
MEDA215 Medical Administrative Procedures 1	3
MEDA216 Medical Insurance, Billing, & Reimbursement 1	3
MEDA275 Medical Transcription I 1	3
MEDA220 Medical Assisting Externship 1	4
MEDA140 Keyboarding and Typewriting A	3
Total Credit Hours	38

RECOMMENDED SEMESTER SEQUENCE

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

FIRST SEMESTER

Course	Credits
BIOL115 Basic Human Anatomy 1	3
COLL101 College Success Seminar	1
MEDA120 Medical Terminology A	3
MEDA205 Medical Law and Ethics	3
MEDA215 Medical Administrative Procedures 1	3
MEDA140 Keyboarding and Typewriting A	3
Total	16

SECOND SEMESTER

Course	Credits
HITT297 Medical Coding 1	3
MEDA200 Clinical Procedures I 1	3
MEDA201 Clinical Procedures II 1	3
MEDA203 Laboratory Procedures 1	3

Course	Credits
MEDA216 Medical Insurance, Billing, & Reimbursement 1	3
MEDA275 Medical Transcription I 1	3
Total	18

THIRD SEMESTER

Course	Credits
MEDA220 Medical Assisting Externship 1	4
Total	4

A Open to Credit by Examination.
1 Course requires prerequisite or corequisite.

Medical Coding/ Billing

Certificate Program

Gainful Employment disclosure information is available for this program of study.

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.

Health Sciences
Founders 210
Phone 215-968-8353 (option 3)
Curriculum Code No. *3174*

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.

View a video about this program

Certificate Requirements

Course	Credits
COLL101 College Success Seminar	1
MEDA140 Keyboarding and Document Processing A	3
BIOL115 Basic Human Anatomy	3
MEDA120 Medical Terminology A	3
HITT190 Introduction to Health Information Technology	3
HITT105 Legal Aspects of Health Information Technology	3
HITT217 Medical Insurance & Reimbursement B	3
HITT285 Medical Coding/Billing Externship C	3
HITT297 Medical Coding B	3
HITT298 Advanced Procedural Coding B	3
HITT299 Advanced Diagnostic Coding B	3
Total Credit Hours	31

A Open for credit by examination.
B Course requires prerequisite or corequisite.
C Completion of all other HIT courses and permission of the Department of Professional 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.

Nursing

Occupational Major

Students interested in Nursing at Bucks need to contact their assigned advisor for advising. The nursing program requires additional fees.

Health Sciences
Penn Hall 439 • Phone (215) 968-8327
Curriculum Code No. 2035

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.

Nursing students must comply with the rules and policies as presented in the AD 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 Bucks Associate Degree Nursing Program is provisionally approved by the Pennsylvania State Board of Nursing and is accredited by: The Accreditation Commission for Education in Nursing, Inc., (ACEN) 3343 Peachtree Road NE, Suite 850 · Atlanta, Georgia 30326 P. 404.975.5000 · F. 404.975.5020

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.

ADMISSION REQUIREMENTS

Admission to the Program of Study

All applicants must fulfill the College's admission requirements, and the specific requirements for admission to the Nursing Program of Study.

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 High School Chemistry with a grade of C or better or 70% and 1 year of High School 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.

All enrolled nursing students must be seen by their assigned Academic Advisor during advising period fall/spring.

GED students must meet the same requirements.

Students who do not meet the high school requirements must take the following courses:

- 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.)
- To satisfy the Social Studies requirements a student must complete Introduction to Psychology OR Introduction to Sociology OR a course listed under Arts/Humanities (as listed in the College Catalog).
- To satisfy the Science Requirement, a student must complete BIOL181, Human Anatomy & Physiology I, with a B or better 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.
- 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:

- Have a course-to-course evaluation performed by one of the five College-approved transcript evaluating agencies (information available in the Office of Admissions).
- Earn a "C" or better in all of the above College courses to meet high school requirements.

CLINICAL ADMISSION REQUIREMENT

Conditional Acceptance into the Clinical Component of Nursing

- Currently enrolled in the College, and have taken the three placement tests
- Met high school requirements
- Curriculum Code of 2035 (Nursing)
- Have a grade of B in BIOL 181, Anatomy & Physiology I, BIOL 182 Anatomy & Physiology II, and BIOL 228 Microbiology and a C or better in ALL courses required in the Nursing Program of Study, if taken before applying for admission into the Clinical component of Nursing. All required courses, with a grade of less than required taken prior to entry into the clinical component of the Nursing Program MUST be repeated before acceptance into the clinical component.
- BIOL 181, Anatomy & Physiology I, BIOL 182, Anatomy & Physiology II BIOL 228, HLTH120N, and PSYC 110 must be taken within the 7 years to be considered current and valid for admission.
- Have a minimum cumulative grade point average (GPA) of 3.0 at BCCC
- 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 Fall or Spring 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 application deadline and posted in the student planning module.

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 B in BIOL 181, Anatomy & Physiology I, BIOL182, Anatomy & Physiology II , and BIOL 228 Microbiology and a C or better in other courses in the Program of Study 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)

- Current CPR certification (BCLS course)
- Current Health examination
- Current Immunizations record
- Current State Police criminal check and FBI check that shows the applicant is felony free for ten (10) years. This requirement is related to the Nurse Practice Act (Act No. 185-109) of Pennsylvania which states "... The Board of Nursing shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the Act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled substance, Drug Device and Cosmetic Act", or convicted of a felony related to a controlled substance in a court of law of the United States or any other state, territory or country, unless: at least ten years have elapsed from the date of conviction..." In addition, applicants must be free of Prohibitive Offenses (which includes certain drug and substance abuse violations) as found in the Pennsylvania Older Adult Protective Services Act 169 of 1996 and as amended by Act 13 of 1997, within their lifetime. 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. The student must self-disclose any arrest after their acceptance in the Clinical Component.
- Current FBI fingerprint clearance
- Current Child Abuse Clearance that demonstrates child abuse free in lifetime.
- Current negative drug and alcohol screen.
- Prior to starting the 2nd year, students must re-submit the following to the Director. Associate Degree Nursing
- Current CPR certification
- Current State Police criminal check and FBI check demonstrating the above.
- Current PPD test results
- Current Negative Drug and alcohol screening
- Other requirements that may be dictated by current clinical affiliations.

PROGRESSION THROUGH AND COMPLETION OF THE NURSING PROGRAM REQUIREMENTS

- A grade of C defined as 73% (on available testing) 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%.
- A grade of C or better in all required non-nursing courses and a B in BIOL 181, Anatomy & Physiology I, BIOL182, Anatomy & Physiology II and BIOL228 Microbiology
- A minimum cumulative GPA of 2.75.

Students failing to meet the above criteria will be dismissed from the Program.

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.

A student may only repeat one nursing course. Any attempt in a nursing course is considered unsuccessful if not completed with a 73% including any withdrawal. The student 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

Advanced Placement for Licensed Practical Nurses or applicants who have attended other accredited associate or baccalaureate nursing degree programs

Eligibility:

LPN's are eligible for advanced placement if space is available.

Transfer students who have attended an ACEN accredited nursing program are also eligible for advanced placement on a space available basis.

Additional Admission Criteria:

LPN's must provide proof of Pennsylvania licensure

Because LPN's have completed the licensure exam, the SAT, ACT or NLN will not be required

Transfer students are required to meet all criteria for acceptance as above.

Placement in the Nursing Program

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.

Transfer students will achieve placement based on review of individual nursing course syllabi.

Criteria for Challenge of Nursing I/Nursing 101 is completion of:

- » CHEM 101 - Chemistry A
- » BIOL 181 - Human Anatomy and Physiology I with a Grade of B or better within the last 7 years
- » COMP 110 - English Composition I
- » 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 with a grade of B or better within the last 7 years
- » BIOL 228 - Microbiology with a grade of B or better within the last 7 years
- » HLTH 120N - Nutrition taken within the last 7 years
- » NURS 120 - Drug Calculations
- » NURS 220 - Nursing Health Assessment
- » 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
- » Courses to be taken with or before Nursing IV/ Nursing 202
- » COMM 110 - Effective Speaking
- » Arts and Humanities

DEGREE COURSE REQUIREMENTS*

Course	Credits
BIOL181 Human Anatomy and Physiology I A,F,7	4
BIOL182 Human Anatomy and Physiology II B,F	4
BIOL228 Microbiology B,F	4
CHEM101 Chemistry A A,C,F,2,6,7	4
COMM110 Effective Speaking E,4,5	3
COMP110 English Composition I A,C,2,10	3
COMP111 English Composition II D,F,2,4,10	3
HLTH120N Nutrition B,I	3
NURS101 Nursing I G	6
NURS102 Nursing II F,G	6
NURS201 Nursing III F,G	9
NURS202 Nursing IV F,G,9	9
PSYC110 Introduction to Psychology D,F,2,3,8	3
SOCI110 Introduction to Sociology D,2,3,8	3
Arts/Humanities E,H,1	3
Total Credit Hours	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

Course	Credits
BIOL181 Human Anatomy and Physiology I A,F,7	4
CHEM101 Chemistry A A,C,F,2,6,7	4
COMP110 English Composition I A,C,2,4,10	3
NURS101 Nursing I G	6
Total Credit Hours	17

SECOND SEMESTER

Course	Credits
BIOL182 Human Anatomy and Physiology II B,F	4
BIOL228 Microbiology B,F	4
HLTH120N Nutrition B,I	3
NURS102 Nursing II F,G	6
Total Credit Hours	17

THIRD SEMESTER

Course	Credits
COMP111 English Composition II D,F,2,10	3
NURS201 Nursing III F,G	9
PSYC110 Introduction to Psychology D,F,2,3,8	3
SOCI110 Introduction to Sociology D,2,3,8	3
Total Credit Hours	18

FOURTH SEMESTER

Course	Credits
COMM110 Effective Speaking E,4,5	3
NURS202 Nursing IV F,G,9	9
Arts/Humanities E,H,1	3
Total Credit Hours	15

A Must be taken before or with NURS101.
B Must be taken before or with NURS102.
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.
I HLTH120N sections are taught by a registered dieticians as required by the PA State Board of Nursing.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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.

Phlebotomy

Certificate Program

Gainful Employment disclosure information is available for this program of study.

Health Sciences
Founders 210
Phone 215-968-8353 (option 3)
Curriculum Code No. *3166*

The Phlebotomy Certificate program prepares students to collect and process blood samples for medical laboratory analysis. The program provides students with information about basic anatomy, the healthcare delivery system, blood collection equipment, venipuncture and capillary puncture techniques, and medical, legal and ethical implications of blood collection.

The program prepares students to function as phlebotomists in a variety of health care settings such as hospitals, medical clinics, commercial laboratories, and in other settings where blood is collected from patients. All courses must be passed with a grade of C or better to be placed into an externship which offers students 120 hours of practice in an off-site clinical facility. Students must perform a minimum of 100 successful unaided blood draws during their externship. Graduates are eligible to sit for a national examination to become a certified phlebotomy technician.

Graduates of this program are able to

- » describe the organization structure of a clinical laboratory and the role of a phlebotomist;
- » relate the anatomy of body systems to basic laboratory tests and pathologic conditions using appropriate medical terminology;
- » demonstrate correct patient identification procedures;
- » perform venipunctures and capillary punctures using safe and effective procedures in accordance with laboratory policy;
- » define preanalytical variables and complications associated with blood collection;
- » describe procedures for the correct handling and processing of specimens; and
- » discuss legal and ethical implications of phlebotomy.

CERTIFICATE REQUIREMENTS

Course	Credits
BIOL115 Basic Human Anatomy	3
COLL101 College Success Seminar	1
MEDA120 Medical Terminology A	3
MEDA204 Phlebotomy Procedures & Techniques B	4
MEDA205 Medical Law and Ethics	3
MEDA287 Phlebotomy Externship B	3
Total Credit Hours	17

A *Open for credit by examination*
B *Course requires prerequisite.*

Associate of Applied Science: Radiography

Occupational Major

Department of Health Sciences
Lower Bucks Campus • Phone (267) 685-4821
Curriculum Code No. *2202*

The associate degree of applied science in radiography prepares the graduate entering the profession of radiography. The degree provides the student with a variety of sound clinical experiences in which the student develops competency in skills, and personal and professional growth in the discipline.

This degree program prepares the student both educationally and clinically to take the American Registry of Radiologic Technologists (ARRT) examination for credentialing and registration and to seek employment as a radiologic technologist.

Graduates of this program are able to:

- » function as competent, entry-level professionals that meet the medical imaging needs of the surrounding community;
- » demonstrate appropriate, professional communication skills;
- » develop and practice effective problem solving skills and critical thinking skills; and
- » conduct him/herself in a professional manner.

DEGREE COURSE REQUIREMENTS*

Course	Credits
RADI100 Introduction to Radiography A	3
RADI105 Radiographic Procedures I B	3
RADI110 Image Production and Evaluation B	3
RADI115 Radiation Physics B	3
RADI120 Clinical Experience I B	2
RADI125 Radiographic Procedures II B	3
RADI130 Radiation Protection and Biology B	3
RADI135 Advanced Imaging I B,9	3
RADI140 Clinical Experience II B	2
RADI200 Clinical Experience III B	3
RADI205 Radiographic Procedures III B	3
RADI210 Advanced Imaging II B	3
RADI215 Clinical Experience IV B	3
RADI220 Registry Review B	2
RADI225 Pathology B	2
RADI230 Quality Assurance B	2
RADI235 Clinical Experience V B	3
MEDA120 Medical Terminology	3
MATH120 College Algebra C,6	4
BIOL181 Anatomy and Physiology I A,7	4
COLL101 College Success Seminar	1
COMP110 English Composition I C,2,10	3
COMP111 English Composition II A,2,4,10	3
PSYC110 Introduction to Psychology 2,3,8	3

Course	Credits
COMM110 Effective Speaking A,4,5	3
Arts/Humanities Elective D,1	3
Total Credit Hours	73

RECOMMENDED SEMESTER SEQUENCE

This recommended course sequence is designed for a full-time student who averages 12-14 credits per semester. The courses in the major must be taken in the designated sequence order, as the curriculum builds from one semester to the next. Students may need more time to complete major course requirements based on placement testing or completing prerequisite coursework for general education courses.

The AAS of radiography is a total of 73 credits. The 73 credits takes the full-time student six semesters to complete. The course cycle begins in the summer, not fall, thereby allowing graduates to enter the job market at the same time as those of comparable schools in the area.

Summer I

Course	Credits
COLL101 College Success Seminar	1
MEDA120 Medical Terminology	3
MATH120 College Algebra C,6	4
BIOL181 Anatomy and Physiology I A,7	4
Total Credit Hours	12

Fall I

Course	Credits
RADI100 Introduction to Radiography A	3
RADI105 Radiographic Procedures I B	3
RADI110 Image Production and Evaluation B	3
RADI115 Radiation Physics B	3
RADI120 Clinical Experience I B	2
Total Credit Hours	14

Spring I

Course	Credits
RADI125 Radiographic Procedures II B	3
RADI130 Radiation Protection and Biology B	3
RADI135 Advanced Imaging I B,9	3
RADI140 Clinical Experience II B	2
COMP110 English Composition I C,2,10	3
Total Credit Hours	14

Summer II

Course	Credits
RADI200 RADI200 Clinical Experience III B	3
COMP111 English Composition II A,2,4,10	3
COMM110 Effective Speaking A,4,5	3
Total Credit Hours	9

Fall II

Course	Credits
RADI205 Radiographic Procedures III B	3
RADI210 Advanced Imaging II B	3
RADI215 Clinical Experience IV B	3
PSYC110 Introduction to Psychology 2,3,8	3
Total Credit Hours	12

Spring II

Course	Credits
RADI220 Registry Review B	2
RADI225 Pathology B	2
RADI230 Quality Assurance B	2
RADI235 Clinical Experience V B	3
Arts/Humanities Elective D,1	3
Total Credit Hours	12

A Course requires prerequisites.
B All courses in the Radiography Major must be taken in sequential order.
C Placement testing required.
D Arts/Humanities course- consult the list of courses approved for this subcategory . Any course may be chosen.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

Computed Tomography

Certificate Program

Gainful Employment disclosure information is available for this program of study.

Health Sciences
Phone 215-968-8353 (option 3)
Curriculum Code No. *200*

The Computed Tomography Certificate program prepares the post-graduate registered radiologic technologist to use x-rays and computed radiologic technology to produce cross-sectional anatomical images of the human body. Computed Tomography (CT) technologists operate CT scanners, picture archiving and communication systems and related equipment.

The Computed Tomography Certificate program is a two-semester program. The program consists of online didactic courses and a clinical practicum experience. The Computed Tomography Certificate Program is designed to provide the working Radiologic Technologist with the theoretical background and documented clinical experience necessary to sit for the Computed Tomography registry examination offered by the American Registry of Radiologic Technologist (ARRT).

Prospective applicants seeking admission into the CT Certificate Program must be graduates of a 2-year JRCERT accredited program in Radiography or Nuclear Medicine and must hold current ARRT or NMTCB certification.

Graduates of this program are able to

- function as competent, entry-level professionals;
- demonstrate appropriate, professional communication skills;
- develop and practice effective problem-solving skills and critical thinking skills; and
- conduct him/herself in a professional manner.

CLINICAL EDUCATION REQUIREMENTS:

The number students accepted into clinical education (RADI310 and RADI325) for computed tomography will be equal to the number of available clinical spaces.

Once accepted into the Computed Tomography Clinical Courses, students will be required to:

- Purchase a Computed Tomography uniform from preferred uniform vendor.
- Purchase professional liability insurance annually.
- Assume all responsibility for transportation to and from the clinical sites assigned.
- Obtain and maintain current CPR certification.
- Obtain and maintain Immunization records.
- Complete an FBI Fingerprint Criminal Background Check, a PA Criminal Background check, Child Abuse clearance and drug screening (until clearance is

received, program acceptance is provisional and may be rescinded).

» Show proof of health insurance coverage for the student.

CERTIFICATE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
RADI300 Patient Care in Computed Tomography	3
RADI305 Procedures in Computed Tomography	3
RADI310 Computed Tomography Clinical Practicum I	2
RADI315 Cross-sectional Anatomy in Medical Imaging	3
RADI320 Physics Instrumentation in Computed Tomography	3
RADI325 Computed Tomography Clinical Practicum IIA	2
Total Credit Hours	17

A *Course requires prerequisite.*

Kinesiology and Sport Studies

ASSOCIATE DEGREE PROGRAMS

Transfer

1031 Health/Physical Education

1154 Sports Management

1197 Exercise Science

CERTIFICATE PROGRAMS

3190 Recreational Leadership

Exercise Science

Transfer Major

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

Department of Kinesiology and Sports Studies
Linksz Pavillion 208 • Phone (215) 968-8450
Curriculum Code No. *1197*

The Exercise Science major prepares undergraduate students for transfer to a four year institution where they major in any allied healthcare field including, but not limited to physical therapy, occupational therapy, athletic training, exercise physiology and nursing. Other possible professions include strength and conditioning coaches, health and fitness specialists and chiropractors. Community members currently working in the health field who would like to pursue continuing education will benefit from the Program's course offerings.

Graduates of this program are able to:

» Demonstrate an understanding of the body's anatomical and physiological systems as they pertain to exercise physiology principles and disease;

» Find, evaluate, discuss, and ethically use scholarly health science articles published in peer reviewed literature and relate concepts to exercise recommendations and prescription: and

» Demonstrate technological competence with health science computer programs, tools and equipment (i.e., skin fold calipers, heart rate monitors).

DEGREE COURSE REQUIREMENTS*

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,B,2,10	3
COMP111 English Composition II B,2,10	3
COMM110 Effective Speaking B,5	3
MATH115 Elementary Statistics A,6	3
KINS180 Foundations of Physical Education	3
BIOL181 Anatomy & Physiology I B,7	4
BIOL182 Anatomy & Physiology II B	4
EXSC200 Biomechanics B	4

Course	Credits
EXSC201 Physiology of Exercise B,9	4
HLTH120N Nutrition (with a Registered Dietician) H,4	3
SOCI110 Introduction to Sociology 3	3
PSYC110 Introduction to Psychology A,8	3
Arts Elective G,1	3
Lifestyle Activity D	2
Aquatics Activity F	2
Survival Activity E	2
Fitness Activity C	2
General Elective	9
Total Credit Hours	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. See catalog for key.

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,B,2,10	3
BIOL181 Anatomy & Physiology I B,7	4
KINS180 Foundations of Physical Education	3
PSYC110 Introduction to Psychology A,8	3
Fitness Activity C	2
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II B,2,10	3
BIOL182 Anatomy & Physiology II B	4
HLTH120N Nutrition (with a Registered Dietician) I,4	3
Lifestyle Activity D	2
Arts Elective G,1	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
COMM110 Effective Speaking B,5	3
EXSC200 Biomechanics B	4
SOCI110 Intro to Sociology 3	3
Survival Activity E	2
General Activity C,7	2
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
MATH115 Elementary Statistics A,6	3
EXSC201 Physiology of Exercise B,9	4
Aquatics Activity F	2
General Elective	6
Total Credit Hours	15

A Placement testing required
B Course requires prerequisite or departmental approval.
C Exercise Science majors must take at least one of the following fitness activity courses: KINS180, KINS134, KINS145, KINS188, and KINS189.
D Exercise Science majors must take at least one of the following lifestyle activity courses: KINS130, KINS191.
E Exercise Science majors must take at least one of the following survival activity courses: KINS106, KINS129, KINS133, and KINS190.
F Exercise Science majors must take at least one of the following aquatics activity courses: KINS150, KINS155, and KINS156.
G Students must take at least one of the following arts courses: VAFA191, VAFA192, VAFA193, VAFA194, VAPH196, COMT101, MUSC101, MUSC105, MUSC106.
H HLTH120N sections are taught by a registered dietitians as required by the PA State Board of Nursing.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Health and Physical Education

Transfer Major

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

Department of Kinesiology and Sport Studies
Linksz Pavillion 208 • Phone (215) 968-8450
Curriculum Code No. *1031*

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.

Program goals:

Graduates in this major will be able to:

- » demonstrate an understanding of basic health materials and physical education concepts,
- » 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,
- » demonstrate an understanding of how they can change their lives sand those of their students by improving their attitudes about health, exercise and nutrition.

DEGREE COURSE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,4,10	3
COMP111 English Composition II B,2,10	3
COMM110 Effective Speaking 4,5	3
KINS180 Foundations of Physical Education	3
HLTH103 Life and Health 2	3
HLTH110 Responding to Emergencies 2	3
HLTH120 Nutrition 1,4	3
HLTH130 Principles and Applications of Diet and Fitness 9	3
SOCI110 Introduction to Sociology 3,6	3
PSYC110 Introduction to Psychology A,8	3
KINS183 Movement and Physical Education for Early Childhood	3
Kinesiology Skills Courses C	12
HUMN Elective D,1	3
Math A,E,6	3
Scientific LiteracyA,F,7	3-4
General Electives	6
Total Credit Hours	61-62

RECOMMENDED SEMESTER SEQUENCE

The recommended course sequence is de-

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

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,4,10	3
HLTH103 Life and Health 2	3
KINS180 Foundations of Physical Education	3
Kinesiology Skills Courses C	4
Math A,E,6	3
Total Credit Hours	17

SECOND SEMESTER

Course	Credits
COMP111 English Composition II B,2,10	3
HLTH110 Responding to Emergencies 2	3
KINS183 Movement and Physical Education for Early Childhood	3
Kinesiology Skills Courses C	4
Scientific LiteracyA,F,7	3-4
Total Credit Hours	16-17

THIRD SEMESTER

Course	Credits
COMM110 Effective Speaking 4,5	3
HLTH130 Principles and Applications of Diet and Fitness 9	3
PSYC110 Introduction to Psychology A,8	3
Kinesiology Skills Courses C	4
General Elective	3
Total Credit Hours	14

FOURTH SEMESTER

Course	Credits
HLTH120 Nutrition 1,4	3
SOCI110 Introduction to Sociology 3,6	3
Kinesiology Skills Courses C	2
HUMN Elective D,1	3
General Elective	3
Total Credit Hours	14

A Placement testing required.
B Course requires prerequisite or departmental approval.
C Choose six from the following: KINS133, KINS145, KINS150, KINS155, KINS156, KINS170, KINS175, KINS176, KINS178, KINS179, KINS188
D HUMN111, HUMN112, HUMN113, HUMN114
E MATH101 or MATH115
F The following may be taken to fulfill the Scientific Literacy requirement: BIOL101, BIOl115, CHEM101

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Recreation Leadership

Certificate Program

Gainful Employment disclosure information is available for this program of study.

Department of Kinesiology and Sport Studies
Linksz Pavillion 208 • Phone (215) 968-8450
Curriculum Code No. *3190*

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 certificate 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 COURSE REQUIREMENTS*

Course	Credits
COLL101 College Success Seminar	1
HLTH110 Responding to Emergencies 2	3
KINS155 Lifeguarding	2
KINS156 Water Safety Instructor A	2
KINS190 Outdoor Recreation	3
KINS191 Outdoor Recreation Leadership	3
KINS170 Individual Fitness and Wellness	2
SPMT202 Facility and Events Planning	3
Total Credit Hours	19

A Requires prerequisite and/or co requisite.

Sport Management

Transfer Major

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

Department of Kinesiology and Sport Studies
Linksz 208 • Phone (215) 968-8450
Curriculum Code No. *1154*

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 man-

agement, marketing, and/or event planning to direct, support or control a sport enterprise

» demonstrate understanding of basic Sport Management Core work

» compute with proficiency and confidence, in planning marketing strategies, and/or campus recreation, intramurals and other activities

DEGREE COURSE REQUIREMENTS*

Course	Credits
COLL101 College Success Seminar	1
CISC100 Digital Literacy F,9	3
COMM110 Effective Speaking G,4,5	3
COMP110 English Composition I A,G,2,10	3
COMP111 English Composition II G,2,4,10	3
HLTH103 Life and Health 2	3
HLTH110 Responding to Emergencies 2	3
ECON111 Prin. of Economics: Macro 2	3
SOCI110 Intro to Sociology 2,3,8	3
SPMT200 Intro to Sport Management	3
SPMT201 Sport Marketing	3
SPMT202 Facility Mgt/Event Planning	3
SPMT203 History& Philosophy of Sport	3
Scientific Literacy A,C,7	3-4
Quantitative Literacy A,H,6	3-4
Arts/Humanities D,1	6
Elective E	3
Physical Education Electives B	6
SPMT280 Cooperative Education/Sport Internship G	3
Total Credit Hours	61-63

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. See catalog for key.

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,G,2,10	3
HLTH103 Life and Health 2	3
SPMT200 Intro to Sport Management	3
Physical Education Elective B	2
Quantitative Literacy A,H,6	3-4
Total Credit Hours	15-16

SECOND SEMESTER

Course	Credits
CISC100 Digital Literacy F,9	3
COMP111 English Composition II G,2,4,10	3
HLTH110 Responding to Emergencies 2	3
SPMT203 History & Philosophy of Sport	3
Arts/Humanities D,1	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
SPMT202 Facility Mgt/Event Planning	3
ECON111 Prin. of Economics: Macro 2	3
SOCI110 Intro to Sociology 2,3,8	3
SPMT201 Sport Marketing	3
Arts/Humanities D	3
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
COMM110 Effective Speaking G,4,5	3
Elective E	3
SPMT280 Sport Management Internship G	3
Scientific Literacy A,C,7	3-4
Physical Education Electives B	4
Total Credit Hours	16-17

A Placement testing required.
B Choose any 3 from the following: KINS133, KINS145, KINS150, KINS155, KINS156, KINS170, KINS178, KINS190, KINS191.
C Choose from: CHEM101, BIOL101.
D Any of the following may be chosen: HIST111, HIST112, HIST151, HIST152, HUMN111, HUMN112, HUMN113, HUMN114.
E Pre-college level courses do not meet this requirement.
F CISC110 or CISC115 may be substituted.
G Course requires prerequisite.
H Choose from: MATH101, MATH102, MATH120, MATH125, MATH140.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Department of Language and Literature

ASSOCIATE DEGREE PROGRAMS

Transfer

1200 English

1201 Guided Studies

1045 Journalism

1002 Liberal Arts: General

English

Transfer Major

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

Department of Language & Literature
Penn105 • Phone (215) 968-8150
Curriculum Code No. *1200*

This program is designed for students who seek a general education with a focus on the study of English. English majors investigate a variety of literatures and hone their academic writing skills, preparing themselves for transfer to a four-year institution or entry into the workforce in fields such as public relations, technical writing, and the non-profit sector.

Graduates of this program are able to:

- demonstrate proficiency in written communication, including awareness of purpose and audience, ability to effectively compose documents for print and non-print environments, and facility with thesis and argument construction;
- identify the distinguishing characteristics of literary genres and the historical and cultural environments in which literary texts have been created;
- demonstrate critical thinking skills in the analysis of literary works;
- demonstrate critical reasoning skills in the selection, identification, evaluation, and use of secondary sources needed in writing effectively about literature;
- apply correct documentation and citation style to academic writing; and
- use technology effectively to retrieve, evaluate, and incorporate information.

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking A,4,5	3
COMP110 English Composition I A,2,10	3
COMP111 English Composition II B,2,4,10	3
CISC100 Digital Literacy 9	
OR	
CISC110 Introduction to Information Systems B,9	3
LITR231 American Literature to 1865 1,2	3
LITR232 American Literature from 1865 1,2	3
LITR205 English Literature to the 19th Century 1,2	
OR	
LITR206 English Literature in the 19th & 20th Century 1,2	3
LITR254 World Literature I 1,2	
OR	
LITR255 World Literature II 1,2	3
Literature ElectiveC,1,2	3
Mathematics A,D,6	3
Science E,7	4
History F,3	3
Foreign Language G,1,3	6
Social/Behavioral Science H,8	3
General Electives I	14
Total Credit Hours	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

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,2,10	3
CISC100 Digital Literacy 9	
OR	
CISC110 Introduction to Information Systems B,9	3
Mathematics A,D,6	3
Social/Behavioral Science H,8	3
General Elective I	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II B,2,4,10	3
COMM110 Effective Speaking A,4,5	3
LITR231 American Literature to 1865 1,2	3
LITR205 English Literature to the 19th Century 1,2	
OR	
LITR206 English Literature in the 19th & 20th Century 1,2	3
General Elective I	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
LITR232 American Literature from 1865 1,2	3
Science E,7	4
History F,3	3
Foreign Language G,1,3	3
General Elective I	2
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
LITR254 World Literature I 1,2	
OR	
LITR255 World Literature II 1,2	3
Literature ElectiveC,1,2	3
Foreign Language G,1,3	3
General Elective I	6
Total Credit Hours	15

A Placement testing required.
B Prerequisite or co-requisite required.
C Any LITR may be chosen.
D Choose from: MATH101, 115, 120, 122, 125, or 140.
E Choose from: SCIE103, BIOL101, CHEM101, or PHYS106.
F Choose from: HIST111, 112, 151, or 152.
G Any foreign language may be taken except AMSL.
H Choose from: ECON111, GEOG110, PSYC110, or SOCI110.
I Consult the list of courses approved for general elective credit:

For the base English major, any may be taken.

For the Writing Emphasis, any 8 elective credits plus 6 credits from COMP114, 115, 116, or any JOUR course.

For the Secondary Education Emphasis, any 8 elective credits plus PSYC190 & EDUC160.

For the Women's Studies Emphasis, any 8 elective credits plus WMST110 & HLTH200.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Guided Studies

Transfer Major

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

Department of Language & Literature

Grupp 105 • Phone (215) 968-8150

Curriculum Code No. 1202

The Guided Studies major provides an efficient vehicle for exploring possible majors while completing some/many courses that will meet requirements of an Associate degree at Bucks and/or earn credits that will transfer as requirements or electives at another institution.

Graduates of this program are able to:

» Articulate and discuss main concepts, features, and applications of two areas of study (Concentrations).
» Articulate personal qualities and interests as they relate to academic, training, and/or career planning.
» Create a plan for an academic or professional career by researching academic, train-ing, and career opportunities, and matching those opportunities with personal qualities and interests.
» Use software programs commonly needed in workplaces and academic settings.
» The Guided Studies Concentrations include the following: Creativity and Aesthetics; Culture and Society; Helping Professions and Public Service; Humanities; Management, Leadership, Entrepreneurship, and Business; Media and Technology; Numbers, Engi-neering, and Computer Technology; Science, Nature, and Health; Service Industries; Words, Texts, and Communication..

Course	Credits
COLL101 College Success Seminar	1
GUID101 Introduction to Guided Studies B	1
COMP110 English Composition I A,H,2,10	3
CISC100 Digital Literacy 9	
OR	
CISC110 Introduction to Information Systems 9	3
Writing Elective B,C,H	3
Concentration A Gateway Course D,F,G,H	3-4
Concentration B Gateway Course D,F,G,H	3-4
Concentration A Elective Course E,F,H,K	9-12
Concentration B Elective Course E,F,H,K	9-12
GUID250 Guided Studies Seiminar B	1
Arts/Humanities G,H,1	3
Information Literacy G,H,4	3
Oral Communication G,H,5	3
Quantitative Literacy G,H,6	3-4
Scientific Literacy G,H,7	3-4
Social Sciences G,H,8	3
Electives 1	3
Diversity G,H,3	60-70
Total Credit Hours	60-70

RECOMMENDED SEMESTER SEQUENCE

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

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
GUID101 Introduction to Guided Studies B	1
COMP110 English Composition I A,H,2,10	3
Concentration A Gateway Course D,F,G,H	3-4
Concentration B Gateway Course D,F,G,H	3-4
CISC100 Digital Literacy 9	
OR	
CISC110 Introduction to Information Systems 9	3
Total Credit Hours	14-16

SECOND SEMESTER

Course	Credits
Concentration A Elective Course E,F,H,K	6-8
Concentration B Elective Course E,F,H,K	3-4
Writing Elective B,C,H	3
Information Literacy G,H,4	3
LITR206 English Literature in the 19th & 20th Century 1,2	3
Total Credit Hours	15-18

THIRD SEMESTER

Course	Credits
Concentration A Elective Course E,F,H,K	3-4
Concentration B Elective Course E,F,H,K	6-8
Oral Communication G,H,5	3
Quantitative Literacy G,H,6	3-4
GUID250 Guided Studies Seminar B	1
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
Diversity G,H,3	3
Scientific Literacy G,H,7	3-4
Social Sciences G,H,8	3
Arts/Humanities G,H,1	3
Elective 1	3
Total Credit Hours	15-16

A Placement testing required.
B Prerequisite or co-requisite required.
C Any LITR may be chosen.
D Choose from: MATH101, 115, 120, 122, 125, or 140.
E Choose from: SCIE103, BIOL101, CHEM101, or PHYS106.
F Choose from: HIST111, 112, 151, or 152.
G Any foreign language may be taken except AMSL.
H Choose from: ECON111, GEOG110, PSYC110, or SOCI110.

I Consult the list of courses approved for general elective credit:
1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technologica

Journalism

Transfer Major

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

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

Curriculum Code No. *1045*

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

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.

Graduates of this program are able to

- » recognize the complexities of media and society studies;
- » practice the skills and knowledge necessary for jobs in print and online journalism, including the fundamentals of news reporting, writing, editing, and page layout;
- » demonstrate their understanding of journalism ethics, press freedom, the First Amendment, and libel law.
- » demonstrate technological competence appropriate to the major, such as using computer software to do newspaper layout, creating digital video news reports using cameras and professional video and audio editing software, and uploading stories and photographs to the student newspaper website.

DEGREE COURSE REQUIREMENTS*

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking A,2,4,5	3
COMM111 Media and Society 3,8	3
COMP110 English Composition I A,2,10	3
COMP111 English Composition II B,2,4,10	3
ECON111 Principles of Economics - Macro 3,8	3
HIST151 U.S. History: Young America 1,3	3
HIST152 U.S. History: Modern America 1,3	3
JOUR175 News Reporting and Writing B,4,10	3
JOUR275 Newspaper Editing and Page Layout C	3
JOUR276 Feature Writing for Newspapers and Magazines 10,C	3
JOUR277 Public Affairs Reporting C	3
JOUR278 Webcast News Production C,9	3
POLI120 American State and Local Government	3
Literature D,1	3
Journalism Elective E	3
Math A,B,F,6	3
Science A,B,G,7	4
Social/Behavioral Science G,3,8	3
Elective H	3
Total Credit Hours	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

Course	Credits
COLL101 College Success Seminar	1
COMM111 Media and Society 3,8	3
COMP110 English Composition I A,2,10	3
JOUR175 News Reporting and Writing B,4,10	3
POLI120 American State and Local Government	3
HIST151 U.S. History: Young America 1,3	3

Course	Credits
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II A,2,10	3
COMM110 Effective Speaking A,2,4,5	3
ECON111 Principles of Economics - Macro 3,8	3
JOUR276 Feature Writing for Newspapers and Magazines C,10	3
Math A,B,F,6	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
JOUR275 Newspaper Editing and Page Layout C	3
JOUR278 Webcast News Production C,9	3
Journalism Elective E	3
Literature D,1	3
Elective H	3
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
JOUR277 Public Affairs Reporting C	3
HIST152 U.S. History: Modern America 1,3	3
Social/Behavioral Science G,3,8	3
Science A,B,G,7	4
Elective I	3
Total Credit Hours	15

A Placement testing required.
B Prerequisite or co-requisite required.
C Prerequisite: JOUR175.
D Choose LITR232 or LITR277.
E Choose VAMM100 Digital Imaging or JOUR155 Advertising Copywriting.
F Choose MATH101, MATH115, MATH117, MATH118, MATH120, MATH125, or MATH140.
G Choose BIOL101, CHEM101, PHYS106 or SCIE103.
H Choose one from: GEOG110, POLI111, PSYC110, or SOCI110.
I Pre-college level courses do not fulfill this requirement.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Liberal Arts: General Emphasis

Transfer Major

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

Department of Language & Literature
Penn 105 • Phone (215) 968-8150
Curriculum Code No. *1002*

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 world 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 world language requirements that may affect their acceptance into certain colleges or programs.

Graduates of this program are able to

- » communicate effectively through speech and writing;
- » demonstrate an understanding of scientific and quantitative reasoning;
- » read critically, analyze and interpret information, and construct logical, well-supported positions;
- » demonstrate an understanding of human behavior and/or the relationships of people within societies, human intellectual heritage and/or creative expression, and diverse human perspectives in local, national, or global contexts;
- » find, evaluate, and ethically use information in a variety of formats for a variety of purposes; and
- » use technology effectively to retrieve, evaluate, and incorporate information.

DEGREE COURSE REQUIREMENTS*

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking 4,5	3
COMP110 English Composition I A,2,10	3
COMP111 English Composition II B,2,4,10	3
CISC100 Digital Literacy 9	3
PHIL125 Basic Problems in Philosophy 1,2,3	3
Arts C,1	3
World Language	3
OR	
Humanities D,1,3	3
Literature E,1	6
History F,3,8	3
Math or Science G,6,7	3-4
Mathematics A,H,6	3
Science I,7	3-4
Social/Behavioral Science J,8	6
Electives K	15
Total Credit Hours	61-63

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

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking 4,5	3
COMP110 English Composition I A,2,10	3
Math or Science G,6,7	3-4
CISC100 Digital Literacy 9	3
Elective K	3
Total Credit Hours	16-17

SECOND SEMESTER

Course	Credits
COMP111 English Composition II B,2,4,10	3
Mathematics A,H,6	3
Elective K	3
World Language	3
OR	
Humanities D,1,3	3
History F,3,8	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
PHIL125 Basic Problems in Philosophy 1,2,3	3
Science 1,7	3-4
Literature E,1	3
Social/Behavioral Science J,8	3
Elective K	3
Total Credit Hours	15-16

FOURTH SEMESTER

Course	Credits
Arts C,1	3
Elective K	6
Literature E,1	3
Social/Behavioral Sciences J,8	3
Total Credit Hours	15

*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.

A Placement testing required.
B Course requires prerequisite and/or co-requisite.
C Choose from VAFA191, 192, 193, 194, VACV141, 142, COMT101, MUSC101, or 105.
D Choose any world language course or choose HUMN111, 112, 113, 114, or 120.
E Any LITR may be chosen.
F Choose from HIST111, 112, 151, or 152.
G Consult the list of courses approved for either Scientific &/or Quantitative Literacy; any course may be chosen except MATH110 or MGMT120.
H Choose from MATH101, 102, 115, 117, 118, 120, 122, 125, or 140.
I Choose from BIOL101, 115, 181, CHEM101, 121, PHYS106, 121, SCIE101, 102, 103, or 108.
J Any two (2) ECON, GEOG, POLI, PSYC, or SOCI course may be chosen.
K Pre-college level courses do not meet this requirement.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication

Science, Technology, Engineering & Mathematics

ASSOCIATE DEGREE PROGRAMS

Transfer

1003 Biology
1105 Biomedical Sciences
1004 Chemistry
1103 Computer Science
1203 Cybersecurity
1102 Information Science
1028 Engineering
1188 Environmental Science
1146 Individual Transfer Studies
1006 Mathematics
1194 Neuroscience
1117 Science
1169 Secondary Education - Biology
1177 Secondary Education - Mathematics

Occupational

2193 Engineering Technology
2119 Biotechnology
2136 Computer Networking Technology
2164 Information Technology Studies

CERTIFICATE PROGRAMS

3186 Biotechnology: Cell and Tissue Culture
3133 Computer Networking Technology
3162 Computer Hardware Installation and Maintenance

Biology

Transfer Major

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

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone: 968-8305
Curriculum Code No. *1003*

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.
- » Demonstrate use of a variety of different instruments and techniques to collect, organize, evaluate and present data

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

Course	Credits
BIOL121 Biological Principles I E	4
BIOL122 Biological Principles II E	4
BIOL220 Principles of Ecology E	4
BIOL228 Microbiology 9,E	4
CHEM121 Chemistry I A,E,6,7	4
CHEM122 Chemistry II E	4
CHEM221 Organic Chemistry I E	5
CHEM222 Organic Chemistry II E	5

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,E,2,10	3
COMP111 English Composition II 2,4,10,E	3
MATH122 Trigonometry and Analytic Geometry A,B,E,H,6	3
MATH125 Pre-Calculus C,E,H,6	4
COMM110 Effective Speaking 4,5,E	3
Social Sciences/Diversity 3,8,F	3
Arts/Humanities 1,D	3
Electives G	4-6
Total Credit Hours	61-63

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

Course	Credits
BIOL121 Biological Principles I E	4
CHEM121 Chemistry I A,E,6,7	4
COLL101 College Success Seminar	1
COMP110 English Composition I A,E,2,10	3
MATH122 Trigonometry and Analytical Geometry A,B,E,H,6	3
Total Credit Hours	15

SECOND SEMESTER

Course	Credits
CHEM122 Chemistry II E	4
COMP111 English Composition II E,2,4,10	3
BIOL122 Biological Principles II E	4
MATH125 Precalculus C,E,H,6	4
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
CHEM221 Organic Chemistry I E	5
BIOL228 Microbiology 9,E	4
COMM110 Effective Speaking 4,5,E	3
Social Science/Diversity 3,8,F	3
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
CHEM222 Organic Chemistry II E	5
BIOL220 Principles of Ecology E	4
Arts/Humanities D,1	3
Electives G	4
Total Credit Hours	16

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.
F Choose from any of the following choices: COMM111, ECON111, GEOG110,HIST111, HIST112, HIST113, HIST114, HIST151, HIST152, MUSC103, POLI111, PSYC110, SOCI110, SOCI120
G Choose any courses
H Students planning to continue on to a Baccalaureate degree program are strongly urged to continue their math studies through Calculus II

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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

Biomedical Sciences

Transfer Major

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

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone (215) 968-8305
Curriculum Code No. *1105*

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.
- » demonstrate use of a variety of different instruments and techniques to collect, organize, evaluate and present data.

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

Course	Credits
BIOL121 Biological Principles I E	4
BIOL122 Biological Principles II E	4
CHEM121 Chemistry I A,E,6,7,9	4
CHEM122 Chemistry II A,E	4
COLL101 College Success Seminar	1
COMP110 English Composition I A,2,10	3
COMP111 English Composition II E,2,4,10	3
MATH120 College Algebra A,B,6	4
PSYC110 Introduction to Psychology 2,3,8	3
SOCI110 Introduction to Sociology 2,3,8	3
COMM110 Effective Speaking 4,5	3
CISC110 Intro to Information Systems A,9	3
HLTH120 Nutrition G	3
Arts/Humanities Elective D,1	3
Pre-Allied Health Electives F	18
Total Credit Hours	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 se-

quence recommended.

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,2,10	3
MATH120 College Algebra A,B,6	4
Pre-Allied Health Elective F	3
CISC110 Intro to Information Systems A,9	3
HLTH120 Nutrition G	3
Total Credit Hours	17

SECOND SEMESTER

Course	Credits
CHEM121 Chemistry I A,E,6,7,9	4
COMP111 English Composition II E,2,4,10	3
PSYC110 Introduction to Psychology2,3,8	3
Arts/Humanities Elective D,1	3
Pre-Allied Health Elective F	3
Total Credit Hours	16

THIRD SEMESTER

Course	Credits
BIOL121 Biological Principles I E	4
CHEM122 Chemistry II A,E	4
Pre-Allied Health Electives F	6
Total Credit Hours	14

FOURTH SEMESTER

Course	Credits
BIOL122 Biological Principles II E	4
SOCI110 Introduction to Sociology 2,3,8	3
COMM110 Effective Speaking 4,5	3
Pre-Allied Health Electives F	6
Total Credit Hours	
Total Credit Hours	16

A Placement testing required.
B MATH122, MATH125, or MATH140 may be substituted.
C MATH141 may be substituted.
D Consult the list of courses approved for this subcategory. Any course may be chosen.
E Course requires prerequisite.
F Depending on career choice and transfer institution, BIOL228, COMM105, COMM110, CHEM221,CHEM222, CHEM242, BIOL181, BIOL182, BIOT105, BIOT125, MATH115, PHYS106, PHYS107, PSYC180, PSYC181, PSYC200,SOCI120, or courses in Quantitative Literacy, Arts/Humanities, and Social Sciences.
G HLTH120N may be substituted.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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.

Biotechnology

Science, Technology, Engineering & Mathematics Department
Founders 112 • phone (215) 968-8305
Curriculum Code No. *2119*

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

Course	Credits
BIOL121 Biological Principles I C	4
BIOL228 Microbiology C	4
BIOT105 Introduction to Biotechnology	4
BIOT125 Biotechnology Methods and Techniques C,9	4
BIOT205 Cell and Tissue Culture C	4
BIOT221 Biomanufacturing C	4
CHEM121 Chemistry I A,C,6,7	4
CHEM122 Chemistry II C	4
CISC110 Introduction to Information Systems	3
COLL101 College Success Seminar	1
COMM110 Effective Speaking A,4,5	3
COMP110 English Composition I A,C,2,10	3
COMP114 Technical Writing C	3
MATH115 Elementary Statistics A,C,6	3
BIOL280 Cooperative Education: Biotechnology C OR Science Elective	3-4
Science Elective B,C	4
Diversity/Arts/Humanities D,1,3	3
Social Sciences E,8	3
Total Credits	61-62

RECOMMENDED SEMESTER SEQUENCE

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

FIRST SEMESTER

Course	Credits
BIOT105 Introduction to Biotechnology	4
CHEM121 Chemistry I A,C,6,7	4
COLL101 College Success Seminar	1
COMP110 English Composition IA,C,2,10	3
CISC110 Introduction to Information Systems	3
Social Sciences E,8	3
Total Credit Hours	18

SECOND SEMESTER

Course	Credits
BIOT125 Biotechnology Methods and Techniques C,9	4
CHEM122 Chemistry II C	4
COMP114 Technical Writing C	3
COMM110 Effective Speaking A,4,5	3
Total Credit Hours	14

THIRD SEMESTER

Course	Credits
BIOL121 Biological Principles I C	4
BIOT205 Cell and Tissue Culture C	4
BIOT221 Biomanufacturing C	4
MATH115 Elementary Statistics A,C,6	3
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
BIOL228 Microbiology C	4
BIOL280 Cooperative Education: Biotechnology C OR Science Elective	3-4
Science Elective B,C	4
Diversity/Arts/Humanities D,1,3	3
Total Credit Hours	14-15

A Placement testing required
B Choose from BIOL122, BIOL181, BIOL182, CHEM144, CHEM220, PHYS121.
C Course requires prerequisite.
D Choose from Approved List.
E Choose from the list of courses approved for this category.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

Biotechnology: Cell and Tissue Culture

Certificate Major

Gainful Employment disclosure information is available for this program of study.

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone (215) 968-8305
Curriculum Code No. *3186*

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, biomanufacturing, 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

Course	Credits
COLL101 College Success Seminar	1
CHEM121 Chemistry I	4
BIOT125 Biotechnology Methods and Techniques	4
BIOT221 Biomanufacturing	4
BIOT205 Cell and Tissue Culture	4
Total Credit Hours	17

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.

Chemistry

Transfer Major

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

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone 968-8305
Curriculum Code No. *1004*

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 an emphasis on chemistry such as environmental science, forensic science, and oceanography. Students planning to enter medical school could also enter this major and select additional courses in biology. Students completing this degree, although typically transferring to a Bachelor's degree program, may also be employed as Laboratory Technicians or Assistants.

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 correct numerical solutions to chemistry problems;
- » analyze and make reasoned judgments dealing with chemistry problems;
- » develop a chemical knowledge and be able to apply it to other disciplines, such as biology, environmental science, engineering, pharmacy, health sciences, etc.; and
- » demonstrate proficiency in laboratory skills as they pertain to: chemical information, the safe handling, use and disposal of chemicals; synthetic procedures including isolation, purification and structure elucidation of obtained products; stoichiometry and the use of instrumentation; and writing of laboratory notebooks and reports in accordance with current scientific journals styles.

DEGREE COURSE REQUIREMENTS

Course	Credits
CHEM121 Chemistry I A,E,6,7	4
CHEM122 Chemistry II E	4
CHEM221 Organic Chemistry I E	5
CHEM222 Organic Chemistry II E,9	5
COLL101 College Success Seminar	1
COMP110 English Composition I A,E,2,10	3
COMP111 English Composition II E,2,4,10	3
MATH140 Calculus I A,E,6	4
MATH141 Calculus II E	4
PHYS121 Physics I E,7	4
PHYS122 Physics II E	4
Chemistry Electives B	7
COMM110 Effective Speaking E,4,5	3
Diversity/Arts/Humanities C,1,3	3
Elective F	4
Social Sciences D,8	3

Course	Credits
Total Credit Hours	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

Course	Credits
CHEM121 Chemistry I A,E,6,7	4
COLL101 College Success Seminar	1
COMP110 English Composition I A,E,2,10	3
MATH140 Calculus I A,E,6	4
Social Sciences D,8	3
Total Credit Hours	15

SECOND SEMESTER

Course	Credits
CHEM122 Chemistry II E	4
COMP111 English Composition II E,2,4,10	3
MATH141 Calculus II E	4
COMM110 Effective Speaking E,4,5	3
Total Credit Hours	14

THIRD SEMESTER

Course	Credits
CHEM221 Organic Chemistry I E	5
PHYS121 Physics I E,7	4
Diversity/Arts/Humanities C,1,3	3
Electives F	4
Total Credit Hours	16

FOURTH SEMESTER

Course	Credits
CHEM222 Organic Chemistry II E,9	5
PHYS122 Physics II E	4
Chemistry Electives B	7
Total Credit Hours	16

A Placement testing required.
BAny 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.
CChoose from HUMN111, HUMN112, HUMN113, HUMN114, HIST151, HIST152, PHIL125
D Consult the list of courses approved for this category.
ECourse requires prerequisite.
FStrongly recommended: SCIE108, CHEM242, BIOT105, BIOT125.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

Students who do not seek the Associate of Science 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.

Computer Hardware Installation and Maintenance

Certificate Major

Gainful Employment disclosure information is available for this program of study.

Science, Technology, Engineering & Mathematics Department
Founders 112 • phone (215) 968-8305
Curriculum Code No.*3162*

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

Course	Credits
CISC128 Comparative Operating Systems	4
CISC143 Essentials of Networking A	4
CISC201 Managing and Maintaining the PC A	4
CISC235 Networking Devices A	4
COLL101 College Success Seminar	1
COMM105 Interpersonal Communication	3
Total Credit Hours	20

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 Networking Technology

Occupational Major

Science, Technology, Engineering & Mathematics Department
Founders 112 • phone (215) 968-8305
Curriculum Code No. *2136*

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

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking F,5	3
MGMT100 Introduction to Business 3,4,8	3
CICS110 Introduction to Information Systems F,9	3
CISC128 Comparative Operating Systems	4
CISC143 Essentials of Networking F,7	4
CISC144 Introduction to Microsoft DesktopF	4
CISC201 Managing & Maintaining the PC F	4
CISC202 Network Administration F	4
CISC244 Intro to Microsoft Server F	4
CISC234 Topics in Networking F	3
CISC235 Network Devices (CISCO) F	4
CISC245 Network Troubleshooting F9	4
Computing Electives D	6-8
Arts/Humanities B,1	3
College Level Writing A,C,2,4,10	6
College Level Mathematics A,E,6	3-4
Total Credit Hours	63-66

RECOMMENDED SEMESTER SEQUENCE

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

FIRST SEMESTER

Course	Credits
CISC128 Comparative Operating Systems	4
CISC143 Essentials of Networking F,7	4
CICS110 Introduction to Information Systems F,9	3
COLL101 College Success Seminar	1
College Level Writing A,C,2,4,10	3
College Level MathematicsA,E,6	3-4
Total Credit Hours	18-19

SECOND SEMESTER

Course	Credits
CISC144 Introduction to Microsoft Desktop F	4
CISC201 Managing & Maintaining the PC F	4
CISC202 Network Administration F	4
College Level WritingA,C,2,4,10	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
CISC244 Microsoft Server F	4
CISC235 Network Devices (CISCO) F	4
MGMT100 Introduction to Business 3,4,8	3
Computing Elective D	3-4
Total Credit Hours	14-15

FOURTH SEMESTER

Course	Credits
CISC234 Topics in Networking F	3
CISC245 Network Troubleshooting F,9	4
COMM110 Effective Speaking F,5	3
Computing Elective D	3-4
Arts/Humanities B,1	3
Total Credit Hours	16-17

A Placement testing required.
B Consult the list of courses approved for this category. Any course may be chosen.
C Select any two of the following (with proper prerequisites): MGMT135, COMP110, COMP111, COMP114
D Choose any CISC, CISF, or CISG course number 102 or higher or SCIE206.
E Consult an advisor. At least one course must be chosen from the following: CISC127, MATH110, MATH115, MATH117, MATH120, MATH122, MATH125 or MATH140.
F Course requires prerequisite.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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

Computer Networking Technology

Certificate Program

Gainful Employment disclosure information is available for this program of study.

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone (215) 968-8305
Curriculum Code No. *3133*

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

» plan, install, modify and troubleshoot computer networks.

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

Course	Credits
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
COLL101 College Success Seminar	1
Total Credit Hours	36

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.

Computer Science

Transfer Major

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

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone (215) 968-8305
Curriculum Code No. *1103*

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*

Course	Credits
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,9	4
CISC215 Database Design & Application Development F,9	3
COLL101 College Success Seminar	1
COMM110 Effective Speaking 3,4,5	3
COMP110 English Composition I A,F,2,10	3
COMP111 English Composition II F,2,10	3
MATH121 Discrete Mathematics F	3
MATH140 Calculus I A,F,4,6	4
MATH141 Calculus II F	4
Computer Science Electives B	6
Science Electives C,7	8
Arts/Humanities D,1,3	3
Social Sciences E,3,8	3
Total Credit Hours	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

Course	Credits
CISC110 Intro to Information Systems F	3
CISC115 Computer Science I F	4
COLL101 College Success Seminar	1
COMP110 English Composition I A,F,2,10	3
MATH140 Calculus I A,F,4,6	4
Total Credit Hours	15

SECOND SEMESTER

Course	Credits
CISC113 Visual Basic Programming I	3
CISC122 Computer Science II F	4
COMP111 English Composition II F,2,10	3
MATH141 Calculus II F	4
Total Credit Hours	14

THIRD SEMESTER

Course	Credits
CISC213 Computer Science III F,9	4
Computer Science Elective B	3
MATH121 Discrete Mathematics F	3
Science Elective C,7	4
Social Sciences E,3,8	3
Total Credit Hours	17

FOURTH SEMESTER

Course	Credits
CISC215 Database Design & Application Development F	3
COMM110 Effective Speaking 3,4,5	3
Computer Science Elective B	3
Science Elective C,7	4
Arts/Humanities D,1,3	3
Total Credit Hours	16

A Placement testing required.
B Choose any CISC, CISF, or CISG course number 102 or higher, or SCIE206. Consult with an advisor.
C Choose either PHYS 121 and PHYS 122 or CHEM 121 and CHEM 122.
D Any of the following may be chosen for Arts/Humanities- (this will also fulfill the Diversity requirement): LITR 254, LITR 255, LITR 261, PHIL 125, FREN 110, SPAN 110, SPAN 111, GRMN 110, JPNS 101, JPNS 102.
E Any of the following may be chosen for Social Sciences (this will also fulfill the Diversity requirement): PSYC110, SOCI110, POLI111, ECON111.
F Course requires prerequisite.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

Cybersecurity

Transfer Major

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

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone (215) 968-8305
Curriculum Code No. *1203*

This major prepares students for upper-division course work leading to a bachelor's degree in Cybersecurity, Information Technology 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 challenges and requirements for securing information systems.

Graduates of this program will be able to:

» devaluate the hardware and software components of modern computing environments.

» apply networking technologies to implement, monitor and manage computer networks.

» assess computer system threats,

agents, and attack vectors.

» evaluate the cyber defense tools, methods, and components used to mitigate threats.

» create secure systems using security design best practices.

DEGREE COURSE REQUIREMENTS*

Course	Credits
CISC115 Computer Science I A,E	4
CISC128 Comparative Operating Systems	4
CISC143 Essentials of Networking E,7	4
CISC201 Managing and Maintaining the PC E	4
CISC202 Linux Network Administration E	4
CISC206 Introduction to Cybersecurity E,2,9	4
CISC215 Database Design and Application Development E	3
CISC235 Network Devices E	4
CISC244 Introduction to Microsoft Server E	4
CISC245 Network Security and Troubleshooting E	4
COLL101 College Success Seminar	1
COMM110 Effective Speaking A,E,4,5	3
COMP110 English Composition I A,E,2,10	3
COMP111 English Composition II E,2,10	3
Social Sciences F,2,3,8	3
Arts/Humanities B,1	3
College level Mathematics Electives A,C,E,6	6-8
Total Credit Hours	61-63

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

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,E,2,10	3
CISC115 Computer Science I A,E	4
CISC128 Comparative Operating Systems	4
CISC143 Essentials of Networking E,7	4
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
CISC201 Managing and Maintaining the PC E	4
CISC215 Database Design and Application Development E	3
COMP111 English Composition II E,2,10	3
College level Mathematics Electives A,C,E,6	3-4
Arts/Humanities B,1	3
Total Credit Hours	16-17

THIRD SEMESTER

Course	Credits
CISC206 Introduction to Cybersecurity E,2,9	4
CISC235 Network Devices E	4
CISC244 Introduction to Microsoft Server E	4
Social Sciences F,2,3,8	3
Total Credit Hours	15
Total Credit Hours	17

FOURTH SEMESTER

Course	Credits
COMM110 Effective Speaking A,E,4,5	3
CISC202 Linux Network Administration E	4
CISC245 Network Security and Troubleshooting E	4
College level Mathematics Electives A,C,E,6	3-4
Total Credit Hours	14-15
Total Credit Hours	16

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen.
C Complete one of the following three sub requirements: (1.) MATH 117 & MATH 118, (2.) MATH 140 & MATH 141, or (3.) MATH 140 and MATH 121.
D Any Pre-college level courses do not meet this requirement.
E Course requires prerequisite.
F Choose from: PSYC110; SOCI110

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

Engineering

Transfer Major

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

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone (215) 968-8305
Curriculum Code No. *1028*

The academic major for the first two years of engineering is similar for all branches of the discipline. 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.

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

Course	Credits
COLL101 College Success Seminar	1
CHEM121 Chemistry I A,D,6,7	4
CISC119 Programming for Engineers and Scientists A,D	4
COMM110 Effective Speaking A,D,4,5	3
COMP110 English Composition I A,D,2,10	3
COMP111 English Composition II D,2,4,10	3
OR	
COMP114 Technical Writing D	3
ENGR112 Engineering Graphics A,D,9	4
ENGR222 Statics D	3
ENGR223 Dynamics D	3
ENGR224 Strength of Materials D	3

Course	Credits
ENGR240 Introduction to Circuit Analysis D	4
MATH140 Calculus I A,D,6	4
MATH141 Calculus II D	4
MATH242 Calculus III D	4
MATH250 Differential Equations D	3
PHYS121 Physics I D,7	4
PHYS122 Physics II D	4
Social Science/Diversity Elective B,3,8	3
Arts/Humanities Elective C,1	3
Total Credit Hours	64

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 *

Course	Credits
COLL101 College Success Seminar	1
MATH140 Calculus I A,D,6	4
ENGR112 Engineering Graphics A,D,9	4
CHEM121 Chemistry I A,D,6,7	4
COMP110 English Composition I A,D,2,10	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
MATH141 Calculus II D	4
PHYS121 Physics I D,7	4
CISC119 Programming for Engineers and Scientists A,D	4
COMP111 English Composition II D,2,4,10	3
OR	
COMP114 Technical Writing D	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
MATH242 Calculus III D	4
PHYS122 Physics II D	4
COMM110 Effective Speaking A,D,4,5	3
ENGR222 Statics D	3
Social Science/Diversity Elective B,3,8	3
Total Credit Hours	17

FOURTH SEMESTER

Course	Credits
MATH250 Differential Equations D	3
ENGR223 Dynamics D	3
ENGR224 Strength of Materials D	3
ENGR240 Introduction to Circuit Analysis D	4
Arts/Humanities Elective C,1	3
Total Credit Hours	16

A Placement testing required.
B Any of the following may be chosen: ECON111, PSYC110, SOCI110, SOCI120.
C Consult the list of courses approved for this category.
D Course requires prerequisite or co-requisite.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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

Engineering Technology

Occupational Major

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone (215) 968-8305
Curriculum Code No. *2193*

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
- » 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.

DEGREE COURSE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
ENGR112 Engineering Graphics F,9	3
CHEM121 Chemistry I A,F,6,7	4
CISC115 Computer Science I A,F	4
COMM110 Effective Speaking A,4,5	3
COMP110 English Composition I A,F,2,10	3
COMP111 English Composition II F,2,4,10	3
MATH115 Elementary Statistics A,F2,6	3
MATH125 Pre-Calculus A,F,6	4
PHYS106 Physics A F,7	4
PHYS107 Physics B F	4
ENGT240 Applied Circuit Analysis F	4
Social Science/Diversity Elective B,3,8	3
Arts/Humanities Elective C,1	3
Engineering Technology Electives D,E,F,G	15 - 18
Total Credit Hours	61-64

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. Such additional time will require adjustments to the recommended sequence.

**The semester sequence for the nanotechnology majors will be different due to the capstone semester at Penn State.*

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
MATH125 Pre-Calculus A,F,6	4
COMP110 English Composition I A,F,2,10	3
PHYS106 Physics A F,7	4
ENGR112 Engineering Graphics F,9	3
Total Credit Hours	15

SECOND SEMESTER

Course	Credits
ENGT240 Applied Circuit Analysis F	4
PHYS107 Physics B F	4
CHEM121 Chemistry I A,F,6,7	4
COMP111 English Composition II F,2,4,10	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
MATH115 Elementary Statistics A,F,2,6	3
COMM110 Effective Speaking A,4,5	3
Arts/Humanities Elective C,1	3
Engineering Technology Electives D,E,F,G	6 - 8
Total Credit Hours	15 - 17

FOURTH SEMESTER

Course	Credits
CISC115 Computer Science I A,F,G	4
Social Science/Diversity Elective B,3,8	3
Engineering Technology Electives D,E,F,G	9 - 10
Total Credit Hours	16 - 17

A Placement testing required.
B Any of the following may be chosen: ECON111, HIST111, HIST112, HIST113, HIST114, HIST151, HIST152, PSYC110, SOCI110, SOCI120.
C Consult the list of courses approved for Arts/Humanities General Education. Any Course may be chosen from this list.
D Any of the following may be chosen: ENGT222, ENGT223, ENGT224, and MATH140.
E Subject to approval by the Dean of STEM, relevant alternate courses may be chosen from: Computer Science, Chemistry, Biology, or Business depending on your engineering technology concentration.
F Course requires a prerequisite or co-requisite.
G The nanotechnology program includes 18 additional credits to be taken in the fourth semester through Penn State. The fourth semester required courses will replace the engineering technology electives in the Third Semester for students choosing the nanotechnology concentration.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

Environmental Science

Transfer Major

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone (215) 968-8305
Curriculum Code No. *1188*

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.

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 COURSE REQUIREMENTS

Course	Credits
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,6,7	4
CHEM122 Chemistry II C	4
COLL101 College Success Seminar	1
SCIE103 Physical Geology A,C,7	4
SCIE105 Introduction to Environmental Science	4
SCIE206 Fundamentals of Geographic Information Systems C,9	3
MATH115 Elementary Statistics A,C,2,6	3
Mathematics Elective A,C,D,6	3-4
CISC110 Introduction to Information Systems A,C	3
COMP110 English Composition I A,C,2,10	3
COMP111 English Composition II C,2,4,10	3
COMM110 Effective Speaking C,4,5	3
ECON111 Principles of Economics: Macro 2,3,8	3
Elective	3
Arts/Humanities B,1	3
Total Credit Hours	63-64

RECOMMENDED SEMESTER SEQUENCE

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

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
SCIE103 Physical Geology A,C,7	4
SCIE105 Introduction to Environmental Science	4
COMP110 English Composition I A,C,2,10	3
Mathematics Elective A,C,D,6	3-4
Arts/Humanities B,1	3
Total Credit Hours	18-19

SECOND SEMESTER

Course	Credits
CHEM121 Chemistry I A,C,6,7	4
MATH115 Elementary Statistics A,C,2,6	3
COMP111 English Composition II C,2,4,10	3
CISC110 Introduction to Information Systems A,C	3
COMM110 Effective Speaking C,5	3
Total Credit Hours	16

THIRD SEMESTER

Course	Credits
BIOL121 Biological Principles I C	4
CHEM122 Chemistry II C	4
ECON111 Principles of Economics: Macro 2,3,8	3
Elective	3
Total Credit Hours	14

FOURTH SEMESTER

Course	Credits
BIOL122 Biological Principles II C	4
BIOL220 Principles of Ecology C	4
BIOL228 Microbiology C	4
SCIE206 Fundamentals of Geographic Information Systems C,9	3
Total Credit Hours	15

A Placement testing required
B Consult the list of courses approved for this subcategory. Any course may be chosen.
C Course requires prerequisite.
D Choose from MATH120, MATH122, MATH125, MATH140.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

Individual Transfer Studies

Transfer Major

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

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone (215) 968-8305
Curriculum Code No.*1146*

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.
- Demonstrate Technological Competence as appropriate to transfer major or create and modify word processing, spreadsheet, and electronic presentation documents using appropriate features of the selected application.

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

DEGREE COURSE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking 4,5,E	3
COMP110 English Composition I A,E,2,10	3
COMP111 English Composition II E,2,4,10	3
Arts/Humanities D,1	3
Diversity D,3	3
Social Sciences 8,D	3
CISC100 Digital Literacy 9 OR	
CISC110 Intro to Information Systems 9 OR	
Approved Course 9	3
Quantitative Literacy 6,A,E	3-4
Scientific Literacy 7	3-4
Transferable Credits B,C	33
Total Credit Hours	61-63

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

Course	Credits
CISC100 Digital Literacy 9 OR	
CISC110 Intro to Information Systems 9 OR	
Approved Course 9	3
COLL101 College Success Seminar	1
COMP110 English Composition I A,E,2,10	3
Quantitative Literacy A,E,6	3-4
Transferable Electives B,C	6
Total Credit Hours	16-17

SECOND SEMESTER

Course	Credits
COMP111 English Composition II E,2,4,10	3
Social Science D,8	3
Scientific Literacy 7	3-4
Transferable Electives B,C	6
Total Credit Hours	15-16

THIRD SEMESTER

Course	Credits
COMM110 Effective Speaking 4,5,E	3
Arts/Humanities D,1	3
Transferable Electives B,C	9
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
Diversity D,3	3
Transferable Electives B,C	12
Total Credit Hours	15

A Placement testing required.
B 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 Dean of the Science, Technology, Engineering and Mathematics Department.
C A Transfer Education Plan (TEP) must be completed in consultation with the Dean of the Science, Technology, Engineering and Mathematics Department and must have the written approval of the department dean.
D Consult the list of courses approved for this subcategory.
E Course requires prerequisite.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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

Information Science

Transfer Major

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

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone (215) 968-8305
Curriculum Code No. *1102*

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.

Graduates of this program will be able to:

» demonstrate an ability to develop and effectively use application software as well as the related technology and

» demonstrate proficiency in Program Analysis, algorithm development, coding, testing, debugging and documentation.

DEGREE COURSE REQUIREMENTS*

Course	Credits
CISC110 Introduction to Information Systems E	3
CISC113 Visual Basic Programming I E	3
CISC115 Computer Science I E	4
CISC122 Computer Science II E	4
CISC213 Computer Science III E,9	4
CISC128 Comparative Operating Systems	4
CISC143 Essentials of Networking E,7	4
CISC215 Database Design and Application Development E,9	3
COLL101 College Success Seminar	1
VAMM110 Web and Interactive Design	3
COMM110 Effective Speaking E,4,5	3
COMP110 English Composition I A,E,2,10	3
COMP111 English Composition II E,2,10	3
MGMT100 Introduction to Business 2,3,4,8	3
Arts/Humanities B,1	3
College level Mathematics Electives A,C,E,6	6-8
Electives D	7
Total Credit Hours	61-63

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

Course	Credits
CISC110 Introduction to Information Systems E	3
COLL101 College Success Seminar	1
COMP110 English Composition I E,2,4,10	3
CISC115 Computer Science I E	4
MGMT100 Introduction to Business 2,3,4,8	3
Arts/Humanities B,1	3
Total Credit Hours	17

SECOND SEMESTER

Course	Credits
CISC128 Comparative Operating Systems	4
CISC113 Visual Basic Programming I E	3
COMP111 English Composition II E,2,10	3
CISC122 Computer Science II E	4
College level Mathematics Elective A,C,E,6	3-4
Total Credit Hours	17-18

THIRD SEMESTER

Course	Credits
VAMM110 Web and Interactive Design	3
CISC143 Essentials of Networking E,7	4
CISC213 Computer Science III E,9	4
College level Mathematics Elective A,C,E,6	3-4
Total Credit Hours	14-15

FOURTH SEMESTER

Course	Credits
COMM110 Effective Speaking E,4,5	3
CISC215 Database Design and Development E,9	3
Electives D	7
Total Credit Hours	13

A Placement testing required.
B Consult the list of courses approved for this subcategory. Any course may be chosen.
CChoose either MATH117 and 118 or MATH140 and 141 or MATH140 and MATH121.
DPre-college level courses do not meet this requirement.
ECourse requires prerequisite.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

Information Technology Studies

Occupational Major

This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are

made by the four-year colleges and differ from school to school. Students should contact the Transfer 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
Curriculum Code No. *2164*

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 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 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*

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking G,4,5	3
MGMT100 Introduction to Business 3,4,8	3
CISC110 Intro to Information Systems G,9	3
Computing ElectivesF,9	34
Elective H	3
College Level WritingA,B,2,10	6
Arts/HumanitiesC,1	3
Scientific Literacy E,7	3-4
College Level Mathematics ElectivesA,D,6	3-4
Total Credit Hours	62-64

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. The additional time will entail some adjustments to the sequence recommended.

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
MGMT100 Introduction to Business3,4,8	3
College Level Writing A,B,2,10	3
Computing ElectivesF,9	8
CISC110 Intro to Information Systems G,9	3
Total Credit Hours	18

SECOND SEMESTER

Course	Credits
College Level Writing A,B,2,10	3
Arts/HumanitiesC,1	3
Computing ElectivesF,9	6
Elective H	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
College Level Mathematics Elective A,D,6	3-4
Computing ElectivesF,9	12
Total Credit Hours	15-16

FOURTH SEMESTER

Course	Credits
Computing ElectivesF,9	8
Scientific Literacy	3-4
COMM110 Effective Speaking G,4,5	3
Total Credit Hours	14-15

A Placement testing required.
B Select any two of the following (with proper prerequisites): MGMT135, COMP110, COMP111, COMP114.
C Consult the list of courses approved for this category. Any course may be chosen.
DConsult an advisor. At least one course must be chosen from the following: CISC127, MATH 110, MATH115, MATH117, MATH120, MATH122, MATH125, or MATH140.
E Consult an advisor. At least one course must be chosen from the approved list of courses. CISC143 is recommended.
FComputing 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 Dean: Science, Technology, Engineering and Mathematics Department. A portfolio is required to fulfill graduation requirements.
G Course requires prerequisite.
H Pre-college level courses do not meet this requirement.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

Mathematics

Transfer Major

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

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone (215) 968-8305
Curriculum Code No. *1006*

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; and
- utilize systems software to implement problem solutions on a computer system.

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 teach-

ing assistants or science technicians.

DEGREE COURSE REQUIREMENTS*

Course	Credits
CISC115 Computer Science I D,9	4
CHEM121 Chemistry I A,D,6,7	
OR	4
PHYS121 Physics I D,7	
COLL101 College Success Seminar	1
COMP110 English Composition I A,D,2,10	3
COMP111 English Composition II D,2,4,10	3
COMM110 Effective Speaking D,4,5	3
MATH121 Discrete Mathematics D	3
MATH140 Calculus I A,D,6	4
MATH141 Calculus II D	4
MATH242 Calculus III D	4
MATH260 Linear Algebra D	3
Arts/Humanities E,1	3
Electives C	13
Mathematics Electives B	6
Social Sciences F,3,8	3
Total Credit Hours	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

Course	Credits
CISC115 Computer Science I D,9	4
COLL101 College Success Seminar	1
COMM110 Effective Speaking D,4,5	3
COMP110 English Composition I A,D,2,10	3
MATH140 Calculus I A,D,6	4
Total Credit Hours	15

SECOND SEMESTER

Course	Credits
COMP111 English Composition II D,24,10	3
MATH141 Calculus II D	4
CHEM121 Chemistry I A,D,6,7	
OR	4
PHYS121 Physics I D,7	
Social Sciences F,3,8	3
Mathematics Elective B	3
Total Credit Hours	17

THIRD SEMESTER

Course	Credits
MATH242 Calculus III D	4
MATH121 Discrete Mathematics D	3
Arts/Humanities E,1	3
Electives C	4
Total Credit Hours	14

FOURTH SEMESTER

Course	Credits
MATH260 Linear Algebra D	3
Mathematics Elective B	3
Electives C	9
Total Credit Hours	15

A Placement testing required.
B Any of the following may be chosen: MATH101, MATH115, MATH125, MATH215, MATH250.
C Pre-college level courses do not meet this requirement.
DCourse requires prerequisite.
E Any of the following may be chosen:LITR254, LITR255, LITR261, MUSC101, PHIL125, FREN110, SPAN110, SPAN111, GRMN110, JPNS101, JPNS102.
F Any of the following may be chosen: PSYC110, SOCI110, POLI111, ECON111.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

Neuroscience

Transfer Major

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

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone: 968-8305
Curriculum Code No. *1194*

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;
- Analyze scientific data using statistical software programs (e.g., SPSS.

DEGREE COURSE REQUIREMENTS

Course	Credits
BIOL121 Biological Principles I F	4
BIOL122 Biological Principles II F	4
CHEM121 Chemistry I A,F,7	4
CHEM122 Chemistry II F	4
COLL101 College Success Seminar	1
COMM110 Effective Speaking F,2,4,5	3
COMP110 English Composition I A,F,2,10	3
COMP111 English Composition II F,2,4,10	3
MATH115 Elementary Statistics A,F,6	3
MATH120 College Algebra A,B,F,6	4
MATH122 Trigonometry and Analytical Geometry A,C,F,6	3
NEUR121 Fundamentals of Neuroscience F	4

Course	Credits
NEUR122 Clinical Neuroscience F	3
PHIL125 Basic Problems of Philosophy 1,2,3	3
PSYC110 Introduction to Psychology A,F,2,3,8	3
PSYC215 Introductory Psychological Statistics F,9	4
Psychology Elective D,F	3
Free Elective E	6
Total Credit Hours	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

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking F,2,4,5	3
COMP110 English Composition I A,F,2,10	3
MATH120 College Algebra A,B,F,6	4
PSYC110 Introduction to Psychology A,F,2,3,8	3
Free Elective E	3
Total Credit Hours	17

SECOND SEMESTER

Course	Credits
CHEM121 Chemistry I A,F,7	4
COMP111 English Composition II F,2,4,10	3
MATH122 Trigonometry and Analytical Geometry A,C,F,6	3
PHIL125 Basic Problems of Philosophy 1,2,3	3
Psychology Elective D,F	3
Total Credit Hours	16

THIRD SEMESTER

Course	Credits
BIOL121 Biological Principles I F	4
CHEM122 Chemistry II F	4
MATH115 Elementary Statistics A,F,6	3
NEUR121 Fundamentals of Neuroscience F	4
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
BIOL122 Biological Principles II F	4
NEUR122 Clinical Neuroscience F	3
PSYC215 Introductory Psychological Statistics F,9	4
Free Elective E	3
Total Credit Hours	14

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 academic advisor for recommended courses.
F Course requires prerequisite.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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

Science

Transfer Major

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

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone (215)968-8305
Curriculum Code No. *1117*

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 major 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;
- » describe the energy transformations in living systems; and
- » demonstrate ability to use networks, world-wide web, and other communication tools in a variety of settings.

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

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,H,2,10	3
COMP111 English Composition II H,2,4,10	3
COMM110 Effective Speaking H,2,4,5	3
CISC110 Intro to Information Systems A,H,9	3
CHEM121 Chemistry I A,H,6,7	4
PHYS106 Physics A H,7	
OR	
PHYS121 Physics I H,7	4
Biology Elective B,H	4
Electives G	6
College Level Mathematics Electives A,E,6	10-12
College Level Mathematics A,E,6 or Science B,C,D Elective	4
Science Electives B,C,D	8
Social Science F,8	3
Arts/Humanities F,1	3
Diversity F,3	3
Total Credit Hours	62-64

RECOMMENDED SEMESTER SEQUENCE

The recommended course sequence is designed for full-time students who average 15 credit hours per semester. Students may need

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

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,H,2,10	3
CISC110 Intro to Information Systems A,H,9	3
CHEM121 Chemistry I A,H,6,7	4
Diversity F,3	3
College Level Mathematics Elective A,,E,6	3-4
Total Credit Hours	17-18

SECOND SEMESTER

Course	Credits
COMP111 English Composition II H,2,4,10	3
Arts/Humanities F,1	3
College Level Mathematics Elective A,E,6	3-4
Science Elective B,C,D	4
Social Science F,8	3
Total Credit Hours	16-17

THIRD SEMESTER

Course	Credits
Biology Elective B,H	4
Colege Level Mathematics Elective A,E,6	3-4
Science Elective B,C,D	4
Elective G	3
Total Credit Hours	14-15

FOURTH SEMESTER

Course	Credits
COMM110 Effective Speaking H,2,4,5	3
Elective G	3
College Level Mathematics A,E,6 or Science B,C,D Elective	4
PHYS106 Physics A H,7	
OR	
PHYS121 Physics I H,7	4
Total Credit Hours	14

A Placement testing required.
B Except BIOL101, BIOL102, BIOL115.
C Except CHEM100, CHEM101, CHEM102.
D Except SCIE101.
E Except MATH101, MATH102, MATH105, MATH110, MATH117, MATH118.
F Consult the list of courses approved for this subcategory. Any course may be chosen.
G Pre-college level courses do not meet this requirement.
H Course requires prerequisite.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

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 - Mathematics

Transfer Major

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

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone (215) 968-8305
Curriculum Code No. 1177

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.
- utilize systems software to implement problem solving on a computer system.

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*

Course	Credits
CISC115 Computer Science I D,9	4
COLL101 College Success Seminar	1
PHYS121 Physics I D,7	4
COMP110 English Composition I A,D,2,10	3
COMP111 English Composition II D,2,4,10	3
COMM110 Effective Speaking D,4,5	3
MATH140 Calculus I A,D,6	4
MATH141 Calculus II D	4
MATH242 Calculus III D	4
MATH260 Linear Algebra D	3
PSYC110 Introduction to Psychology 32,3,8	3
EDUC100 Foundations of Education	3
PSYC190 Educational Psychology D,2,3	3
Arts/Humanities E,1	3
Electives C	14
Mathematics Elective B,D	3
Total Credit Hours	62

RECOMMENDED SEMESTER SEQUENCE

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
EDUC100 Foundations of Education	3
PSYC110 Introduction to Psychology 2,3,8	3
COMP110 English Composition I A,D,2,10	3
MATH140 Calculus I A,D,6	4
Elective C	2
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II D,2,4,10	3
MATH141 Calculus II D	4
PHYS121 Physics I D,7	4
PHYC190 Educational Psychology D,2,3	3
Total Credit Hours	14

THIRD SEMESTER

Course	Credits
MATH242 Calculus III D	4
CISC115 Computer Science I F	4
Arts/Humanities E,1	3
Electives C	6
Total Credit Hours	17

FOURTH SEMESTER

Course	Credits
MATH260 Linear Algebra D	3
Mathematics Elective B,D	3
COMM110 Effective Speaking D,4,5	3
Electives C	6
Total Credit Hours	15

A Placement testing required
B Any of the following may be chosen: MATH101, MATH115, MATH121, MATH125, MATH215, MATH250.
C Pre-college level courses do not meet this requirement.
D Course requires prerequisite.
EAny course from approved list for Arts/Humanities.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

Secondary Education: Biology

Transfer Major

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

Science, Technology, Engineering & Mathematics Department
Founders 112 • Phone (215) 968-8305
Curriculum Code No. *1169*

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.
- Demonstrate use of a variety of different instruments and techniques to collect, organize, evaluate and present data.

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

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,C,2,4,10	3
COMP111 English Composition II C,2,4,10	3
EDUC100 Foundations of Education	3
PSYC190 Educational Psychology 2,3	3
COMM110 Effective Speaking C,5	3
PSYC110 Introduction to Psychology 3,8	3
BIOL121 Biological Principles I C	4
BIOL228 Microbiology C,9	4
CHEM121 Chemistry I A,C,6,7,9	4
CHEM122 Chemistry II C	4
CHEM221 Organic Chemistry I C	5
CHEM222 Organic Chemistry II C	5
PHYS106 Physics A C,7	4
PHYS107 Physics B C,7	4
Arts/Humanities Elective B,1	3
Secondary Ed: Biology Electives D	6-8
Total Credit Hours	62-64

RECOMMENDED SEMESTER SEQUENCE

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I C,2,4,10	3
CHEM121 Chemistry I C,6,7,9	4
PSYC110 Introduction to Psychology 3,8	3
BIOL121 Biological Principles I C	4
Arts/Humanities Elective B,1	3
Total Credit Hours	18

SECOND SEMESTER

Course	Credits
COMP111 English Composition II C,2,4,10	3
CHEM122 Chemistry II C	4
COMM110 Effective Speaking C,5	3
BIOL228 Microbiology C,9	4
Total Credit Hours	14

THIRD SEMESTER

Course	Credits
CHEM221 Organic Chemistry I C	5
PHYS106 Physics A C,7	4
EDUC100 Foundations of Education	3
Secondary Ed: Biology Elective D	3-4
Total Credit Hours	15-16

FOURTH SEMESTER

Course	Credits
CHEM222 Organic Chemistry II C	5
PHYS107 Physics B C,7	4

Course	Credits
PSYC190 Educational Psychology C,2,3	3
Secondary Ed: Biology Elective D	3-4
Total Credit Hours	15-16

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 the list of courses approved for this subcategory. Any course may be chosen.
C Course requires prerequisite.
DChoose from: BIOL122; BIOL220; CHEM242; EDUC160; MATH115.

1 Satisfies Arts/Humanities.
2 Satisfies Critical Thinking.
3 Satisfies Diversity.
4 Satisfies Information Literacy.
5 Satisfies Oral Communication.
6 Satisfies Quantitative Literacy.
7 Satisfies Scientific Literacy.
8 Satisfies Social Sciences.
9 Satisfies Technological Competence.
10 Satisfies Writing.

Social and Behavioral Science

ASSOCIATE DEGREE PROGRAMS

Transfer

1189 Criminal Justice
4192 Pre K-4 Early Education
1196 History
1059 Social Science
1060 Psychology Pre-Professional Emphasis
1130 Social Work
1180 Secondary Education: History
1183 Psychology-Interpersonal Emphasis

Occupational

4192 Pre K-4 Early Education
2034 Education - Paraprofessional Instructional Assistant

CERTIFICATE PROGRAMS

3127 Historic Preservation

Criminal Justice

Transfer Major

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

Department of Social & Behavioral Science
Founders 210A • Phone (215) 968-8270
Curriculum Code No. *1189*

The transfer major has 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
- » analyze evidentiary data using software programs.

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

Course	Credits
BIOL101 Biological Science I C,E,7	4
COLL101 College Success Seminar	1
COMM110 Effective Speaking C,5	3
COMP110 English Composition I A,C,10	3
COMP111 English Composition II C,2,10	3
CRIJ100 Introduction to the Administration of Criminal Justice E	3

Course	Credits
CRIJ110 Introduction to Criminal Law D	3
CRIJ130 Criminal Investigation/Forensics D,9	3
CRIJ160 Introduction to Juvenile Justice D	3
HIST151 U.S. History: Young America 1,2,3	3
HIST152 U.S. History: Modern America 1,2,3	3
MATH115 Elementary Statistics A,C,E,6	3
POLI120 American State and Local Government	3
PSYC110 Introduction to Psychology E,2,3,8	3
SOCI110 Introduction to Sociology 2,3,8	3
SOCI150 Criminology D	3
Criminal Justice Electives D,F	9
Electives G	6
Total Credit Hours	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

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,C,10	3
CRIJ100 Introduction to the Administration of Criminal Justice E	3
SOCI110 Introduction to Sociology 2,3,8	3
POLI120 American State and Local Government	3
HIST151 U.S. History: Young America 1,2,3	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II C,2,10	3
CRIJ110 Introduction to Criminal Law D	3
CRIJ160 Introduction to Juvenile Justice D	3
PSYC110 Introduction to Psychology E,2,3,8	3
HIST152 U.S. History: Modern America 1,2,3	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
MATH115 Elementary Statistics A,C,E,6	3
COMM110 Effective Speaking C,5	3
CRIJ130 Criminal Investigation/Forensics D,9	3
Criminal Justice Elective D,F	6
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
BIOL101 Biological Science I C,E,7	4
SOCI150 Criminology D	3
Criminal Justice Electives D,F	3
Elective G	6
Total Credit Hours	16

A Placement testing required.
B Pre-college level courses do not meet this requirement.
C Course requires prerequisite.
D Course requires prerequisite CRIJ100 (C or better) or co-requisite of CRIJ100.
E 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 READ110.
F 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. Criminal Justice electives include: CRIJ 115, CRIJ 116, CRIJ 120, CRIJ 140, CRIJ 200, CRIJ 210, CRIJ 220, CRIJ 250, CRIJ 260, CRIJ 275, CRIJ 280, CRIJ 285.
G Pre-college level courses do not meet this requirement.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Early Childhood Education

Certificate Major

Department of Social and Behavioral Science
Penn 301 • Phone (215) 968-8270
Curriculum Code No. *3198*

The Early Childhood Education certificate program of study prepares students for a career or continuing professional development in day care centers, nursery schools and other early childhood settings. Students are provided with a strong foundation in early childhood development, the philosophy and history of early childhood education, assessment and evaluation of preschool children, curriculum development, lesson planning and language and literacy development.

After completing this program students earn the credentials to be a level IV professional on the Pennsylvania Early Learning Keys to Quality Career Lattice. This lattice provides a framework for high quality early childhood education in the state of Pennsylvania. Entry level students can enter the workforce in day care and other early childhood career paths.

CERTIFICATE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,B	3
PSYC110 Introduction to Psychology A,B	3
EDUC105 Foundation for Early Learning Pre K-4 A,B,C,D	3
EDUC115 Observing and Recording the Behavior of Young Children C,D	3
EDUC120 Early Learning and Development I –ages birth-5 C,D	3
EDUC150 Math & Science Experiences for Young Children C,D	3
EDUC160 Introduction to Exceptionalities C,D	3
EDUC170 Language & Literacy Development Pre K-4 C,D	3
EDUC200 Integrated Art, Movement and Play C,D	3
EDUC206 Fieldwork, Observation/Assessment in Education II Pre K-4 B,C,D	3

Course	Credits
Total	31

RECOMMENDED SEMESTER SEQUENCE

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

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,B	3
EDUC105 Foundation for Early Learning Pre K-4 A,B,C,D	3
EDUC120 Early Learning and Development I –ages birth-5 C,D	3
EDUC150 Math & Science Experiences for Young Children C,D	3
EDUC170 Language & Literacy Development Pre K-4 C,D	3
Total	16

SECOND SEMESTER

Course	Credits
PSYC110 Introduction to Psychology A,B	3
EDUC115 Observing and Recording the Behavior of Young Children C,D	3
EDUC160 Introduction to Exceptionalities C,D	3
EDUC200 Integrated Art, Movement and Play C,D	3
EDUC206 Fieldwork, Observation/Assessment in Education II Pre K-4 B,C,D	3
Total	15

A Placement testing required.
B Course requires prerequisite.
C Field experience component.
D PA clearances required.

Education - Paraprofessional Instructional Assistant

Occupational Major

This major is primarily designed for job preparedness. Students who are considering transferring to a four-year college should be aware that decisions on transferability of courses are made by the four-year colleges and differ from school to school. Students should contact the Transfer 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
Curriculum Code No. *2034*

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

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

Graduates of this program 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

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking A,D,4,5	3
COMP110 English Composition I A,D,10	3
COMP111 English Composition II D,4,10	3
EDUC100 Foundations of Education A,E,F	3
EDUC115 Observing and Recording the Behavior of Young Children E,F	3
EDUC150 Science and Math Experiences for Young Children E,F	3
EDUC160 Introduction to Exceptionalities E,F,9	3
EDUC170 Language Development E,F	3
EDUC175 Families, Schools and Communities	3
EDUC220 Practicum in Education D,E,F	6
LITR246 Children's Literature 1	3
MATH102 Mathematical Concepts II A,6	3
PSYC110 Introduction to Psychology A,2,3,8	3
PSYC180 Human Growth and Development D	3
PSYC190 Educational Psychology D,E,2,3	3
Science Elective C,7	3-4
Personal Health Elective B	3
Electives G	6
Total Credit Hours	61-62

RECOMMENDED SEMESTER SEQUENCE

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

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking A,D,4,5	3
COMP110 English Composition I A,D,10	3
EDUC100 Foundations of Education A,E,F	3
Personal Health Elective B	3
PSYC110 Introduction to Psychology A,2,3,8	3

Course	Credits
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II D,4,10	3
EDUC115 Observing and Recording the Behavior of Young Children E,F	3
MATH102 Mathematical Concepts II A,6	3
PSYC180 Human Growth and Development D	3
EDUC150 Science and Math Experiences for Young Children E,F	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
EDUC160 Introduction to Exceptionalities E,F,9	3
EDUC170 Language Development E,F	3
PSYC190 Educational Psychology C,7	3
Science Elective C,7	3
Elective G	3
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
EDUC175 Families, Schools and Communities	3
EDUC220 Practicum in Education D,E,F	6
LITR246 Children's Literature 1	3
Elective G	3
Total Credit Hours	15

A Placement testing required.
B Any of the following may be chosen: HLTH103, HLTH110, HLTH120.
C Any of the following may be chosen: BIOL101, SCIE101, SCIE102, SCIE103.
D Course requires prerequisite.
E Field experience component.
F PA clearances required.
G Pre-college level courses do not meet this requirement.

1 Satisfies Art/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communications
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Historic Preservation

Certificate Major

Gainful Employment disclosure information is available for this program of study.

Department of Social and Behavioral Science
Penn 301 • Phone (215) 968-8270
Curriculum Code No. *3127*

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

Course	Credits
COLL101 College Success Seminar	1
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
Total Required Hours	16
9 Electives 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	3
HIST205 Restoration Workshop I	3
HIST207 HABS Workshop	3
HIST210 Preservation Field Studies	3
HIST214 Preservation Site Project	3
HIST216 Historic Garden Preservation	3
HIST219 Management of Historic Sites	3
INDP290 Independent Study: Historic Preservation	3
VAFW190 History of American Furniture	3
Total Credit Hours	25

RECOMMENDED SEMESTER SEQUENCE

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
HIST197 The History and Theory of Historic Preservation	3

SECOND SEMESTER

Course	Credits
HIST198 History of American Architecture	3
Elective	3

SUMMER

Course	Credits
Elective	3

THIRD SEMESTER

Course	Credits
HIST199 Methodology and Documentation in Historic Preservation	3
Elective	3

FOURTH SEMESTER

Course	Credits
HIST201 Building Conservation	3
HIST203 Internship for Historic Preservation	3

A Course requires prerequisite.

History

Transfer Major

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

Department of Social & Behavioral Science
Penn 301 • Phone (215) 968-8270
Curriculum Code No. *1196*

The study of history and the practice of historical reasoning assist the development of higher level thinking - an intellectual ability with academic and everyday applications. Through research and writing, history majors at Bucks County Community College constantly develop higher level thinking by exercising their critical and analytical muscles. With an eye towards identifying the relationship between the past and present, and the world and nation, the history program immerses students in the perspectives of past civilizations and cultures and leads them to debate and assess the historical genesis of contemporary issues.

This program provides a broad range of transferable courses that inspires students to examine and explore historical knowledge while developing the skills necessary to seek answers that enhance a greater understanding of our nation and world.

Graduates of this program are able to:

- Demonstrate an understanding of the American historical heritage;
- Demonstrate an understanding of the Western historical heritage; and
- Demonstrate an understanding of the historical heritage of at least one Non-Western culture;
- Analyze recent historical literature in the discipline's major journals; and
- Write historical reports using the University of Chicago style.

DEGREE COURSE REQUIREMENTS*

Course	Credits
COMM110 Effective Speaking E,4,5	3
COLL101 College Success Seminar	1
COMP110 English Composition I A,E,2,10	3
COMP111 English Composition II E,2,4,10	3
HIST151 U.S. History I 1,2,3	3
HIST152 U.S. History II 1,2,3	3
HIST111 History of Western Civilization I 1,2,3	
OR	
HIST112 History of Western Civilization II 1,2,3	3
HIST113 Global History: Ancient and Medieval World 1,2,3	
OR	
HIST114 Global History: Modern World 1,2,3	3
HIST290 History Seminar E,9	3
GEOG110 World Geography 2,3,8	3
History Elective F	3
Social ScienceB	6
Arts/Humanities B	6
General Electives G	12
Quantitative Literacy A,C,6	3-4
Scientific Literacy D,7	3-4
Total Credit Hours	61-63

RECOMMENDED SEMESTER SEQUENCE

The recommended course sequence is designed for full time students who average l5 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

FIRST SEMESTER

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,E,2,10	3
HIST151 U.S. History I 1,2,3	3
HIST111 History of Western Civilization I 1,2,3	
OR	
HIST112 History of Western Civilization II 1,2,3	3
Scientific Literacy D	3
General Elective G	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II E,2,4,10	3
HIST152 U.S. History II 1,2,3	3
COMM110 Effective Speaking E,4,5	3
HIST113 Global History: Ancient and Medieval World 1,2,3	
OR	
HIST114 Global History: Modern World 1,2,3	3
Quantitative Literacy A,C	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
GEOG110 World Geography 2,3,8	3
History Elective F	3
General Elective G	3
Social Science B	3
Arts/Humanities B	3
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
General Elective G	6
Social Science B	3
Arts/Humanities B	3
HIST290 History Seminar E,9	3
Total Credit Hours	15

A Placement testing required.
B Consult the Arts/Humanities list of courses approved for this subcategory. Any course may be chosen.
C Choose from MATH101,MATH115, MATH117, MATH120, MATH122, MATH125 and MATH140.
D Choose from BIOL101,CHEM101, CHEM121, SCIE101, SCIE102, SCIE103.

E Course requires prerequisite and/or corequisite.
F Choose from HIST 100, 101, 121, 126, 131, 136, 139, 140, 141, 143, 144, 146, 149, 153, 154, 155, 156, 159, 160, 170, 172, 174, 175, 176, 177, 178, 180, 190, 194, 195, 196, 197, 198, 199, 201, 202, 203, 204, 205, 207, 208, 210, 214, 216, 219, 239, 281, or 288.
G Can be any course, but six consecutive credits of a foreign language are recommended.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Pre K-4 Early Education

Transfer Major

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

Department of Social & Behavioral Science
Penn 301 • Phone (215) 968-8270
Curriculum Code No.*4192*

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

Course	Credits
BIOL101 Biological Science I A,E,7	4
COLL101 College Success Seminar	1
COMM110 Effective Speaking A,D,2,4,5	3
COMP110 English Composition I A,2,10	3
COMP111 English Composition II D,2,4,10	3
PSYC110 Introduction to Psychology A,2,3,8	3
MATH102 Math Concepts for Educators I A,6	3
MATH105 Math Concepts for Educators II D,6	3
EDUC105 Foundations for Early Learning Pre K-4 A,E,F	3
EDUC115 Observing and Recording the Behavior of Young Children E,F	3
EDUC120 Early Learning and Development I - Ages birth - 5 E,F	3
EDUC130 Early Learning and Development II - Adolescence E,F,9	3
EDUC150 Math & Science Experiences for Young Children	3
EDUC160 Introduction to Exceptionalities E,F	3
EDUC170 Language and Literacy Development in Early Childhood: Birth through five years E,F	3
EDUC200 Integrated Art, Movement and Play E,F	3
History Elective B,1	3
Humanities or Fine Art Elective C,1	3

Transfer Track

Course	Credits
Education Elective G	3
Literature Elective H	3
EDUC205 Fieldwork, Observation/Assessment in Education I [Special Education/Autism emphasis] D,E,F	3
OR	
EDUC206 Fieldwork, Observation/Assessment in Education II [PreK-4] D,E,F	3

Career Track

Course	Credits
LITR246 Children's Literature	3
EDUC220 Practicum in Education D,E,F,1	6
Total Credit Hours	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

Course	Credits
COLL101 College Success Seminar	1
COMM110 Effective Speaking A,D,2,4,5	3
COMP110 English Composition I A,D,2,10	3
PSYC110 Introduction to Psychology A,2,3,8	3
EDUC105 Foundations of Early Learning PreK-4 A,D,E,F	3
EDUC120 Early Learning and Development I - Ages birth -5 E,F	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II D,2,4,10	3
EDUC130 Early Learning and Development II E,F	3
EDUC160 Introduction to Exceptionalities F,G	3
EDUC150 Science and Math Experiences for Young Children	3
MATH102 Math Concepts for Educators I A,6	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
BIOL101 Biological Science I A,7	4
EDUC115 Observing and Recording the Behavior of Young Children E,F	3
EDUC170 Language and Literacy Development in Early Childhood: Birth through five years E,F	3
EDUC200 Integrated Art, Movement and Play E,F	3
MATH105 Math Concepts for Educators II D,6	3
Total Credit Hours	16

FOURTH SEMESTER

Course	Credits
History Elective B,1	3
Humanities or Fine Arts Elective C,1	3

Transfer Major:

Course	Credits
Education Elective G	3
Literature Elective H	3
EDUC205 Fieldwork, Observation/Assessment in Education I [Special Education/Autism emphasis] D,E,F	3
OR	
EDUC206 Fieldwork, Observation/Assessment in Education II [PreK-4] D,E,F	3

Career Major:

Course	Credits
LITR246 Children's Literature	3
EDUC220 Practicum in Education D,E,F,1	6
Total Credit Hours	15

A Placement testing required.
B Either HIST0151 or HIST0152.
C Any of the following may be chosen: MUSC101, 105, 106, HUMN111,112, 113, 114, 120, VAFA 100,141,181.
D Course requires prerequisite.
E Field experience component.
F PA clearances required.
G PSYC190 or EDUC175. Check with transfer institution or Education Advisor.
H Transfer track check Literature requirement with transfer institution.
I This course is for the Career Path track only.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Psychology Interpersonal Emphasis

Transfer Major

Department of Social & Behavioral Science
Founders 210 • Phone (215) 968-8270
Curriculum Code No. *1183*

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 colalborative 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

Course	Credits
BIOL101 Biological Sciences I F,7	4
CISC100 Digital Literacy 9	3
COLL101 College Success Seminar	1
COMM105 Interpersonal Communications	3
COMM110 Effective Speaking F,4,5	3
COMP110 English Composition I A,F,10	3
COMP111 English Composition II F,4,10	3
PSYC105 Introduction to Group Dynamics F	3
PSYC110 Introduction to Psychology A,2,3	3
Science Elective G,7	4
College Level Mathematics 6	3
Arts/Humanities C,1	6
Health B	3
Social Science D,8	3
Psychology Electives H	6
General Electives E	12
Total Credit Hours	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

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,F,10	3
PSYC110 Introduction to Psychology A,2,3	3
COMM105 Interpersonal Communications	3
Arts/Humanities C,1	3
General Elective E	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II F,4,10	3
COMM110 Effective SpeakingF,4,5	3
PSYC105 Introduction to Group Dynamics F	3
Arts/Humanities C,1	3
College Level Mathematics 6	3
Total Credit Hours	15

THIRD SEMESTER

Course	Credits
BIOL101 Biological Sciences I F,7	4
CISC100 Digital Literacy 9	3
Psychology Elective H	3
Social Science D,8	3
General Elective E	3
Total Credit Hours	16

FOURTH SEMESTER

Course	Credits
Health B	3
Psychology Elective H	3
Science Elective G,7	4
General Electives E	6
Total Credit Hours	16

A Placement testing required.
B Select any HLTH course or PSYC100, PSYC120, or PSYC125.
C Consult the Arts/Humanities list for courses approved for inclusion within this subcategory. Any course may be chosen.
DConsult the Social Sciences list of courses approved for this subcategory. Any may be chosen except PSYC110.
E Pre-college level courses do not meet this requirement.
F Course requires prerequisite.
G Select BIOL102, CHEM101, PHYS106, BIOL220, SCIE103, or SCIE105.
HSelect any PSYC course.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

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

Psychology Pre-Professional Emphasis

Transfer Major

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

Department of Social & Behavioral Science
Founders 210 • Phone (215) 968-8270
Curriculum Code No. *1060*

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;
- use statistical software (SPSS) to enter and analyze data;
- 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

Course	Credits
BIOL101 Biological Science I F,7	4
COLL101 College Success Seminar	1
COMM110 Effective Speaking F,4,5	3
COMP110 English Composition I F,4,10	3
COMP111 English Composition II F,4,10	3
MATH115 Elementary Statistics A,F,6	3
PSYC110 Introduction to Psychology A,2,3	3
PSYC215 Introductory Psychological Statistics F,9	4
PSYC270 Experimental Psychology F	4
Arts/Humanities C,1	6
Science Elective G,7	4
General Electives E	12
Health B	3
Social Science D,3	3
PSYC180 Human Growth and Development F	3
OR	
PSYC181 Developmental Psychology: Lifespan F	3
PSYC200 Social Psychology F	3
OR	
PSYC280 Psychology of Abnormal Behavior F	3
PSYC230 Psychology of Neuroscience F	3
Total Credit Hours	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

Course	Credits
BIOL101 Biological Science I F,7	4
COLL101 College Success Seminar	1
COMP110 English Composition I A,F,10	3
PSYC110 Introduction to Psychology A,2,3	3
Arts/Humanities C,1	3
General Elective E	3
Total Credit Hours	17

SECOND SEMESTER

Course	Credits
Science Elective G,7	4
COMP111 English Composition II F,4,10	3
MATH115 Elementary Statistics A,F,6	3
Required Psychology CourseF	3
Arts/Humanities C,9	3
Total Credit Hours	16

THIRD SEMESTER

Course	Credits
PSYC215 Introductory Psychological Statistics F,9	4
Required Psychology CourseF	3
General Electives E	6
Social Science D,8	3
Total Credit Hours	16

FOURTH SEMESTER

Course	Credits
PSYC270 Experimental Psychology F	4
COMM110 Effective SpeakingF,4,5	3
General Elective E	3
Health B	3
Total Credit Hours	13

A Placement testing required.
B Select any HLTH course or PSYC100, PSYC120, or PSYC125.
C Consult the Arts/Humanities list for courses approved for inclusion within this subcategory. Any course may be chosen.
D Consult the Social Sciences list of courses approved for this subcategory. Any may be chosen except PSYC110.
E Pre-college level courses do not meet this requirement.
F Course requires prerequisite.
G Select BIOL102, CHEM101, PHYS106, BIOL220, SCIE103, or SCIE105.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence

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.

Secondary Education: History

Transfer Major

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

Department of Social & Behavioral Sciences
Penn 301 • Phone (215) 968-8270
Curriculum Code No. *1180*

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
- Write historical reports using the University of Chicago style.

DEGREE COURSE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,E,2,10	3
COMP111 English Composition II E,2,4,10	3
COMM110 Effective Speaking E,4,5	3
EDUC100 Foundations of Education E	3
EDUC160 Introduction to Exceptionalities	3
PSYC110 Introduction to Psychology 2,3,8	3
PSYC190 Educational Psychology E,2,3	3
HIST111 History of Western Civilization I 1,2,3	3
HIST112 History of Western Civilization II 1,2,3	3
HIST151 U.S. History: Young America 1,2,3	3
HIST152 U.S. History: Modern America 1,2,3	3
HIST290 History Seminar E,9	3
POLI111 American National Government 3,8	3
History Elective F	3
Social Science B,8	6
Arts/Humanities B,1	6
College Level Math A,C,6	3-4
College Level Science D,7	3-4
Total Credit Hours	61-63

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

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,E,2,10	3
HIST111 History of Western Civilzation I 1,2,3	3
PSYC110 Introduction to Psychology E,2,3,8	3
POLI111 American National Government 3,8	3
Social Sciences B,8	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II E,2,4,10	3
HIST112 History of Western Civilzation II 1,2,3	3
COMM110 Effective Speaking E,4,5	3
EDUC100 Foundations of Education	3
College Level Math A,C	3-4
Total Credit Hours	15-16

THIRD SEMESTER

Course	Credits
HIST151 U.S. History: Young America 1,2,3	3
EDUC160 Introductions to Exceptionalities	3
Arts/Humanities B,1	3
College Level Science D	3-4
History Elective F	3
Total Credit Hours	15-16

FOURTH SEMESTER

Course	Credits
HIST152 U.S. History: Modern America 1,2,3	3
PSYC190 Educational Psychology E,2,3	3
Arts/Humanities B,1	3
Social Science B,8	3
HIST290 History Seminar E,9	3
Total Credit Hours	15

A Placement testing required.
B Consult the list of courses approved for these subcategories, Arts/Humanities and Social Sciences. Any course may be chosen.
C Choose from MATH101, MATH102, MATH115, MATH117, MATH120, MATH122, MATH125 and MATH140.
D Choose from BIOL101, CHEM101, CHEM121, SCIE101, SCIE102, SCIE103.
E Course requires prerequisite and/or corequisite.
F Choose from HIST 100, 101, 121, 126, 131, 136, 139, 140, 141, 143, 144, 146, 149, 153, 154, 155, 156, 159, 160, 170, 172, 174, 175, 176, 177, 178, 180, 190, 194, 195, 196, 197, 198, 199, 201, 202, 203, 204, 205, 207, 208, 210, 214, 216, 219, 239, 281, or 288.
1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Social Science

Transfer Major

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

Department of Social & Behavioral Science
Penn 301 • Phone (215) 968-8270
Curriculum Code No. *1059*

The Social Science program of study is designed for students who intend to transfer to a four-year college and continue for a bachelor's degree in one of the following majors: Sociology, Political Science, Anthropology or Geography. This major emphasizes the theoretical and scientific foundations of the social sciences including research methodology and data analysis.

The goals of the Liberal Arts: Social Science Emphasis major are to:

provide a liberal arts experience with an emphasis in social science-based theory and practice of the social sciences; and

prepare students for transfer to institutions offering bachelor's degree programs in Sociology, Political Science, Anthropology or Geography by acquiring knowledge of theories, concepts and perspectives.

Graduates of this program are able to:

- » demonstrate familiarity with the major concepts, theoretical perspectives and empirical findings in the social sciences;
- » apply theory to current social and political events that impact local, national and international communities; and
- » prepare and present an original research project that includes research design, data analysis and interpretation.

DEGREE COURSE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,I,1,2,10	3
COMP111 English Composition II I,2,4,10	3
MATH115 Elementary Statistics A,I,2,6	3
Science D,I,7	4
Arts and Humanities B,1	6
Electives H	9
History J	3
Literature F	3
CISC100 Digital Literacy 9	3
SOCI110 Introduction to Sociology 2,3,8	3
POLI111 American National Government 3,8	3
SOCI230 Contemporary Social Problems G	3
Social Science Electives I C	3
Social Science Electives II E	9
COMM110 Effective Speaking I,4,5	3
Total Credit Hours	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

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,I,1,2,10	3
CISC100 Digital Literacy 9	3
History J	3
Literature F	3
SOCI110 Introduction to Sociology 2,3,8	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II I,2,4,10	3
Science D,I,7	4
POLI111 American National Government 3,8	3
Social Science Electives II E	3
COMM110 Effective Speaking F,4,5	3
Total Credit Hours	16

THIRD SEMESTER

Course	Credits
MATH115 Elementary Statistics A,I,2,6	3
Social Science Elective I C	3
Arts and Humanities B,1	3
Social Science Elective IIE	3
Electives H	3
Total Credit Hours	15

FOURTH SEMESTER

Course	Credits
SOCI230 Contemporary Social Problems G	3
Arts and Humanities B,1	3
Social Science Elective II E	3
Elective H	6
Total Credit Hours	15

A Placement testing required.
B Consult the Arts/Humanities list approved for this subcategory. Any course may be chosen.
C Any of the following may be chosen: ECON111, GEOG110, PSYC110, WMST110.
D Choose among BIOL101, BIOL102, CHEM101, SCIE102.
E Students are required to take 9 credits in the social science area including any courses beginning with SOCI, POLI, and GEOG. It is strongly recommended that students take all their social science electives in the major they are planning on declaring at their 4-year institution. For example, if you plan on majoring in Sociology, take all 9 credits in Sociology.
F Any LITR course except LITR246.
G Pre-requisites required: SOCI110 (C or better) and COMP110 (C or better).
H Pre-college level courses do not meet this requirement.
I Course requires prerequisite. J Student must take HIST151, HIST152, HIST111, or HIST112.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Social Work

Transfer Major

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

Department of Social & Behavioral Sciences
Founders 210 • Phone (215) 968-8270
Curriculum Code No. *1130*

The Social Work program of study is designed for students who intend to transfer to a four-year college and continue for a bachelor's degree in Social Work. This major emphasizes social work theory and practice with a strong general education foundation.

Graduates of this program are able to:

- » demonstrate knowledge and comprehension of the major concepts, theories, values and skills in social work;
- » identify the extent to which societal structures influence human behavior;
- » demonstrate self-awareness and the competent use of self in professional interaction; and
- » apply and integrate social work theory

and concepts in the study and assessment of diverse populations.

DEGREE COURSE REQUIREMENTS

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,F,2,10	3
COMP111 English Composition II F,2,4,10	3
MATH115 Elementary Statistics A,F,2,6	3
Science D,7	4
Science E,7	4
CISC100 Digital Literacy 9	3
PSYC110 Introduction to Psychology F,2,8	3
History G,1,2,3	3
Literature H,2	3
Elective B	3
PHIL111 Ethics 1,2	3
SOCI110 Introduction to Sociology 2,3,8	3
SOCI140 Peoples of America 3	3
POLI111 American National Government 3,8	3
PSYC105 Introduction to Group Dynamics F,2	3
Psychology, Sociology or Social Work Elective C	6
SSWK110 Introduction to Social Work and Social Welfare	3
SSWK220 Social Work: Interviewing, Assessment, and Referral F	3
COMM110 Effective Speaking F,4,5	3
Total Credit Hours	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

Course	Credits
COLL101 College Success Seminar	1
COMP110 English Composition I A,F,2,10	3
CISC100 Digital Literacy 9	3
History G	3
PHIL111 Ethics 1,2	3
SOCI110 Introduction to Sociology 2,3,8	3
Total Credit Hours	16

SECOND SEMESTER

Course	Credits
COMP111 English Composition II F,2,4,10	3
Science D,7	4
POLI111 American National Government 8	3
PSYC110 Introduction to Psychology F,2,8	3
COMM110 Effective Speaking F,4,5	3
Total Credit Hours	16

THIRD SEMESTER

Course	Credits
MATH115 Elementary Statistics A,F,2,6	3
SOCI140 Peoples of America 3	3
Science E,7	4
SSWK110 Introduction to Social Work and Social Welfare	3
PSYC105 Introduction to Group Dynamics F,2	3
Total Credit Hours	16

FOURTH SEMESTER

Course	Credits
SSWK220 Social Work: Interviewing, Assessment, and Referral F	3
Literature	3
Psychology, Sociology of Social Work Elective C	6
Elective B	3
Total Credit Hours	15

A Placement testing required.
B Pre-college level courses do not meet this requirement.
C Any PSYC, SOCI, or SSWK course that is not already required by the program.
D Choose among BIOL101, BIOL102, BIOL181, BIOL182.
E Choose any science course with a lab component.
F Course requires prerequisite.
G Choose from HIST151 or HIST152.
H Any LITR course except LITR246.

1 Satisfies Arts/Humanities
2 Satisfies Critical Thinking
3 Satisfies Diversity
4 Satisfies Information Literacy
5 Satisfies Oral Communication
6 Satisfies Quantitative Literacy
7 Satisfies Scientific Literacy
8 Satisfies Social Sciences
9 Satisfies Technological Competence
10 Satisfies Writing

Career and TechnicalPrograms

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. Many 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/or 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 the website.

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 positions qualify for Cooperative Education. Thus, students may be able to maintain their present positions and enroll in Cooperative Education courses.

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, 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
- Biology/Bio Technology
- Bookkeeping
- Chemistry
- Cinema Video Production
- Computer Science
- Criminal Justice
- Environmental Science
- Fine Woodworking
- Graphic Design
- Historic Preservation
- Hospitality and Tourism Management
- Journalism
- Management
- Marketing
- Paralegal
- Sport Management
- Women's Studies

High School Enrichment Program

The College allows select seniors from Bucks County high schools to enroll part-time during the day. This program expands educational opportunities and allows college credits to be earned before high school graduation. Eligible for acceptance into the program are high school juniors who hold at 2.0 GPA or greater, and achieve a score of "2" on the Bucks reading placement test.

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, Associate of Music, Associate of Fine Arts, Associate of Science or 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 award.
Award of a Certificate of completion.	See Catalog section on Degree Requirements	Certificate program specified. Satisfaction of certificate requirement recorded. Award of certificate recorded.
Completion of one or more courses.	Course requirements only.	Major specified.

Degree Requirements

Students newly admitted to the College for classes beginning in 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

omplete degree requirements by this time (August, 2010) must follow the degree requirements in effect for the 2013 academic year.*

Students who entered their major between the 2000 through 2006 academic years also have 10 years to complete their degree requirements, before those requirements are retired.

*Please see the section on Deactivated Majors.

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 have occurred 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.

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 an 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 college-level 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 articulation 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; and

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

Bucks County Community College awards five degrees: the Associate of Arts, Associate of Music, Associate of Fine Arts, Associate of Science and Associate of Applied Science.

Students may complete more than one associate degree program. Please review and follow the guidelines below for completion of a second degree.

» Students may earn only one degree per program/major. For example, a student who graduated from and earned an AA degree in Biology cannot receive an AS degree in Biology. A student can earn two degrees with the same degree designation. For example, a student can earn an AA degree in Liberal Arts and an AA degree in Business Administration.

» A second associate degree will require a minimum of 15 credits different from and in addition to those needed to satisfy the first associate degree.

» The second associate degree may use common credits. For example, both Liberal Arts: General Emphasis and Communication Studies programs require COMM110 and COMP110. If a student earned the Liberal Arts: General Emphasis degree and is now in the Communication Studies degree program, Communication Studies will use the previously completed COMM110 and COMP110.

» Course substitutions in the new/second degree program that are requested in order to allow use of previously completed credits will be allowed only in unusual circumstances, and only with special permission of the Department Dean and the Associate Provost.

» Students should not alternate back and forth between degree programs/majors. Students should take courses leading to one degree at a time.

» Students receiving financial aid assistance and pursuing a second degree should speak to the Financial Aid Office to understand the ramifications/conditions of satisfactory academic progress and also time, amount limits to grant and loan programs that could affect your eligibility if seeking a second 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.

Students must complete the General Education Program to earn an associate degree from Bucks County Community College. Students complete their General Education requirements as part of the program of the study in their major.

While many courses are aligned with the General Education Program, students cannot choose just any course from the list of aligned courses. Rather, the majors are designed so that students will take certain General Education courses that will enhance their learning experience in the major and maximize the number of courses that transfer into the relevant programs at transfer institutions.

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

Certificate Programs

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

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, Records, and Registration, for the awarding of the certificate of completion.

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.

Attention PHEAA Grant Applicants or Recipients

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

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

If a PHEAA Grant is 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.

General Education Program

When students pursue a higher education, they develop a sizable body of knowledge, a level of awareness of the world, and the skills needed for rigorous thinking. Regardless of their college major, educated persons share a body of knowledge and skills, commonly called a general education that consists of

many of the courses taken during the first years of college. Through this educational experience, Bucks helps students become confident, creative, and balanced thinkers in preparation for transferring to other academic institutions and meeting the needs of prospective employers. In this way, beyond the short-term benefits of transfer or career preparation, a general education sparks a lifetime commitment to learning and growing in a complex and changing world. Therefore, the faculty of Bucks County Community College aims to help students become educated persons by assisting them to develop the following abilities and skills:

General Education Learning Goals

Students will be able to:

- *Arts/Humanities*: Demonstrate an understanding of human intellectual heritage and/or creative expression
- *Critical Thinking*: Read critically, analyze and interpret information, and construct logical, well-supported positions
- *Diversity*: Demonstrate an understanding of diverse human perspectives in local, national, or global contexts
- *Information Literacy*: Find, evaluate, and ethically use information in a variety of formats for a variety of purposes
- *Oral Communication*: Communicate effectively through speech
- *Quantitative Literacy*: Demonstrate and apply quantitative reasoning.
- *Scientific Literacy*: Demonstrate an understanding of scientific reasoning
- *Social Sciences*: Demonstrate an understanding of human behavior and/or the relationships of people within societies
- *Technological Competence*: Demonstrate technological competence within the context of the major.
- *Writing*: Communicate effectively through writing

Associate Degree Program: How to Complete the General Education Program

Students must complete the General Education Program to earn an associate degree from Bucks County Community College. *Students complete their General Education requirements as part of the program of the study in their major.*

While many courses are aligned with the General Education Program, students cannot choose just any course from the list of aligned courses. Rather, the majors are designed so that students will take certain General Education courses that will enhance their learning experience in the major and maximize the number of courses that transfer into the relevant programs at transfer institutions.

DEGREE COMPLETION DEADLINES

Academic Year(S)	Associated Terms	Graduate By*	Requirements Retired	New Degree Requirements Effective
1995 - 1999	95/FA through 00/S3	Summer, 2010	Summer, 2010	10/FA
2000	00/FA - 01/S3	Summer, 2011	Summer, 2011	11/FA
2001	01/FA - 02/S3	Summer, 2012	Summer, 2012	12/FA
2002	02/FA - 03/S3	Summer, 2013	Summer, 2013	13/FA
2003	03/FA - 04/S3	Summer, 2014	Summer, 2014	14/FA
2004	04/FA - 05/S3	Summer, 2015	Summer, 2015	15/FA
2005	05/FA - 06/S2	Summer, 2016	Summer, 2016	16/FA
2006	06/FA - 07/S2	Summer, 2017	Summer, 2017	17/FA
2007	07/FA - 08/S2	Summer, 2018	Summer, 2018	18/FA
2008	08/FA - 09/S2	Summer, 2019	Summer, 2019	19/FA
2009	09/FA - 10/S2	Summer, 2020	Summer, 2020	20/FA
2010	10/FA - 11/S2	Summer, 2021	Summer, 2021	21/FA
2011	11/FA - 12/S2	Summer, 2022	Summer, 2022	22/FA
2012	12/FA - 13/S2	Summer, 2023	Summer, 2023	23/FA
2013	13/FA - 14/S2	Summer, 2024	Summer, 2024	24/FA
2014	14/FA - 15/S3	Summer, 2025	Summer, 2025	25/FA
2015	15/FA - 16/S3	Summer, 2026	Summer, 2026	26/FA
2016	16/FA - 17/S3	Summer, 2027	Summer, 2027	27/FA
2017	17/FA - 18/S3	Summer, 2028	Summer, 2028	28/FA
2018	18/FA - 19/S3	Summer, 2029	Summer, 2029	29/FA
2019	19/FA - 20/S3	Summer, 2030	Summer, 2030	30/FA

* If a major is de-activated, it may lessen your time to complete degree requirements

INACTIVE MAJORS

Program	Title	Dept Name	Status	Inactive	Acad Yr	Grad. By	OBS. As Of
AA.1121	Communications; Performance	Department of the Arts	I	03/13	2012-2013	SUM 2016	08/16
POS.1121	Communications; Performance	Department of the Arts	I	03/13	2012-2013	SUM 2016	08/16
AA.1170	Secondary Education: Chemistry	Science, Tech, Engineering, & Math	I	08/13	2012-2013	SUM 2016	08/16
POS.1170	Secondary Education: Chemistry	Science, Tech, Engineering, & Math	I	08/13	2012-2013	SUM 2016	08/16
CER.3184	PA Director's Cert – Early Childhood Facility	Social & Behavioral Science	I	09/12	2012-2013	SUM 2016	08/16
AA.1107	Liberal Arts - American Studies	Social & Behavioral Science	I	04/14	2013-2014	SUM 2017	08/17
POS.1107	Liberal Arts - American Studies	Social & Behavioral Science	I	04/14	2013-2014	SUM 2017	08/17
AA.2182	Digital Game & Simulation	Science, Tech, Engineering, & Math	I	06/14	2013-2014	SUM 2017	08/17
POS.2182	Digital Game & Simulation	Science, Tech, Engineering, & Math	I	06/14	2013-2014	SUM 2017	08/17
CER.3181	Computer Forensics	Science, Tech, Engineering, & Math	I	06/14	2013-2014	SUM 2017	08/17

Obsolete Programs of Study

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.

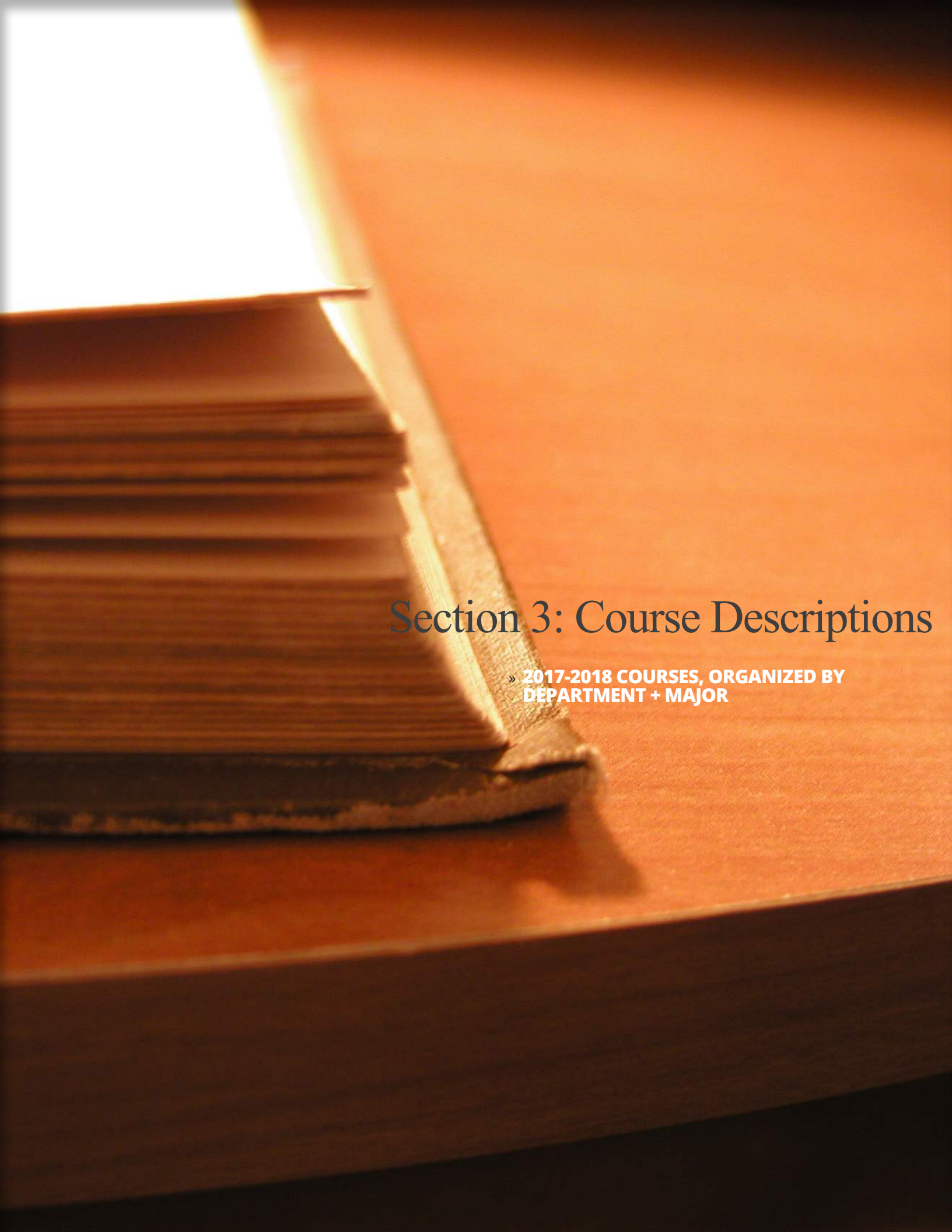
Students enrolled in deactivated majors have three (3) academic years to complete degree requirements and graduate before the major becomes obsolete (This may shorten the 10-year degree completion deadline.) Students who do not graduate by the end of the allotted time, must change their major and follow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

ASSOCIATE DEGREE PROGRAMS

Program	Title
AA.1005	Physics
AA.1007	Elementary Education
AA.1008	Secondary Education
AA.1010	Accounting
AA.1011	Marketing/Retail
AA.1020	Police Administration
AA.1021	Correctional Administration
AA.1023	HMRI Management
AA.1024	Applied Theatre Arts
AA.1027	Early Childhood Education
AA.1041	Labor Studies
AA.1042	Insurance
AA.1048	Business Education: Secretarial
AA.1049	Individual Studies
AA.1058	Liberal Arts: Humanities
AA.1061	Elementary Education: Pre-K to 4
AA.1062	Theatre: Acting
AA.1063	Theatre Arts: Design
AA.1064	Music: Instrumental/ Vocal
AA.1065	Music: Jazz
AA.1066	Music: Education
AA.1067	Liberal Arts: Psychology – Life Skills
AA.1096	Business: Management Education
AA.1107	Liberal Arts: American Studies
AA.1121	Communication: Performance
AA.1160	Liberal Arts: Women's Studies
AA.1170	Secondary Education - Chemistry
AA.2012	Computer Technology
AA.2013	Electronics (2013)
AA.2014	Biological Lab Technician
AA.2018	Administrative Secretary: Shorthand Emphasis
AA.2025	Applied Theatre Arts
AA.2026	Early Childhood Education
AA.2029	Legal Secretarial: Shorthand Emphasis
AA.2030	Medical Secretary: Shorthand Emphasis
AA.2032	Real Estate (2032)
AA.2033	Engineering Aide
AA.2036	Chemical Laboratory Technology
AA.2037	Police Administration
AA.2038	Correctional Administration
AA.2039	Individual Studies
AA.2040	Labor Studies
AA.2043	Insurance
AA.2044	Communications: Cinema (2044)
AA.2046	Communications: Video Production (2046)
AA.2047	Computer Information Processing (2047)
AA.2050	Metallurgical Tech
AA.2051	Broadcast Elect Tech
AA.2052	Computer Systems Technology (2052)
AA.2053	Human Services
AA.2055	Drafting
AA.2057	Model Building Technology
AA.2092	Fine Woodworking
AA.2093	Administrative Secretary: Wordprocessing
AA.2094	Legal Secretary: Word-proocessing
AA.2095	Medical Secretary: Word-processing
AA.2097	Banking/Banking Management (2097)
AA.2100	HMRI - Hotel/Motel
AA.2106	Office Systems Technology (2106)
AA.2108	Office Administration (2108)
AA.2109	Dietetic Technician
AA.2111	Graphic Design
AA.2115	Savings Institution Administration (2115)
AA.2116	Engineering Technology
AA.2119	Biotechnology - 2119
AA.2122	Electronic Imaging: Design (2122)
AA.2123	Electronic Imaging (2123)
AA.2125	Pc And End User Support (2125)
AA.2132	Communication: Cinema/Video (2132)
AA.2134	Computer Application Development (2134)
AA.2159	Environmental Science
AA.2167	Nanofabrication Technology
AA.2178	Emergency Management & Public Safety
AA.2182	Digital Game and Simulation Design

CERTIFICATE PROGRAMS

Program	Title
CER.3070	Accounting
CER.3071	Business Data Processing Supervisor
CER.3072	Correctional Administration
CER.3074	Industrial Management
CER.3075	Insurance
CER.3076	Labor Studies
CER.3077	Office Supervision
CER.3078	Police Administration
CER.3079	Real Estate
CER.3080	Salesmanship
CER.3081	Small Business Operation
CER.3082	Stenography
CER.3083	Computer Programming
CER.3084	Drafting
CER.3085	Human Services
CER.3086	Computer Systems: Software Emphasis
CER.3087	Computer Systems: Hardware Emphasis
CER.3088	PC and End User Support
CER.3089	Office Skills
CER.3112	Word Processing
CER.3113	Stenography
CER.3114	Medical Transcription
CER.3118	Child Care Worker
CER.3126	Computer Aided Drafting
CER.3130	Computer Network Administration
CER.3135	Computer Application Development
CER.3137	Desktop Publishing
CER.3138	Entrepreneurship
CER.3139	Advanced Entrepreneurship
CER.3139	Advanced Entrepreneurship
CER.3140	Webmaster
CER.3141	Microsoft Office
CER.3142	Retail Merchandising
CER.3151	Cinema/Video
CER.3152	3D Animation
CER.3153	Communication: Video Production
CER.3155	Supervision
CER.3156	Management
CER.3157	Broadcast and Print Journalism
CER.3161	Women's Studies
CER.3163	Legal Office Assistant
CER.3165	E-Business
CER.3168	Nanofabrication
CER.3179	Emergency Management & Public Safety
CER.3181	Computer Forensics
CER.3184	Education: PA Director's Cert



Section 3: Course Descriptions

» **2017-2018 COURSES, ORGANIZED BY DEPARTMENT + MAJOR**

Department of the Arts 98
- Art History 98
- Ceramics 98
- Cinema/Video Production 98
- Communication Studies 100
- Drawing: Second Year 100
- Glass Blowing and Stained Glass 100
- Graphic Design and Illustration 101
- Jewelry 101
- Music 101
- Painting 104
- Performance Arts 104
- Photography 105
- Portfolio Studios 105
- Printmaking 106
- Sculpture 106
- Visual Arts 106
- Web Design and Multimedia 107
- Fine Woodworking 107

Department of Business Studies 108
- Accounting 108
- Chef Apprenticeship 109
- Hospitality and Tourism Management 111
- Paralegal/Law 113
- Management 114
- Marketing 116
- Real Estate 117

Kinesiology and Sport Studies 117
- Exercise Science 117
- Health 117
- Kinesiology 118
- Physical Education 120

Department of Language and Literature 120
- American English as a Second Language 120
- Composition 121
- International Cultures 122
- Journalism 122
- Literature 122
- Reading 124
- Women's Studies 124
- World Language 124

Professional Studies: Allied Health & Nursing 125
- Fire Science 125
- Health Information Technology 126
- Medical Assistant 127
- Nursing 128
- Radiography 128

Science, Technology, Engineering & Mathematics 130
- Applied Engineering Technology 130
- Biology 130
- Biotechnology 131
- Chemistry 132
- Computer/Information Science 133
- Engineering 135
- Mathematics 136
- Nanofabrication Technology 137
- Neuroscience 138
- Office Administration 138
- Physics 140
- Science 140

Social and Behavioral Science 141
- Criminal Justice 141
- Economics 142
- Education 142
- Geography 144
- Historic Preservation 144
- History 145
- Humanities 149
- Philosophy 150
- Political Science 150
- Psychology 151
- Social Work 152
- Sociology 152

Cooperative Education 153
Independent Study 153
Integration of Knowledge 153
Student Services Courses 154

Art History

ART HISTORY BEFORE 1450
VAFA191

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 COMP107 (C or better)
Corequisite: None

ART HISTORY AFTER 1450
VAFA192

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 COMP107 (C or better)
Corequisite: None

HISTORY OF MODERN ART
VAFA193

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 COMP107 (C or better)
Corequisite: None

AMERICAN ART HISTORY
VAFA194

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 COMP107 (C or better)
Corequisite: None

NON-WESTERN ART HISTORY
VAFA195

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 COMP107 (C or better)
Corequisite: None

GRAPHIC DESIGN HISTORY
VAGD190

This graphic design survey course covers visual communication since the Middle Ages, focusing on the period from the Arts & Crafts Movement through Postmodernism. Students gain a formal understanding, and they interpret selected examples 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)
Corequisite: None

THE ART OF INDEPENDENT CINEMA (FORMERLY COMC141)
VACV141

Students examine films made outside of the film industry, which fall into three genres -- experimental, documentary, and animated. 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)
Corequisite: None

THE ART OF THEATRICAL CINEMA
VACV142

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)
Corequisite: None

HISTORY OF AMERICAN FURNITURE
VAFW190

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 COMP107 (C or better)
Corequisite: None

HISTORY OF AMERICAN ARCHITECTURE
HIST198

A survey of American architectural styles with emphasis on Bucks County's role in this development.

3 credits
Prerequisite: None
Corequisite: None

Ceramics

Studio art supplies can be expensive. Lab fees may be required.

INTRODUCTION TO CERAMICS
VAFA181

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.

3 credits
Prerequisite: None
Corequisite: None

CERAMICS II
VAFA282

Emphasis is placed on developing a consistent body of work stressing wheel work and hand building. Laboratory and practical study of clays and glazes are explored. Slide presentations, lecture, and demonstrations expose students to the history of world ceramics and current techniques used by today's ceramic artists and industry.

3 credits
Prerequisite: VAFA181 (C or better)
Corequisite: None

Cinema/Video Production

Studio art supplies can be expensive. Lab

fees may be required.

MEDIA SCRIPTWRITING
VACV130

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)
Corequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)

VIDEO STUDIO PRODUCTION I (FORMERLY COMV135)
VACV135

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
Prerequisite: None
Corequisite: None

SOUND DESIGN FOR FILM AND VIDEO
VACV137

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
Prerequisite: None
Corequisite: None

DIGITAL VIDEO EDITING
VACV140

This course covers digital editing using current software tools. Students work with digital non-linear editing hardware and software tools, multi-track audio creation, and sound sweetening. Students work with either their own footage or with exercise footage prepared by the instructor.

3 credits
Prerequisite: None
Corequisite: None

THE ART OF INDEPENDENT CINEMA (FORMERLY COMC141)
VACV141

Students examine films made outside of the film industry, which fall into three genres -- experimental, documentary, and animated. 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)
Corequisite: None

THE ART OF THEATRICAL CINEMA
VACV142

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)
Corequisite: None

FILMMAKING
VACV145

This course introduces students to 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.

3 credits
Prerequisite: None
Corequisite: None

MOTION GRAPHICS
VACV230

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)

VIDEO FIELD PRODUCTION
VACV231

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)
Corequisite: None

CABLE TV PRODUCTION I
VACV232

Students produce two (2) 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
Corequisite: None

VIDEO STUDIO PRODUCTION II
VACV235

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
Corequisite: None

CINEMATOGRAPHY
VACV238

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)

CABLE TV PRODUCTION II
VACV242

Students participate in advanced digital video techniques and the production of two (2) twenty-eight minute cable television news shows ready for cablecast. Students also learn the process of creating, writing, and editing Public Service Announcements (PSA), and further their skills in studio and field production, computer graphics, and program assembly.

3 credits
Prerequisite: VACV232 (C or better)
Corequisite: None

FILM PRODUCTION II
VACV246

Building on the skills from Film Production I, students explore detailed techniques of filmmaking using special equipment, syn-

chronous 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)
Corequisite: None

ADVANCED CINEMA/VIDEO PRODUCTION

VACV247

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: VACV140 (C or better) and VACV145 (C or better)
Corequisite: None

COOPERATIVE EDUCATION - CINEMA/VIDEO AND MULTIMEDIA

VACV280

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, Multimedia and Photography majors, 30 BCCC credits, a GPA of 2.5 or greater earned in courses offered by the Department of the Arts
Corequisite: None

Bucks County Community College is a Blackmagic Design training partner for DaVinci Resolve 14. Students who successfully complete the course are prepared to take the Blackmagic certification test and, upon passing, become Certified Resolve 14 users.

DaVinci Resolve 14 is an advanced editing, color correction and audio post-production solution for feature films, television shows, and commercials. Its workflow allows you to switch between tasks with a single click without needing to translate projects between different software programs.

Communication Studies

COMMUNICATION THEORY

COMM101

This course examines concepts and contexts relevant to the study of human communication. Specifically, this course explores basic elements in the communication process as they occur in the context of interpersonal relationships, groups and organizations, public speaking, media, and various cultural contexts.

3 credits
Prerequisite: None
Corequisite: None

INTERPERSONAL COMMUNICATION

COMM105

This introductory communication skills course helps students develop competencies in diverse social and professional communication. Students engage in activities and assignments that focus on diversity, perception, listening skills and conflict management skills.

3 credits
Prerequisite: None
Corequisite: None

EFFECTIVE SPEAKING

COMM110

This course helps 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)
Corequisite: None

EFFECTIVE SPEAKING (HONORS SECTION)

COMM110H

This course helps 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); admission to the Honors@Bucks program
Corequisite: None

MEDIA AND SOCIETY

COMM111

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, gain through this college-level, survey course a foundation for future studies and responsible citizenship.

3 credits
Prerequisite: None
Corequisite: None

VOICE AND ARTICULATION

COMM210

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
Prerequisite: None
Corequisite: None

INTERCULTURAL COMMUNICATION

COMM215

Students develop cross-cultural competency by examining how different cultural backgrounds communicate based on the value systems, worldviews, and narratives that ground them. The course emphasizes major demographic and societal shifts occurring in the 21st century resulting in growing diversity and interconnectedness throughout the world.

3 credits
Prerequisite: Writing Placement Test score of 6 or better or COMP107 (C or better)
Corequisite: None

ORAL INTERPRETATION (FORMERLY COMG230)

COMM230

This course engages the student in analyzing prose, poetry and drama, essays and documentaries, preparing the material for presentation, and performing oral readings to an audience. Students develop a critical appreciation of literature, enhanced skills in the use of voice and gesture, and skill in critiquing performances.

3 credits
Prerequisite: None
Corequisite: None

PERSUASIVE COMMUNICATION

COMM240

This course helps students build skill 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 with a C or better
Corequisite: None

Drawing: Second Year

DRAWING ANATOMY
VAFA200

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: VAFA103 (C or better)
Corequisite: None

FIGURE DRAWING
VAFA202

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: VAFA200(C or better) or Permission of the Department of the Arts
Corequisite: None

Glass Blowing and Stained Glass

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.

INTRODUCTION TO GLASSBLOWING
VAFA147

Students are introduced to basic studio techniques of forming molten glass through the use of various tools, equipment, and processes. They are introduced to basic technical skills required for the production of glass objects, and to aesthetic sensitivity for the material. Studio procedures, including maintenance, safety, and construction are covered.

3 credits
Prerequisite: None
Corequisite: None

GLASSBLOWING II
VAFA148

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: VAFA147 (C or better)
Corequisite: None

ARCHITECTURAL STAINED GLASS WINDOWS
VAFA149

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
Prerequisite: None
Corequisite: None

STAINED GLASS II
VAFA249

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: VAFA149 (C or better)
Corequisite: None

Graphic Design and Illustration

Software required to complete assignments can be expensive. Students may plan extra time to use campus computing labs to complete course projects.

LAYOUT AND BASIC TYPOGRAPHY
VAGD101

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)
Corequisite: None

ILLUSTRATION - DRAWING AND DIGITAL
VAGD102

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) and VAFA100 (C or better) or the permission of the Department of the Arts
Corequisite: None

GRAPHIC DESIGN HISTORY
VAGD190

This graphic design survey course covers visual communication since the Middle Ages, focusing on the period from the Arts & Crafts Movement through Postmodernism. Students gain a formal understanding, and they interpret selected examples 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)
Corequisite: None

GRAPHIC DESIGN
VAGD201

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 VAGD101 (C or better)

COOPERATIVE EDUCATION - GRAPHIC DESIGN
VAGD280

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 of the Arts
Corequisite: None

Jewelry

INTRODUCTION TO JEWELRY AND METALSMITHING
VAFA107

Students are introduced to the basic techniques necessary for the design and fabrica-

tion 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
Prerequisite: None
Corequisite: None

JEWELRY II

VAFA108

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: VAFA107 (C or better)
Corequisite: None

JEWELRY/LOST WAX

VAFA109

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: VAFA107 (C or better)
Corequisite: None

Music

MUSIC FUNDAMENTALS

MUSC100

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO MUSIC

MUSC101

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)
Corequisite: None

WORLD MUSIC

MUSC103

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)
Corequisite: None

AMERICAN MUSIC

MUSC105

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)
Corequisite: None

HISTORY OF JAZZ

MUSC106

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)
Corequisite: None

AMERICAN POP CULTURE: HISTORY OF ROCK

MUSC107

This course focuses on American popular culture through the lens of rock-n-roll music, including rock's roots, influences, and impact on popular culture. Students experience the subtleties, power, and excitement of the music.

3 credits
Prerequisite: None
Corequisite: None

MUSIC THEORY I

MUSC111

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 or
Corequisite: MUSC115 Ear Training I

MUSIC THEORY II

MUSC112

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

EAR TRAINING I

MUSC115

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 or
Corequisite: MUSC111 Music Theory I

EAR TRAINING II

MUSC116

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

MUSIC TECHNOLOGY

MUSC124

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 preproduction.

3 credits
Prerequisite: None
Corequisite: None

DIGITAL RECORDING TECHNOLOGY

MUSC129

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
Prerequisite: None
Corequisite: None

MUSIC STYLES AND LITERATURE: MUSIC BEFORE 1750

MUSC201

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)
Corequisite: None

MUSIC STYLES AND LITERATURE: MUSIC AFTER 1750

MUSC202

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)
Corequisite: None

MUSIC THEORY III

MUSC211

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 or Corequisite: MUSC215 Ear Training III

MUSIC THEORY IV

MUSC212

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 or
Corequisite: MUSC216 Ear Training IV

EAR TRAINING III

MUSC215

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 or
Corequisite: MUSC211 Music Theory III

EAR TRAINING IV

MUSC216

Ear Training IV applies sight-singing and dictation to chromatic tonal relationships (including secondary dominants, modal mixture, Neapolitan and augmented sixth chords), modes, and non-diatonic scales (pentatonic, octatonic, and whole tone).

3 credits
Prerequisite: MUSC215 (C or better) or by Departmental placement exam
Corequisite: MUSC212 Music Theory IV

CONCERT CHOIR (FORMERLY MUSA101)

MUSE101

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
Corequisite: None

JAZZ ORCHESTRA (FORMERLY MUSA115)

MUSE115

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
Corequisite: None

BUCKS COUNTY COMMUNITY COLLEGE SYMPHONY (FORMERLY MUSA121)

MUSE121

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.
Corequisite: None

PERCUSSION ENSEMBLE

MUSE140

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
Corequisite: None

CHAMBER ENSEMBLE: CLASSICAL

MUSE151

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

CHAMBER ENSEMBLE: JAZZ

MUSE155

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

MADRIGAL SINGERS

MUSE201

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

GROUP INSTRUCTION IN PIANO LEVEL I (FORMERLY MUSA165)

MUSG165

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
Prerequisite: None
Corequisite: None

GROUP INSTRUCTION IN PIANO, LEVEL II (FORMERLY MUSA166)

MUSG166

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
Corequisite: None

GROUP INSTRUCTION IN GUITAR (FORMERLY MUSA167 GUITAR MINOR I)

MUSG175

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
Prerequisite: None
Corequisite: None

PREPARATORY LESSONS

MUSL100

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

SECONDARY LESSONS

MUSL101

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
Corequisite: None

PERFORMANCE CLASS

MUSL110

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 or
Corequisite: Concurrent registration in one of the following private lesson courses: MUSL100, MUSL111, MUSL112, MUSL211, or MUSL212

PRINCIPAL LESSON I

MUSL111

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
or

Corequisite: Students must be registered in both Music Theory and Ear Training course sequences and an MUSE music ensemble course.

PRINCIPAL LESSON II

MUSL112

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 of emphasis.

1 credit
Prerequisite: MUSL111, Audition, Department Placement Exam, Enrollment in Music Transfer Major (curriculum code: 1019),
Permission of the Department of the Arts
or
Corequisite: Students must be registered in both Music Theory and Ear Training course sequences and an MUSE ensemble course.

PRINCIPAL LESSON III

MUSL211

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.

PRINCIPAL LESSON IV

MUSL212

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 or

Corequisite: Students must be registered for both Music Theory and Ear Training course sequences and an MUSE ensemble course.

Painting

INTRODUCTION TO PAINTING

VAFA171

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: VAFA100 is recommended
Corequisite: None

PAINTING II

VAFA271

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: VAFA171 (C or better)
Corequisite: None

Performance Arts

INTRODUCTION TO THEATRE

COMT101

Students in this course read, watch, discuss, and analyze historical and contemporary plays. Students examine aesthetic concerns of audience, playwright, performers, director, and designers.

3 credits
Prerequisite: None

Corequisite: None

INTRODUCTION TO ACTING
COMT103

Students experience a non-threatening introduction to basic acting techniques through improvisation, theater games in pairs and groups, and beginning scenes. Exploration of interpersonal relationships and non-verbal body language are stressed.

3 credits
Prerequisite: None
Corequisite: None

INTRODUCTION TO IMPROVISATIONAL PERFORMANCE
COMT106

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
Prerequisite: None
Corequisite: None

ACTING II (FORMERLY COMT111)
COMT203

Students will continue to train in expressing emotional believability, character analysis, motivated blocking, conflict resolution, and related activities, through dramatic action in both written and improvised scenes and/ or monologues.

3 credits
Prerequisite: COMT103
Corequisite: COMT103

IMPROVISATIONAL PERFORMANCE II
COMT206

This course further develops students' performance, design, and organizational skills acquired in Introduction to Improvisational Production. Emphasis is on developing ensemble compatibility, collaborative and creative skills, and creation of character and environment. Students attain an understanding of creating and organizing an ensemble pertaining to casting, designing, and performing a show.

3 credits
Prerequisite: COMT106 (C or better)
Corequisite: None

ACTING FOR THE CAMERA
COMT209

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)
Corequisite: None

Photography

DIGITAL PHOTOGRAPHY FUNDAMENTALS (FORMERLY VAFA110)
VAPH110

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO PHOTOGRAPHY (FORMERLY VAFA151)
VAPH151

Students learn the basic photographic processes, from making an exposure to making a final print. Students 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
Prerequisite: None
Corequisite: None

PHOTO II (FORMERLY VAFA157)
VAPH157

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 produce photographs as fine art and refine advanced technical and printing techniques.

3 credits
Prerequisite: VAPH151 (C or better)
Corequisite: None

HISTORY OF PHOTOGRAPHY (FORMERLY VAFA196)
VAPH196

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: Writing Placement Test score of 6 or COMP107 (C or better)
Corequisite: None

DIGITAL PHOTOGRAPHY II (FORMERLY VAFA210)
VAPH210

Students will continue to explore the potential of digital photographic imagery and will concentrate on advanced image editing methods. A central aim of the course will be creating a portfolio of high quality printed images. The course will additionally emphasize the use of photography as an artistic medium.

3 credits
Prerequisite: VAPH110
Corequisite: VAPH110

STUDIO AND LIGHTING FUNDAMENTALS (FORMERLY VAFA211)
VAPH211

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)
Corequisite: None

LARGE FORMAT PHOTOGRAPHY (FORMERLY VAFA257)
VAPH257

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: VAPH151 (C or better)
Corequisite: None

Portfolio Studios

FINE ARTS AND DESIGN PORTFOLIO STUDIO
VAFA250

Students develop and enhance their fine arts and design portfolio for transfer or em-

ployment. 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 VAFA191, VAFA192, or VAFA193 (C or better) or permission of the Department of the Arts
Corequisite: None

DIGITAL ARTS PORTFOLIO STUDIO
VAMM250

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
Corequisite: None

Printmaking

INTRODUCTION TO PRINTMAKING
VAFA160

Students explore a wide variety of printmaking processes, including intaglio, relief, color reduction printing and monoprinting. Students focus on the comprehension of techniques and materials and their relationship to the printed image and visual concepts.

3 credits
Prerequisite: None
Corequisite: None

SCREENPRINTING
VAFA161

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
Prerequisite: None
Corequisite: None

BOOK ARTS
VAFA165

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
Prerequisite: None
Corequisite: None

PAPERMAKING
VAFA167

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
Prerequisite: None
Corequisite: None

PRINTMAKING II
VAFA260

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: VAFA160 (C or better)
Corequisite: None

Sculpture

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.

INTRODUCTION TO SCULPTURE
VAFA141

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
Prerequisite: None
Corequisite: None

SCULPTURE II
VAFA242

Students develop an understanding of the aesthetics and vocabulary of sculpture by expressing their personal vision. They explore and determine the visual content of their work and increase their knowledge of sculpture history. Works are created through casting, fabricating, using mixed media, and/or may be developed for a specific site.

3 credits
Prerequisite: VAFA141 (C or better)
Corequisite: None

SCULPTURE/FOUNDRY
VAFA246

This advanced course emphasizes foundry practices. Initial work is done in foundry wax or Styrofoam. Topics covered are procedures in ceramic shell or investment and burnout of wax preparatory to casting in metal. Basic foundry procedures are followed and studied. Finish and treatment of metal castings are also explored.

3 credits
Prerequisite: VAFA141 (C or better) or VAFA105 (C or better)
Corequisite: None

Visual Arts

Studio art supplies can be expensive. Lab fees may be required.

DRAWING FUNDAMENTALS
VAFA100

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: VAFA111 (C or better) or by permission of the Department of the Arts
Corequisite: None

2-D DESIGN FUNDAMENTALS
VAFA101

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
Prerequisite:
Corequisite: None

3-D DESIGN FUNDAMENTALS
VAFA102

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
Prerequisite:
Corequisite: None

DRAWING COMPOSITION
VAFA103

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: VAFA100 (C or better) or permission of the Department of the Arts
Corequisite: None

2-D DESIGN COLOR
VAFA104

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: VAFA101 (C or better)
Corequisite: None

3-D DESIGN MATERIALS/ MODELING
VAFA105

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: VAFA102 (C or better) or permission of the Department of the Arts
Corequisite: None

DRAWING BASICS
VAFA111

This course introduces and reinforces preliminary skills related to basic drawing concepts. The course comprehends 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
Prerequisite: None
Corequisite: None

FINE ARTS AND DESIGN PORTFOLIO STUDIO
VAFA250

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 VAFA191, VAFA192, or VAFA193 (C or better) or permission of the Department of the Arts
Corequisite: None

Web Design and Multimedia

DIGITAL IMAGING
VAMM100

This studio course presents in-depth techniques for image creation and manipulation using current software applications. Students explore peripherals, file formats, resolution requirements, media storage, and digital photo processing. Emphasis is on image-making methods used to create raster and vector graphics for print and the web.

3 credits
Prerequisite: None
Corequisite: None

WEB AND INTERACTIVE DESIGN
VAMM110

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
Prerequisite: None
Corequisite: VAMM100 or CISC110

INTERFACE DESIGN
VAMM120

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
Prerequisite: None
Corequisite: None

3-D MODELING CONCEPTS
VAMM130

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
Prerequisite: None
Corequisite: None

MULTIMEDIA CONCEPTS I
VAMM209

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: VAMM100 (C or better) or CISG102 (C or better) equivalent knowledge with permission of Department of the Arts
Corequisite: None

MULTIMEDIA CONCEPTS II
VAMM210

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: VAMM209 (C or better) or equivalent knowledge with permission of the Department of the Arts
Corequisite: None

3-D ANIMATION
VAMM230

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: VAMM130 (C or better) or equivalent knowledge with permission of the Department of the Arts
Corequisite: None

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.

FINE WOODWORKING FUNDAMENTALS

VAFW100

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
Prerequisite: None
Corequisite: None

WOODCARVING - FURNITURE

VAFW133

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
Prerequisite: None
Corequisite: None

BENDING AND VENEERING

VAFW136

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)
Corequisite: None

CHAIR CONSTRUCTION

VAFW137

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)
Corequisite: None

TABLE SYSTEMS

VAFW138

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)
Corequisite: None

CABINETMAKING

VAFW140

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: VAFW100 or
Corequisite: VAFW100

CONCEPTUAL FURNITURE

VAFW145

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)
Corequisite: None

WOODTURNING

VAFW180

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
Prerequisite: None
Corequisite: None

WOODTURNING II

VAFW181

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)
Corequisite: None

HISTORY OF AMERICAN FURNITURE

VAFW190

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 COMP107 (C or better)
Corequisite: None

COOPERATIVE EDUCATION - FINE WOODWORKING

VAFW280

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
Prerequisite: Fine Woodworking major, 30 BCCC credits, a GPA of 2.5 earned in courses offered by the Department of the Arts
Corequisite: None

DEPARTMENT OF BUSINESS STUDIES

Accounting

INTRODUCTORY ACCOUNTING (FORMERLY ACCT090)

ACCT103

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
Prerequisite: None
Corequisite: None

FINANCIAL ACCOUNTING (FORMERLY PRINCIPLES OF ACCOUNTING I)

ACCT105

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)
Corequisite: None

MANAGERIAL ACCOUNTING (FORMERLY PRINCIPLES OF ACCOUNTING II)

ACCT106

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)
Corequisite: None

INTRODUCTION TO ACCOUNTING SOFTWARE

ACCT108
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)
Corequisite: None

PERSONAL FINANCIAL PLANNING

ACCT110

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
Prerequisite: None
Corequisite: None

PAYROLL RECORDS AND ACCOUNTING

ACCT120

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)
Corequisite: None

ACCOUNTING APPLICATIONS FOR THE COMPUTER

ACCT130

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)
Corequisite: None

INTERMEDIATE ACCOUNTING I

ACCT200

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
Corequisite: None

INTERMEDIATE ACCOUNTING II

ACCT201

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
Corequisite: None

COST ACCOUNTING I

ACCT210

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
Corequisite: None

FINANCIAL MANAGEMENT

ACCT230

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
Corequisite: None

FEDERAL AND STATE TAXES I

ACCT240

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
Corequisite: None

FEDERAL AND STATE TAXES II

ACCT241

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
Corequisite: None

AUDITING

ACCT250

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
Corequisite: None

ADVANCED ACCOUNTING

ACCT255
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
Corequisite: None

COOPERATIVE EDUCATION - ACCOUNTING

ACCT280

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

Corequisite: None

Chef Apprenticeship

BASIC FOOD PREPARATION AND MANAGEMENT

CULN120

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: Permission of the Department of Business Studies, or
Corequisite: HOSP105

ADVANCED FOOD PREPARATION AND MANAGEMENT

CULN121

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: CULN120 (C or better) or permission of the Department of Business Studies
Corequisite: None

INTERNATIONAL CUISINE

CULN122
EXPERIMENTAL

After completing this course, the student should be able to demonstrate classical cooking skills associated with international and ethnic specific cuisines. The student will have a better understanding of international food sources, global (culinary) cultures and acquire a more in-depth artistic appreciation of food preparation techniques as well as terminology.

3 credits
Prerequisite: HOSP105, CULN120, CULN121 or permission of the Department of Business Studies

VEGETARIAN CUISINE

CULN127
EXPERIMENTAL

In this course, students learn to prepare contemporary vegetarian (ovo-lacto, vegan, and raw foods) meat-free meals using a variety of vegetarian cooking principles, techniques and products. Vegetarian diet culture, a more in-depth artistic appreciation of food preparation techniques, as well as terminology are covered.

3 credits
Prerequisite: HOSP105, CULN120, CULN121 or permission of the Department of Business Studies

BAKING AND DECORATING - TECHNIQUES AND PROCEDURES

CULN130

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: Permission of the Department of Business Studies

BUFFET PLANNING AND PREPARATION BASIC

CULN131

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: Permission of the Department of Business Studies
Corequisite: None

BUFFET PLANNING AND PREPARATION/ADVANCED

CULN132

This course covers advanced Garde Manger techniques, such as manipulation and use of specialized tools to produce decorative buffet items and show pieces, i.e., 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: Permission of the Department of Business Studies

INTERNATIONAL PASTRIES

CULN133
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: HOSP105 and CULN130; or permission of the Department of Business Studies
Corequisite: None

ICE CREAM AND FROZEN DESSERTS

CULN134
EXPERIMENTAL

This course covers the preparation of frozen desserts. Students will learn the techniques used in the production of ice cream, sorbet, and frozen desserts, including frozen mousses, bombes, and frozen soufflés.

1 credit
Prerequisite: HOSP105 or permission of the Department of Business Studies
Corequisite: None

BAKING II - ADVANCED TECHNIQUES

CULN135
EXPERIMENTAL

This course continues CULN130, 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: HOSP105 and CULN130; or permission of the Department of Business Studies
Corequisite: None

MODERN PLATED DESSERTS

CULN136
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: HOSP105 or permission of the Department of Business Studies
Corequisite: None

WEDDING CAKE ASSEMBLY AND DECORATION

CULN137
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: HOSP105 or permission of the Department of Business Studies
Corequisite: None

CULINARY ARTS PRACTICUM I

CULN140

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
Corequisite: None

CULINARY ARTS PRACTICUM II

CULN141

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
Corequisite: None

CULINARY ARTS PRACTICUM III

CULN142

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
Corequisite: None

CULINARY ARTS PRACTICUM IV

CULN143

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
Corequisite: None

CULINARY ARTS PRACTICUM V

CULN144

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
Corequisite: None

CULINARY ARTS PRACTICUM VI

CULN145

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
Corequisite: None

BREAD FABRICATION - BASIC

CULN150
EXPERIMENTAL

Students will develop the knowledge and ability to produce handcrafted yeast raised breads. This course emphasizes the production of sourdough, lean, sponge-style, and other specialty breads. These skills can also be used at home.

2 credits
Prerequisite: CULN130 or permission of the Department of Business Studies
Corequisite: None

CHOCOLATE - ESSENTIAL SKILLS

CULN155
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: HOSP105 or permission of the Department
Corequisite: HOSP105

FOOD PURCHASING/ TECHNIQUES AND PROCEDURES

CULN202

In this course, students examine the principles and practices concerned with the purchase of food, beverages, supplies, and equipment for the hospitality industry. Specific topics include testing and evaluation techniques, and storeroom controls.

3 credits
Prerequisite: HOSP100 (C or better) or permission of the Department of Business Studies
Corequisite: None

MENU PLANNING/COSTING/ DESIGN

CULN203

In this course, students examine the basic elements of menu planning. Topics include pricing, ordering, recipe conversion, and various types of menus and food preferences. Nutrition receives special emphasis. Other topics include marketing strategies, the life cycle of the menu, and cost-controls.

3 credits
Prerequisite: HOSP100 (C or better) or permission of the Department of Business Studies
Corequisite: None

PASTRY INDEPENDENT STUDY I

CULN291

Students exhibit a working knowledge, both researched and portfolio submission, consisting of, but not limited to: petit fours, basic breads, puff pastry, two types of tortes - including a cheesecake, three-tier cake, and two desserts using either pate a choux, sweet yeast dough or pate sucree and one yeast-raised bread product.

1 credit
Prerequisite: None

PASTRY INDEPENDENT STUDY II

CULN292

Students exhibit a working knowledge, both researched and portfolio submission, consisting of, but not limited to: petit fours, basic breads, puff pastry, two types of tortes - including a cheesecake, three-tier cake, and two desserts using either pate a choux, sweet yeast dough or pate sucree and one yeast-raised bread product.

2 credits
Prerequisite: None

PASTRY INDEPENDENT STUDY III

CULN293

Students continue their work with fine pas-

tries and breads which are publicly consumed at College events and at the annual Chef Graduation event. Included, but not limited to, are seven desserts (one frozen) and two artisan breads. Student work includes a printed portfolio and documented 45 hours of production time.

3 credits
Prerequisite: None

Hospitality and Tourism Management

INTRODUCTION TO TOURISM AND HOSPITALITY

HOSP100

This course provides an overview of the tourism and hospitality industry. Students learn how technological changes and financing affect the industry. Other topics include trends, planning, design, location, and procedures, materials, equipment and supplies.

3 credits
Prerequisite: None
Corequisite: None

SANITATION AND SAFETY (CERTIFICATION COURSE)

HOSP105

This course provides an overview of the emerging issues in governmental standards of food safety and sanitation. Specific topics include microorganisms, employee training, equipment purchasing, integrated pest management, cleaning and sanitizing, and other related subjects. Students prepare for, and take an industry recognized food safety and sanitation certification test.

3 credits
Prerequisite: None
Corequisite: None

HOSPITALITY FINANCIAL MANAGEMENT

HOSP110

In this course, students examine the Uniform System of Accounts for Hotels and Restaurants. Other topics include special journals, transactions, monthly and annual reports, and accounting.

3 credits
Prerequisite: HOSP100 (C or better) or permission of the Department of Business Studies
Corequisite: None

CONFERENCE AND BUSINESS MEETING PLANNING

HOSP111

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
Prerequisite: None
Corequisite: None

CUSTOMER SERVICE

HOSP112

This course examines current trends in innovative customer service and guest experiences. Topics include Implementation strategies, acting on customer requests and complaints, practicing service skills, and learning to empower employees by understanding the entrepreneurial mindset of turning challenges into opportunities to create value for the customer.

3 credits
Prerequisite: None

HOTEL AND LODGING OPERATIONS MANAGEMENT

HOSP200

In this course, students examine the responsibilities of front office staff in the hotel/tourism industries. Specific topics include public relations, sales promotions, cash control procedures, night audit and accounting techniques, checking guests in and out, handling mail and other guest information, and emergency procedures.

3 credits
Prerequisite: HOSP100 (C or better) or permission of the Department of Business Studies
Corequisite: None

H/M/R/I INTERNSHIP

HOSP210

In this course, students engage in on-the-job training in supervised internships in hotels, motels, and restaurants. Industry principals and the Program Coordinator interview candidates to assist in their placement and provide follow-up assessment.

3 credits
Prerequisite: HOSP100 (C or better) or permission of the Department of Business Studies
Corequisite: None

COOPERATIVE EDUCATION - HOSPITALITY AND TOURISM MANAGEMENT

HOSP280

In this course, students gain on-the-job experience in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the program coordinator and student are held to review actual experience and observations in relation to the theories and skills learned academically.

3 credits
Prerequisite: Permission of the Business Studies Department
Corequisite: None

Emergency Management

INTRODUCTION TO EMERGENCY MANAGEMENT

PUBS101

This course introduces the student to the basic premises of emergency management including: prevention, mitigation, preparedness, response, and recovery. Students learn the concepts of whole community and all-hazards planning.

3 credits
Prerequisite: None
Corequisite: None

CRISIS MANAGEMENT AND CRITICAL INCIDENT STRESS

PUBS104

This course provides an effective foundation for leadership skills employed in a crisis or disaster situation. It focuses on the understanding of group behavior, psychological response to crisis, crisis communication, and conflict resolution. The underlying factors in the development and mitigation of critical incident stress are explored.

3 credits

Prerequisite: PUBS101 (C or better) or permission from the Business Studies Department

Corequisite: None

BUSINESS CONTINUITY MANAGEMENT

PUBS206

Students are introduced to the principles of business continuity management including identification of risks, threats, and vulnerabilities. Students learn how to conduct a business impact analysis and how to develop comprehensive continuity plans. Students learn techniques for developing and evaluating continuity programs.

3 credits

Prerequisite: PUBS101 (C or better) or permission from the Business Studies Department and Writing Placement Score of 6 or COMP107 (C or better).

Corequisite: FRSC202

EMERGENCY MANAGEMENT EXERCISE DESIGN

PUBS207

This course prepares students to design, plan, conduct, and evaluate exercises to determine community preparedness. Students are introduced to the Homeland Security Exercise and Evaluation Program (HSEEP). Critical issues examined include: coordination, business recovery, damage assessment, hazard vulnerability analysis, risk management, and agency interaction.

3 credits

Prerequisite: PUBS206 (C or better)

EMERGENCY COMMUNICATIONS AND PUBLIC INFORMATION

PUBS212

This course introduces the student to the principles of emergency communication and public information. Students learn how to develop emergency communications, develop and issue warnings, effectively use social media, and provide public information at emergency incidents.

3 credits
Prerequisite: PUBS206 (C or better) and FRSC202 (C or better)
Corequisite: None

EMERGENCY MANAGEMENT INTERNSHIP

PUBS280

Students conduct field work directly related to their 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 his/her clients, and comparing academic theory to field work observations.

3 credits

Prerequisite: Successful completion of at least twenty-one (21) credit hours in Emergency Management (PUBS), Fire Science (FRSC), and Management (

MGMT) or permission of the Business Studies Department and a GPA of 2.5 earned at Bucks County Community College

Corequisite: None

Fire Science

INTRODUCTION TO FIRE SCIENCE

FRSC100

This course is an overview of fire protection and emergency services including: career opportunities, culture, history, loss analysis, organization and function of public and private fire protection services, laws and regulations, nomenclature, basic fire chemistry and physics, introduction to fire protection systems, introduction to strategy and tactics, life safety initiatives.

3 credits
Prerequisite: None
Corequisite: None

BUILDING CONSTRUCTION FOR FIRE PROTECTION

FRSC103

This course examines the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

3 credits
Prerequisite: FRSC100 (C or better) or permission of the Department of Public Safety.
Corequisite: None

FIRE PREVENTION AND CODE ENFORCEMENT

FRSC104

This course provides fundamental knowledge of fire prevention and code enforcement. Topics include: history and philosophy of fire prevention, organization and operation of a fire prevention bureau, conducting fire/life safety inspections, use and application of codes and standards, plans review, fire and life safety education, and fire investigation.

3 credits
Prerequisite: FRSC100 (C or better) or permission of the Department of Public Safety; and FRSC112 (C or better)
Corequisite: FRSC103

FIRE PROTECTION SYSTEMS

FRSC105

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. The fundamentals of the inspection, maintenance, and operations of these systems are covered in this course.

3 credits
Prerequisite: FRSC100 (C or better) or permission from the Department of Public Safety; and FRSC112 (C or better)
Corequisite: FRSC103

FIRE BEHAVIOR AND COMBUSTION

FRSC112

This course is a study of the physical properties and chemical characteristics applicable to fire; it also discusses combustion, the principles of fire, heat measurement, heat transfer, and heat energy sources. Emphasis is on emergency situations and the most favorable methods of handling firefighting and control.

3 credits
Prerequisite: None
Corequisite: None

PRINCIPLES OF FIRE AND EMERGENCY SERVICES SAFETY & SURVIVAL

FRSC114

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout emergency services.

3 credits
Prerequisite: None
Corequisite: None

FIREFIGHTING STRATEGY AND TACTICS

FRSC201

This course examines the principle of fire ground control through utilization of personnel, equipment, and extinguish agents related to various emergency scenarios. The focus is on communication, pre-fire planning, and the roles and responsibilities and resource allocation in Incident Command/ National Incident Management System (ICS/ NIMS).

3 credits
Prerequisite: FRSC100 (C or better) and FRSC103 (C or better) and FRSC112 (C or better).
Corequisite: None

HAZARDOUS MATERIALS

FRSC202

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
Prerequisite: FRSC100 (C or better) or permission of the Department of Public Safety.
Corequisite: None

LEGAL ASPECTS OF EMERGENCY SERVICES

FRSC204

This course introduces the Federal, State, and local laws that regulate emergency services and includes a review of national standards, regulations, and consensus standards influencing emergency services.

3 credits
Prerequisite: FRSC100 (C or better) or permission of the Department of Public Safety.
Corequisite: None

FIRE INVESTIGATOR I

FRSC206

This course provides the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, case law and constitutional amendments, motives of the fire setter, and types of fire causes.

3 credits
Prerequisite: FRSC100 (C or better) or permission of the Department of Public Safety and FRSC103 (C or better) and FRSC112 (C or better) and Writing Placement Score of 6 or COMP107 (C or better).
Corequisite: FRSC202

PRINCIPLES OF FIRE AND EMERGENCY SERVICES ADMINISTRATION

FRSC208

This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency services, ethics, and leadership from the perspective of the company officer.

3 credits
Prerequisite: FRSC100 (C or better) and Writing Placement Score of 6 or COMP107 (C or better).
Corequisite: None

OCCUPATIONAL SAFETY AND HEALTH FOR EMERGENCY SERVICES

FRSC209

This course introduces the concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk and hazardous evaluation and control procedures for emergency service organizations.

3 credits
Prerequisite: FRSC100 (C or better) and Writing Placement Score of 6 or COMP107 (C or better).
Corequisite: None

FIRE AND LIFE SAFETY EDUCATION

FRSC210

The course prepares students to develop and deliver fire and life safety education programs. Students develop presentation skills, prepare and deliver an oral presentation, learn how to formulate public education programs, review the effectiveness of existing programs and identify future trends.

3 credits
Prerequisite: FRSC100 (C or better) and Writing Placement Score of 6 or COMP107 (C or better).
Corequisite: None

FIRE PLANS REVIEW

FRSC214

Through the use of construction documents and a fundamental knowledge of fire codes and standards, students develop an understanding of a building's fire protection features including the design of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and egress arrangements.

3 credits
Prerequisite: FRSC103 (C or better) and FRSC104 (C or better) and FRSC105 (C or better)
Corequisite: None

FIRE INVESTIGATOR II

FRSC216

This course is a continuation of Fire Investigator I, providing students with advanced principles and technical knowledge on the rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation, and courtroom testimony.

3 credits
Prerequisite: FRSC202 (C or better) and FRSC206 (C or better)
Corequisite: None

PRE-EMERGENCY PLANNING

FRSC227

Students examine the intricacies of preparing pre-emergency plans and diagrams for fire investigation reports using omputer technology. Students demonstrate their understanding of the importance of pre-emergency planning for the Fire Service and prepare pre-emergency plans and diagrams.

3 credits
Prerequisite: FRSC103 (C or better) and FRSC104 (C or better) and FRSC105 (C or better) and FRSC202 (C or better).
Corequisite: None

FIRE AND EMERGENCY SERVICES INTERNSHIP

FRSC285

Student to field work directly related to their 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: Successful completion of at least fifteen (15) credit hours in Fire Science (FRSC) or permission of the Department of Public Safety and A GPA of 2.5 earned at Bucks County Community College
Corequisite: None

Paralegal/Law

INTRODUCTION TO PARALEGAL STUDIES

LAWS100

This is a survey course encompassing the varied duties of a paralegal as practiced in Bucks, Montgomery and Philadelphia counties. This course describes work done by paralegals in the following areas: civil procedure, administrative law, legal research, and legal writing.

3 credits
Prerequisite: None
Corequisite: None

DIVORCE AND FAMILY LAW

LAWS101

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
Corequisite: None

CIVIL LITIGATION AND PRACTICE

LAWS140

This course provides students with an overview of the theory, procedure and mechanics of a lawsuit from fact gathering through judgment enforcement, with an emphasis on the Pennsylvania Court System.

3 credits
Prerequisite: LAWS100 (C or better)
Corequisite: None

ELDER LAW

LAWS150

This course gives an overview of all areas of the law which concern the elderly client such as elder abuse, living facilities, insurance, estate planning and healthcare. Attention is focused on drafting documents such as advance directives, Power of Attorney, wills, trusts and guardianships.

3 credits
Prerequisite: LAWS100 (C or better)
Corequisite: None

WILLS, TRUSTS, AND ESTATES

LAWS160

In this course, students examine the legal principles and ethical considerations of probate, wills, trusts and the fiduciary code as applied by the Orphans Courts in Pennsylvania. Students also learn how to prepare and file probate and estate planning documents. Students also discuss ethical issues that affect the estate client.

3 credits
Prerequisite: LAWS100 (C or better)
Corequisite: None

CRIMINAL PROCEDURE FOR THE PARALEGAL

LAWS165

This course offers an overview of criminal procedure for the paralegal by focusing on crimes against persons, crimes against property, summary offenses, misdemeanors and felonies, as well as state and federal crimes.

3 credits
Prerequisite: LAWS100 (C or better)
Corequisite: None

INTERNATIONAL LAW

LAWS170

This course offers an overview of international trade, licensing, investment, collections, and letters of credit. Students analyze and contrast the risks of international versus domestic business. Students also examine procedures for buying and selling goods in foreign countries.

3 credits
Prerequisite: LAWS100 (C or better)
Corequisite: None

BUSINESS ORGANIZATIONS: PARALEGAL

LAWS180

This course provides an overview of corporations, partnerships, and sole proprietorships in businesses. Students also learn the court procedures and tax implications associated with sole proprietorships, corporations or partnerships.

3 credits
Prerequisite: LAWS100 (C or better)
Corequisite: None

PARALEGAL TRIAL PROCEDURE AND PRACTICES

LAWS205
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 (C or better) and LAWS140 (C or better)

REAL ESTATE LAW AND CONVEYANCING

LAWS210

This course addresses various topics in real estate law, including estates, titles, acquisition, agreements of sale, encumbrances, conveyancing, and bonds. Other topics include liens, deeds, and mortgages.

3 credits
Prerequisite: LAWS100 (C or better) OR REAL101 (C or better) AND REAL102 (C or better);
Corequisite: None

ADVANCED REAL ESTATE LAW

LAWS215

In this course, students examine advanced real estate law and the documents used in sophisticated residential and commercial transactions with concentration on financing, option contracts, title insurance, zoning, and the vocabulary of these advance transactions.

3 credits
Prerequisite: LAWS100 (C or better) and LAW210 (C or better)
Corequisite: None

LEGAL RESEARCH AND WRITING I

LAWS220

This course provides an introduction to the tools used in legal research including statutes, cases, treaties, encyclopedia and computer search techniques. Students research actual case problems and prepare written memorandum of law. Students also learn how to file research materials and use state and federal legal reporter services.

3 credits
Prerequisite: LAWS100 (C or better) AND EITHER COMP110 (C or better) OR MGMT135 (C or better)
Corequisite: None

LEGAL RESEARCH AND WRITING II

LAWS225

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. Students learn how to prepare persuasive presentations in acceptable legal format.

3 credits
Prerequisite: LAWS100 (C or better) AND LAWS220 (C or better)
Corequisite: None

BANKRUPTCY

LAWS235

This course provides an overview of the federal bankruptcy law, its purposes and procedures, with special emphasis on asset liquidation, business reorganization, and individual income rehabilitation plans. Other topics include the relationship of debtor, creditor and trustee, ethics, litigation, and the collection process.

3 credits
Prerequisite: LAWS100 (C or better)
Corequisite: None

TORT LAW FOR THE PARALEGAL

LAWS240

This course provides an overview of tort law including intentional torts, personal injury, negligence law and strict liability. Students learn how to prepare legal pleadings and discovery materials. Other topics include ethics, and trial preparation.

3 credits
Prerequisite: LAWS100 (C or better) AND LAWS140 (C or better)
Corequisite: None

ETHICS FOR THE PARALEGAL

LAWS255

This course examines ethical requirements under the Pennsylvania Rules of Professional Conduct and the National Federation of Paralegal Associations. Specific topics include attorney regulation, 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)
Corequisite: None

COMPUTERS IN THE LAW OFFICE

LAWS260

This course provides a general introduction to the use of computers and legal specialty computer software programs in the modern law office. Students use hands on computer exercises using professional software programs frequently used by paralegals, including billing software, spreadsheets and litigation support software.

3 credits
Prerequisite: LAWS100 (C or better) AND CISC100 (C or better) OR CISC110 (C or better)
Corequisite: None

PARALEGAL INTERNSHIP/ CAPSTONE COURSE

LAWS285

In this course, students gain practical work experience either in a private or public sector under the supervision of an attorney or

experienced paralegal in day-to-day, on-site office work. This course also includes internship seminar sessions.

3 credits
Prerequisite: LAWS100 (C or better) and LAWS140 (C or better) and LAWS220 (C or better); and Successful completion (C or better) of at least nine (9) credits in LAWS courses; or successful completion (C or better) of six (6) credits in LAWS courses and MGMT130 (C or better); and A GPA of 2.0 earned at Bucks County Community College; and Permission of the Department of Business Studies

Corequisite: None

ADMINISTRATIVE AND MUNICIPAL LAW
LAWS290

This course provides an introduction to the laws involving the administration of government by various departments, agencies, boards and commissions that implement and enforce law and policy. Students learn the laws and procedures that affect the administrative decision-making processes on a local, state and federal government level.

3 credits
Prerequisite: LAWS100 (C or better)
Corequisite: None

SPECIAL TOPICS IN LAW
LAWS295
EXPERIMENTAL

This special topics course provides an introduction to various emerging legal issues. Topics vary by semester, and include developing areas of law and/or areas of law which are subject of frequent re-interpretation. This course is designed to enhance students' written communication skills through various writing exercises.

3 credits
Prerequisite: LAWS100 (C or better)

Management

INTRODUCTION TO BUSINESS
MGMT100

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 learn about the relationship and impact of business to society in which they are citizens, consumers, and producers.

3 credits
Prerequisite: None
Corequisite: None

INTRODUCTION TO BUSINESS (PAIRED SECTION)
MGMT100P

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 learn about the relationship and impact of business to society in which they are citizens, consumers, and producers.

3 credits
Prerequisite: None
Corequisite: None

INTRODUCTION TO BUSINESS (HONORS SECTION)
MGMT100H

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 learn about the relationship and impact of business to society in which they are citizens, consumers, and producers.

3 credits
Prerequisite: Admission to the Honors@ Bucks program
Corequisite: None

SMALL BUSINESS MANAGEMENT
MGMT110

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO INTERNATIONAL BUSINESS
MGMT115

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 (C or better) or MGMT110 (C or better) or Permission of the Department of Business Studies
Corequisite: None

BUSINESS MATHEMATICS
MGMT120

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)
Corequisite: None

BUSINESS LAW
MGMT130

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
Prerequisite: None
Corequisite: None

BUSINESS COMMUNICATION (FORMERLY OADM110)
MGMT135

The strategies and techniques of writing letters, memos, and reports are emphasized. Students will develop and refine these skills through assignments that include positive letters, negative letters, and other types of business messages. An analytical business report is assigned to apply principles for writing a business research report.

3 credits
Prerequisite: Writing Placement score of 6 or better or COMP107 (C or better)
Corequisite: None

SUPERVISION
MGMT140

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO ENTREPRENEURSHIP
MGMT155
EXPERIMENTAL

This course focuses on understanding basic entrepreneurial concepts, the entrepreneurial mindset, and developing entrepreneurial skills through hands-on learning. The course emphasizes the entrepreneurial process and the application of this process to a broad range of business contexts. The

course also addresses creativity, securing resources, team building, communication, and leadership.

3 credits
Prerequisite: None
Corequisite: None

INSURANCE AND RISK MANAGEMENT

MGMT160

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
Prerequisite: None
Corequisite: None

PROFESSIONAL DEVELOPMENT (FORMERLY OADM190)

MGMT175

Students study the various factors that contribute to successful professional growth and development with emphasis on business ethics, business and professional etiquette, presentation skills, human relations, international business customs, and the job search and interview process. Each student develops a professional growth plan.

3 credits
Prerequisite: None
Corequisite: None

LEGAL ENVIRONMENT OF BUSINESS

MGMT180

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO FINANCE

MGMT190
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
Corequisite: None

ORGANIZATIONAL BEHAVIOR

MGMT200

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 (C or better) or MGMT110 (C or better) or Permission of the Department of Business Studies
Corequisite: None

OFFICE MANAGEMENT

MGMT210

This course studies the responsibilities of the administrative office manager relative to human relations and cost reduction. Topics emphasize planning and organizing office administrative services, work stations, and office staffing. It uses scientific principles to study cost control and reduction with specified applications of automated systems and procedures.

3 credits
Prerequisite: None
Corequisite: None

PRODUCTION AND OPERATIONS MANAGEMENT

MGMT220

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 Dept of Business Studies
Corequisite: None

PRINCIPLES OF MANAGEMENT

MGMT230

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 (C or better) or MGMT110 (C or better) or Permission of the Department of Business Studies
Corequisite: None

HUMAN RESOURCE MANAGEMENT

MGMT250

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 (C or better) or MGMT110 (C or better) or Permission of the Department of Business Studies
Corequisite: None

PROJECT MANAGEMENT

MGMT260

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 (C or better) or MGMT110 (C or better) or Permission of the Department of Business Studies
Corequisite: None

COOPERATIVE EDUCATION - BUSINESS MANAGEMENT

MGMT280

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
Corequisite: None

Marketing

PRINCIPLE OF MARKETING

MKTG100

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 (C or better) or MGMT110 (C or better) or Permission of the Department of Business Studies

Corequisite: None

SELLING

MKTG110

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO THE FASHION INDUSTRY

MKTG120

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
Prerequisite: None
Corequisite: None

RETAIL MANAGEMENT

MKTG135

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
Prerequisite: None
Corequisite: None

RETAILING MERCHANDISING

MKTG140

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
Prerequisite: None
Corequisite: None

PUBLIC RELATIONS MANAGEMENT

MKTG143

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO INDUSTRIAL DISTRIBUTION

MKTG150
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
Prerequisite: None
Corequisite: None

ADVERTISING

MKTG200

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
Prerequisite: None
Corequisite: None

DIGITAL MARKETING

MKTG220

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
Prerequisite: None
Corequisite: None

SOCIAL MEDIA MARKETING

MKTG230

This course explores social media marketing principles and best practices for using social media for business, reputation management, and online community building. Students analyze current social networking sites, learning how to use social media to create meaningful relationships with customers, clients, and colleagues. The relevant legal/ethical ramifications are studied.

3 credits
Prerequisite: None
Corequisite: None

COOPERATIVE EDUCATION - MARKETING/RETAIL

MKTG280

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 and permission of the Department of Business Studies
Corequisite: None

Real Estate

REAL ESTATE LAW AND CONVEYANCING

LAWS210

This course addresses various topics in real estate law, including estates, titles, acquisition, agreements of sale, encumbrances, conveyancing, and bonds. Other topics include liens, deeds, and mortgages.

3 credits
Prerequisite: LAWS100 (C or better) OR REAL101 (C or better) AND REAL102 (C or better);
Corequisite: None

ADVANCED REAL ESTATE LAW

LAWS215

In this course, students examine advanced real estate law and the documents used in sophisticated residential and commercial transactions with concentration on financing, option contracts, title insurance, zoning, and the vocabulary of these advance transactions.

3 credits
Prerequisite: LAWS100 (C or better) and LAW210 (C or better)
Corequisite: None

KINESIOLOGY AND SPORT STUDIES

Exercise Science

BIOMECHANICS OF HUMAN MOVEMENT

EXSC200

This course introduces students to basic mechanical principles of physical activity and exercise. The structure, composition, and behavior of basic skeletal and muscular tissue, pathomechanics of injury, adaptation to load and degenerative changes associated with aging are discussed within the scope of scholarly literature.

4 credits
Prerequisite: BIOL181 (C or better) and PHED180 (C or better)

PHYSIOLOGY OF EXERCISE

EXSC201

This course covers the basic concepts and principles of the physiology of exercise. Topics include human responses and adaptations to exercise with varying levels of stress and intensity, as well as the relationship of exercise and training to metabolism, energy transfer, muscle contraction, circulatory, and respiratory function.

4 credits
Prerequisite: BIOL182 (C or better) and PHED180 (C or better)

Health

LIFE AND HEALTH

HLTH103

This course is an introduction to perplexing personal and social health problems in contemporary society, providing 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
Prerequisite: None

LIFE AND HEALTH (HONORS SECTION)

HLTH103H

This course is an introduction to perplexing personal and social health problems in contemporary society, providing 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
Prerequisite: Admission to the Honors@ Bucks program

RESPONDING TO EMERGENCIES

HLTH110

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.

3 credits
Prerequisite: None

NUTRITION

HLTH120

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

NUTRITION WITH A REGISTERED DIETITIAN

HLTH120N

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

NUTRITION WITH A REGISTERED DIETITIAN (HONORS SECTION)

HLTH120NH

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
Prerequisite: Admission to the Honors@ Bucks program

APPLIED NUTRITION

HLTH121

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)
Corequisite: None

PRINCIPLES AND APPLICATIONS OF DIET AND FITNESS

HLTH130

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
Prerequisite: None
Corequisite: None

CARDIOPULMONARY RESUSCITATION

HLTH140

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO WOMEN'S HEALTH ISSUES

HLTH200

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, including an exploration of psychological, physiological, and social barriers to women's health. The holistic model of wellness will be examined.

3 credits

Prerequisite: None

Kinesiology

ART OF PERSONAL DEFENSE

KINS106

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 con-

cepts and principles of nutritional and physiological fitness are included in the course.

2 credits
Prerequisite: None
Corequisite: None

TENNIS
KINS110

This course is designed to enable any student to learn the leisure time sport of tennis and to enhance and enrich his/her leisure experience. This course will also help the student improve his organic, social, and mental wellness.

2 credits
Prerequisite: None

COMPETITIVE ACTIVITIES
KINS116

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
Prerequisite: None
Corequisite: None

TENNIS AND COMPETITIVE ACTIVITIES
KINS118

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
Prerequisite: None
Corequisite: None

HORSEMANSHIP
KINS120

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
Prerequisite: None
Corequisite: None

SKIING
KINS122

This Course is designed to teach students the fundamentals of downhill skiing. Basic concepts of exercise physiology and nutrition are presented.

2 credits
Prerequisite: None
Corequisite: None

BADMINTON AND VOLLEYBALL
KINS124

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
Prerequisite: None

MODERN DANCE
KINS126

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
Prerequisite: None
Corequisite: None

TAI CHI CHAUN
KINS129

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
Prerequisite: None
Corequisite: None

YOGA
KINS130

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
Prerequisite: None
Corequisite: None

ARCHERY
KINS133

This course is designed to give the student a fundamental background in the skills, techniques, and rule interpretation of archery. Students will learn proper care of equipment, safety, and rules for tournament play. Basic principles of physiology of exercise and proper nutrition will be presented.

2 credits
Prerequisite: None

AEROBICS
KINS134

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
Prerequisite: None
Corequisite: None

WALK-JOG-RUN
KINS135

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
Prerequisite: None

GOLF
KINS141

This course is designed to give 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
Prerequisite: None

FENCING
KINS142

This course is designed to give the student a fundamental background in the skills, techniques, and rules of fencing. Special attention will focus on conditioning, technique, competitive bouting, and safety. Basic concepts of exercise physiology and nutrition will be presented.

2 credits
Prerequisite: None
Corequisite: None

BOWLING AND GOLF
KINS145

This course is designed to give the student a fundamental background in the skills, techniques, and rule interpretation of golf and bowling. Students will learn proper care of equipment, safety, and rules for tournament play. Basic principles of physiology of exercise and proper nutrition will be presented.

2 credits
Prerequisite: None

BEGINNING AQUATICS
KINS150

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
Prerequisite: None

SWIM FOR FITNESS
KINS154

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: None

LIFEGUARDING
KINS155

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: None

RED CROSS WATER SAFETY INSTRUCTOR
KINS156

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: None

INDIVIDUAL FITNESS AND WELLNESS
KINS170

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
Prerequisite: None

GYMNASTICS
KINS172

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
Prerequisite: None
Corequisite: None

DANCE: SQUARE AND FOLK
KINS175

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
Prerequisite: None
Corequisite: None

BASKETBALL AND SOFTBALL
KINS176

This course satisfies the transfer requirements for Physical Education majors. Fundamental skills and strategies of basketball and softball are introduced with emphasis in 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
Prerequisite: None

SOCCER AND WRESTLING
KINS177

This course meets 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
Prerequisite: None
Corequisite: None

BASKETBALL AND BASEBALL
KINS178

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
Prerequisite: None

FIELD HOCKEY AND SOCCER
KINS179

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
Prerequisite: None

FOUNDATIONS OF PHYSICAL EDUCATION
KINS180

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
Prerequisite: None
Corequisite: None

MOVEMENT AND PHYSICAL EDUCATION FOR EARLY CHILDHOOD
KINS183

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
Prerequisite: None
Corequisite: None

NET GAMES: TENNIS AND BADMINTON
KINS188

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
Prerequisite: None
Corequisite: None

BOWLING AND VOLLEYBALL
KINS189

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO RECREATION LEADERSHIP

KINS190

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
Prerequisite: None
Corequisite: None

OUTDOOR RECREATION

KINS191

This course teachs 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
Prerequisite: None
Corequisite: None

Sports Management

INTRODUCTION TO SPORT MANAGEMENT

SPMT200

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
Prerequisite: None
Corequisite: None

SPORT MARKETING

SPMT201

This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course will introduce students to the sport management career opportunities in the sport industry and sport principles as they apply to management, marketing, leadership style, communication, and motivation.

3 credits
Prerequisite: None
Corequisite: None

FACILITY MANAGEMENT AND EVENT PLANNING

SPMT202

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
Prerequisite: None
Corequisite: None

HISTORY AND PHILOSOPHY OF SPORT MANAGEMENT

SPMT203

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
Prerequisite: None
Corequisite: None

SPORT AND SOCIETY

SPMT204

This course explores the sociological aspects of sport. Students study research and theory used to explain the relationship between sport and society in the areas of socialization, children, deviance, violence, gender, race, social class, economy, media, politics, religion and future trends in sports.

3 credits
Prerequisite: None
Corequisite: None

SPORT MANAGEMENT CO-OP

SPMT280

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.
Corequisite: None

DEPARTMENT OF LANGUAGE AND LITERATURE

American English as a Second Language

WRITING FUNDAMENTALS FOR INTERNATIONAL STUDENTS

AESL081

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: AESL placement score of 2 or permission of the Department of Language and Literature
Corequisite: None

READING FUNDAMENTALS FOR INTERNATIONAL STUDENTS

AESL083

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: AESL placement score of 2 or permission of the Department of Language and Literature Corequisite: None

ORAL COMMUNICATION FUNDAMENTALS FOR INTERNATIONAL STUDENTS

AESL085

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: AESL placement score of 2 or permission of the Department of Language and Literature

Corequisite: None

WRITING SKILLS FOR INTERNATIONAL STUDENTS

AESL101

This course is designed for international students who possess intermediate American English language skills. Students will master the proper use of American English grammar and gain skill in expository writing and vocabulary by writing developmental paragraphs. Transferability is determined by the transfer institution.

6 credits
Prerequisite:AESL placement score of 2 or permission of the Department of Language and Literature
Corequisite: None

READING SKILLS FOR INTERNATIONAL STUDENTS

AESL103

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: AESL placement score of 3 or AESL081 (C or better)
Corequisite: None

ORAL COMMUNICATION SKILLS FOR INTERNATIONAL STUDENTS

AESL105

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: AESL placement score of 3 or AESL083 (C or better)
Corequisite: None

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 Academic Writing 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. Students who are registered for writing courses without having taken the placement test will be dropped.

For more information, including scoring standards and sample essays, contact the Department of Language & Literature in Grupp 105 or call 968-8150.

COMPOSITION SUPPORT SEMINAR

COMP085

The Composition Support Seminar directly supports the learning objectives of the linked composition course in which the student is concurrently enrolled, by providing additional support and instruction to enhance student success.

1 credit
Prerequisite: None
Corequisite: None

BASIC WRITING

COMP090

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 Assessment Test score of 2 or AESL101 (C or better) or permission of the Department of Language and Literature
Corequisite: None

INTRODUCTION TO ACADEMIC WRITING

COMP107

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)
Corequisite: None

INTRODUCTION TO ACADEMIC READING & WRITING

COMP108
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.

4 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

ENGLISH COMPOSITION I

COMP110

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 COMP107 (C or better) or COMP108 (C or better)

ENGLISH COMPOSITION I (HONORS SECTION)

COMP110H

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 COMP107 (C or better) or or COMP107 (C or better); admission to the Honors@Bucks program

ENGLISH COMPOSITION II

COMP111

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

ENGLISH COMPOSITION II (HONORS SECTION)

COMP111H

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 tech-

niques, students write an argumentative and scholarly research paper.

3 credits
Prerequisite: COMP110 (C or better) or Permission of the Department of Language and Literature; admission to the Honors@ Bucks program

TECHNICAL WRITING
COMP114

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
Corequisite: None

CREATIVE WRITING I
COMP115

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
Corequisite: None

CREATIVE WRITING II
COMP116

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 of Language and Literature
Corequisite: None

Journalism

ADVERTISING COPYRIGHTING
JOUR155

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
Prerequisite: None
Corequisite: None

NEWS REPORTING AND WRITING
JOUR175

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)
Corequisite: None

NEWSPAPER EDITING AND PAGE LAYOUT
JOUR275

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)
Corequisite: None

FEATURE WRITING FOR PRINT AND ONLINE MEDIA
JOUR276

This workshop course focuses on 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)
Corequisite: None

PUBLIC AFFAIRS REPORTING
JOUR277

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)
Corequisite: None

WEBCAST NEWS PRODUCTION
JOUR278

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)
Corequisite: None.

COOPERATIVE EDUCATION - JOURNALISM
JOUR280

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
Corequisite: None

Literature

ENGLISH LITERATURE TO THE 19TH CENTURY
LITR205

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
Prerequisite: None
Corequisite: None

ENGLISH LITERATURE IN THE 19TH AND 20TH CENTURY
LITR206

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

Prerequisite: None
Corequisite: None

AMERICAN LITERATURE TO 1865

LITR231

This course surveys the development of American Literature from the Colonial beginning to Whitman, emphasizing a thorough acquaintance with the work of significant writers of the period, including women and minorities, in their historical and cultural context.

3 credits
Prerequisite: None
Corequisite: None

AMERICAN LITERATURE FROM 1865

LITR232

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO BRITISH WOMEN WRITERS

LITR234

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
Prerequisite: None
Corequisite: None

A CENTURY OF LITERATURE BY AMERICAN WOMEN

LITR235

This course features novels, short stories, poems, and plays by women writers in America from the late 19th century to the present. Students examine the portrayal of women's lives and changing roles, the expression of multi-cultural developments, and major movements in American literature alongside new perspectives created by women's voices.

3 credits
Prerequisite: None
Corequisite: None

CHILDREN'S LITERATURE

LITR246

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
Prerequisite: None
Corequisite: None

WORLD LITERATURE I

LITR254

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
Prerequisite: None
Corequisite: None

WORLD LITERATURE II

LITR255

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
Prerequisite: None
Corequisite: None

THEMES IN LITERATURE - WOMEN

LITR261

Readings and discussion in this course center on selected works of primarily but not exclusively American and Western European literature that portray female characters in prominent roles and explore the problems of women in their various societies. The works are drawn from various genres representing several centuries.

3 credits
Prerequisite: None
Corequisite: None

THEMES IN LITERATURE - PSYCHOLOGY

LITR262

This course promotes understanding of selected literary works in terms of their experiential values and relevance to daily living. The course focuses on works in which characters confront life with the need to integrate self and deepen their relationship with the world.

3 credits
Prerequisite: None
Corequisite: None

THEMES IN LITERATURE - RELIGION

LITR264

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
Prerequisite: None
Corequisite: None

THEMES IN LITERATURE - RELIGION (HONORS SECTION)

LITR264H

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
Prerequisite: Admission to the Honors@ Bucks program
Corequisite: None

INTRODUCTION TO DRAMA

LITR271

This course examines drama from Greek theater to plays by current playwrights. Readings include work from diverse cultural contexts, including, for example, plays by women, African Americans, other minorities, and non-Western playwrights. The emphasis is on play construction, dialogue, staging, themes and cultural values, symbols and motifs, and character development.

3 credits
Prerequisite: None
Corequisite: None

INTRODUCTION TO POETRY

LITR273

This course concentrates on the analysis and study of poetry and its forms. Readings include work from diverse cultural contexts, including, for example, poems by women, African Americans, other minorities, and non-Western writers. The course emphasizes discussion and student presentation of poetic analysis.

3 credits
Prerequisite: None
Corequisite: None

INTRODUCTION TO THE NOVEL
LITR275

This course 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. Readings include novels by women, African Americans, other minorities, and non-Western writers.

3 credits
Prerequisite: None
Corequisite: None

INTRODUCTION TO SHORT FICTION
LITR277

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO AFRICAN-AMERICAN LITERATURE
LITR278

This course introduces students to the writing of persons of African descent in North America. Students examine and critically study the themes, content, and structure of African-American writing from the late 18th century up through the modern period.

3 credits
Prerequisite: None
Corequisite: None

INTRODUCTION TO SHAKESPEARE
LITR279

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 are stressed. The class may view films and live performances.

3 credits
Prerequisite: None
Corequisite: None

Reading

READING SUPPORT SEMINAR
READ085

The Reading Support Seminar directly supports the learning objectives of the linked reading and/or content course in which the student is concurrently enrolled. This seminar provides additional academic support and facilitates success in the linked course.

1 credit
Prerequisite: None
Corequisite: None

FAST TRACK READING
READ089
EXPERIMENTAL

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO COLLEGE READING
READ090

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 test score Level 1, or completion of AESL 103 (C or better), or permission of the Department of Language and Literature
Corequisite: None

COLLEGE READING AND STUDY STRATEGIES
READ110

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 test score Level 2, or completion of READ090 (C or better), or permission of the Department of Language and Literature
Corequisite:

ACADEMIC SUPPORT SEMINAR
READ115

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
Prerequisite: None
Corequisite: None

Women's Studies

INTRODUCTION TO GENDER STUDIES
WMST110

This course examines the contingent nature of identity factors, such as gender, sexuality, race, ethnicity, and social class, and how such factors are intertwined with relations of power. It emphasizes the consequences of the distribution of inequality, and the ways in which individuals exert agency and challenge systems of inequality.

3 credits
Prerequisite: None

COOPERATIVE EDUCATION - WOMEN'S STUDIES
WMST280

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

INTRODUCTION TO WOMEN'S HEALTH ISSUES
HLTH200

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, including an exploration of psychological, physiological, and social barriers to women's health. The holistic model of wellness will be examined.

3 credits
Prerequisite: None

World Language

Guidelines for World Language Placement

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).

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.

Students having completed 3 or 4 years of recent, successful high school world language study, or one year college level, are placed into the 201/202 Intermediate level courses.

Students who have recently and successfully completed the full sequence of world language study at their high school (4-5 years), belong in the Advanced 250 level courses.

Students with 3 or more recent years of successful world language study or native speakers cannot take 110 courses for credit without the approval of the department. 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

AMERICAN SIGN LANGUAGE I

AMSL110

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
Prerequisite: None
Corequisite: None

AMERICAN SIGN LANGUAGE II

AMSL111

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
Corequisite: None

Arabic

ELEMENTARY ARABIC I

ARBC110

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
Prerequisites: None
Corequisites: None

ELEMENTARY ARABIC II

ARBC111

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

Prerequisites: ARBC110 (C or better) or by permission of the Department of Language and Literature
Corequisites: None

Chinese

ELEMENTARY CHINESE I

CHNS110

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 Chinese-speaking countries.

3 credits
Prerequisites: None
Corequisites: None

ELEMENTARY CHINESE II

CHNS111

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 Chinese-speaking countries.

3 credits
Prerequisites: CHNS110 (C or better) or by permission of the Department of Language and Literature
Corequisites: None

French

ELEMENTARY FRENCH I

FREN110

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
Prerequisite: None
Corequisite: None

ELEMENTARY FRENCH II

FREN111

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 skills in an authentic French cultural context.

3 credits

Prerequisite: FREN110 (C or better) or equivalent

Corequisite: None

INTERMEDIATE FRENCH I

FREN201

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 and continues to place emphasis on knowledge and appreciation of the culture of French-speaking countries.

3 credits

Prerequisite: FREN111 (C or better) or equivalent

Corequisite: None

INTERMEDIATE FRENCH II

FREN202

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 and 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

Corequisite: None

INTERMEDIATE FRENCH III

FREN250

This course, conducted in French, is a continuation of the intermediate sequence. It emphasizes greater proficiency in listening, speaking, reading, and writing. Students study more complex language structures, read, view, and discuss current French media, read more difficult literary texts, and critically examine Francophone cultures.

3 credits

Prerequisite: FREN202 (C or better) or equivalent

INTERMEDIATE FRENCH IV

FREN251

This course, conducted in French, continues from FREN250. It emphasizes greater proficiency in listening, speaking, reading, and writing. Students study more complex language structures, read, view, and discuss current French media, read more difficult literary texts, and critically examine Francophone cultures.

3 credits

Prerequisite: FREN250 (C or better) or equivalent

German

ELEMENTARY GERMAN I

GRMN110

In this interactive course students acquire a basic knowledge of understanding, speaking, reading, and writing German. It places emphasis on oral proficiency, listening, comprehension, and grammatical accuracy. Cultural background accompanies each chapter.

3 credits

Prerequisite: None

Corequisite: None

ELEMENTARY GERMAN II

GRMN111

This interactive course continues the work of GRMN110; students continue to acquire a basic knowledge of understanding, speaking, reading, and writing German and 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
Corequisite: None

INTERMEDIATE GERMAN I

GRMN201

This course reviews basic essentials of vocabulary and grammatical constructions and presents constructions not studied in the Elementary sequence and 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
Corequisite: None

INTERMEDIATE GERMAN II

GRMN202

This course reviews basic essentials of vocabulary and grammatical constructions and presents constructions not studied in GRMN201 and 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

Corequisite: None

INTERMEDIATE GERMAN III

GRMN250

This course, conducted in German, is a continuation of the intermediate sequence and it emphasizes greater proficiency in listening, speaking, reading, and writing. Students study more complex language structures, read, view, and discuss current German media, read more difficult literary texts, and critically examine German cultures.

3 credits
Prerequisite: GRMN202 (C or better) or equivalent

INTERMEDIATE GERMAN IV

GRMN251

This course, conducted in German, continues from GRMN250 and emphasizes greater proficiency in listening, speaking, reading, and writing. Students study more complex language structures, read, view, and discuss current German media, read more difficult literary texts, and critically examine German cultures.

3 credits
Prerequisite: GRMN250 (C or better) or equivalent

International Cultures

COMMUNICATION BETWEEN CULTURES

FCUL110

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
Prerequisite: None
Corequisite: None

Italian

ELEMENTARY ITALIAN I

ITAL110

In this course students learn the basics of understanding, speaking, reading, and writing Italian. Instruction 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
Prerequisite: None
Corequisite: None

ELEMENTARY ITALIAN II

ITAL111

In this interactive course students continue the work of ITAL111; students acquire a further working knowledge of Italian necessary to accomplish basic tasks. Instruction 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
Corequisite: None

INTERMEDIATE ITALIAN I

ITAL201

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
Corequisite: None

INTERMEDIATE ITALIAN II

ITAL202

This course combines review with new and more complex language usage than were studied in

ITAL201. Instruction 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
Corequisite: None

ADVANCED ITALIAN I
ITAL250

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
Corequisite: None

ADVANCED ITALIAN II
ITAL251

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
Corequisite: None

Japanese

ELEMENTARY JAPANESE I
JPNS101

In this course students learn the basics of listening, speaking, understanding, reading, and writing using the Hiragana and Katakana writing systems, and also study basic communication. The course includes knowledge and appreciation of Japanese historical and cultural backgrounds.

3 credits
Prerequisite: None
Corequisite: None

ELEMENTARY JAPANESE II
JPNS102

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 backgrounds.

3 credits
Prerequisite: JPNS101 (C or better) or equivalent
Corequisite: None

INTERMEDIATE JAPANESE I
JPNS201

Students are introduced to the reading and writing of Kanji, one of three writing systems of the Japanese language, plus sixty-five Kanji fundamental to recognizing and constructing written Japanese. Students engage in extensive practice building vocabulary and sharpening conversational and grammatical skills. Also, Japanese culture and thought processes will be addressed.

3 credits
Prerequisite: Successful completion of JPNS101/102

Spanish

ELEMENTARY SPANISH I
SPAN110

This is an interactive course in which students acquire a basic knowledge of understanding, speaking, reading, and writing Spanish. Oral proficiency, listening, comprehension, and grammatical accuracy are all stressed. Cultural background accompanies each chapter.

3 credits
Prerequisite: None
Corequisite: None

ELEMENTARY SPANISH II
SPAN111

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
Corequisite: None

INTERMEDIATE SPANISH I
SPAN201

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
Corequisite: None

INTERMEDIATE SPANISH II
SPAN202

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
Corequisite: None

ADVANCED SPANISH I
SPAN250

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
Corequisite: None

ADVANCED SPANISH II
SPAN251

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
Corequisite: None

HEALTH SCIENCES

Health Information Technology

LEGAL ASPECTS OF HEALTH INFORMATION TECHNOLOGY

HITT105

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
Prerequisite: None

INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY

HITT190

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
Prerequisite: None

HEALTH INFORMATION TECHNOLOGY APPLICATIONS

HITT207

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)

HEALTHCARE QUALITY IMPROVEMENT

HITT208

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)

HEALTH INSURANCE AND REIMBURSEMENT

HITT217

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)

BASIC PATHOPHYSIOLOGY AND PHARMACOLOGY FOR HEALTH INFORMATION TECHNOLOGY

HITT250

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 (C or better) and BIOL181 (C or better)

HEALTH INFORMATION TECHNOLOGY EXTERNSHIP

HITT280

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: Prerequisites: Completion of all other HITT courses in the program with a grade of C or better and permission of the Department of Health Sciences

MEDICAL CODING/BILLING EXTERNSHIP (FORMERLY HITT240)

HITT285

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 (current ICD curriculum) and Current Procedural Terminology (CPT) coding systems and related activities.

3 credits
Prerequisite: Completion of all courses in the Medical Coding/Billing Certificate program with a C or better and permission of the Department of Health Sciences
Corequisite: None

MEDICAL CODING (FORMERLY MEDA297)

HITT297

This course covers principles of the International Classification of Diseases Coding Modifiers (current ICD curriculum), 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

ADVANCED PROCEDURAL CODING (FORMERLY MEDA298)

HITT298

This advanced course covers Current Procedural Terminology (CPT), International Classification of Diseases (current ICD curriculum), 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)
Corequisite: None

ADVANCED DIAGNOSTIC CODING (FORMERLY MEDA299)

HITT299

The current ICD curriculum and coding systems are 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)
Corequisite: None

Medical Assistant

MEDICAL TERMINOLOGY

MEDA120

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, and combining vowels. Anatomical, physiological, and pathological terminology are covered. Terminology related to the body systems is discussed.

3 credits
Prerequisite: None
Corequisite: None

COLLEGE KEYBOARDING AND DOCUMENT PROCESSING

MEDA140

Students 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
Prerequisite: None
Corequisite: None

CLINICAL PROCEDURES I
MEDA200

This course is designed to give the medical assistant student knowledge and practice in skills needed in a medical office. Topics include managing the clinical environment, patient teaching, obtaining a medical history and vital signs, assisting with examinations, sterilizing equipment, assisting with minor office surgery, and understanding diet and nutrition.

3 credits
Prerequisite: MEDA120 (C or better) or BIOL115 (C or better)
Corequisite: None

CLINICAL PROCEDURES II
MEDA201

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
Prerequisite: MEDA200 (C or better)
Corequisite: None

LABORATORY PROCEDURES
MEDA203

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
Prerequisite: MEDA120 (C or better) or BIOL115 (C or better)
Corequisite: None

PHLEBOTOMY PROCEDURES AND TECHNIQUES
MEDA204

This course provides skill development in the performance of blood collection using proper techniques and standard precautions. Topics include phlebotomy equipment and procedures for collecting venipuncture and capillary specimens. Emphasis is on patient identification, safety, preanalytic variables, infection control and specimen handling. Students are required to be certified in CPR.

4 credits
Prerequisite:
Corequisite: MEDA120 or BIOL115

MEDICAL LAW AND ETHICS
MEDA205

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. Managed care, HIPAA, and other health care legislative rulings are discussed.

3 credits
Prerequisite: None
Corequisite: None

MEDICAL ADMINISTRATIVE PROCEDURES
MEDA215

This course examines the role and function of the medical professional. Topics including patient education, compliance with HIPAA, and 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
Prerequisite: MEDA140 or
Corequisite: MEDA140

MEDICAL INSURANCE, BILLING AND REIMBURSEMENT
MEDA216

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
Prerequisite: MEDA140 or
Corequisite: MEDA140

MEDICAL ASSISTANT EXTERNSHIP
MEDA220

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.

4 credits
Prerequisite: Completion of all courses in the medical assisting program with a grade of C or better and permission of the Department of Health Sciences.
Corequisite: None

PHLEBOTOMY EXTERNSHIP (FORMERLY MEDA230)
MEDA287

Students participate in an on-the-job experience in an affiliated healthcare facility perfecting venipuncture skills and perform a minimum of 100 successful venipunctures under supervision. Students are evaluated for technical proficiency and professionalism by the supervisor using criteria established by the coordinator in conjunction with the healthcare facility standards of performance.

3 credits

Prerequisite: Completion of all courses in the Phlebotomy Certificate program with a C or better and permission of the Department of Health Sciences

Corequisite: None

Nursing

NURSING I
NURS101

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: Must meet Admission criteria. CHEM101 and BIOL181 and COMP110 or
Corequisite: CHEM101 and BIOL181 and COMP110

NURSING II
NURS102

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: COMP110, NURS101, CHEM101, BIOL182, BIOL228, and HLTH120N or
Corequisite: BIOL182 and BIOL228 and HLTH120N

DRUG CALCULATIONS AND THEIR IMPLICATIONS
NURS120

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.
Corequisite: None

PHARMACOLOGY IN NURSING
NURS121

This course discusses commonly used medications and their nursing implications. Related issues in gerontology, pediatrics, ethical concerns, and legal implications are integrated throughout the course.

3 credits
Prerequisite: NURS101 (C or better), RN or LPN license. Elective.
Corequisite: None

NURSING III

NURS201

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: NURS102, BIOL228, BIOL182, HLTH120N, PSYC110, SOCI110, and COMP111 or
Corequisite: PSYC110 and SOCI110 and COMP111

NURSING IV

NURS202

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: NURS210, SOCI110, PSYC110, COMM110, and Cultural Perspective or
Corequisite: COMM110 and Cultural Perspective

NURSING HEALTH ASSESSMENT

NURS220

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)
Corequisite: None

Radiography

INTRODUCTION OF RADIOGRAPHY

RADI100

RADI100 is an introduction to the hospital setting, radiology department, and the radiography school. The topics of patient care, including physical and psychological needs of the patient and family, routine and emergency patient care procedures, infection control, ethical principles and legal terminology are discussed.

3 credits
Prerequisite: Admission to the radiography program.

RADIOGRAPHIC PROCEDURES I

RADI105

Radiographic Procedures I is designed to provide the knowledge base necessary to perform standard radiographic procedures of the chest, upper extremity and lower extremity. This course combines didactic coursework and laboratory simulation. The laboratory portion of the course provides the student opportunity to practice and demonstrate their proficiency.

3 credits
Prerequisite: Admission to the radiography program
Corequisite: RADI100, RADI110, RADI115, and RADI120

IMAGE PRODUCTION AND EVALUATION

RADI110

This course is designed to provide a knowledge base of factors that influence the production and recording of radiologic images. Film, image production, and related accessories are discussed. Class demonstrations/labs are used to demonstrate the application of theory. A basis for analyzing radiographic images is provided.

3 credits
Prerequisite: Admission to the radiography program.
Corequisite: RADI100, RADI105, RADI115, and RADI120

RADIATION PHYSICS

RADI115

This course provides basic knowledge of atomic structure and terminology. The concepts of electricity, magnetism, electromagnetic radiation, electric motors, rectification, and the x-ray tube are presented. The nature and characteristics of radiation, x-ray production, and photon interactions with matter are discussed.

3 credits
Prerequisite: Admission to the radiography program
Corequisite: RADI100, RADI105, RADI110, and RADI120

CLINICAL EXPERIENCE I

RADI120

Students will be assigned to clinical areas and attend clinical education for 16 hours per week. In the clinical setting, the student will demonstrate their knowledge in ethical situations, legal issues, evaluation of radiographic images and patient care situations.

2 credits
Prerequisite: Admission to the radiography program.
Corequisite: RADI100, RADI105, RADI110, and RADI115

RADIOGRAPHIC PROCEDURES II

RADI125

Radiographic Procedures II provides the knowledge base necessary to perform standard radiographic procedures of the abdomen, spine, pelvic girdle, bony thorax and mobile studies. This course combines didactic coursework and laboratory simulation. The laboratory portion of the course gives the student opportunity to practice and demonstrate their proficiency.

3 credits
Prerequisite: RADI100 (B or better), RADI105 (B or better), RADI110 (B or better), RADI115 (B or better), and RADI120 (B or better)
Corequisite: RADI130, RADI135, and RADI140

RADIATION AND PROTECTION BIOLOGY

RADI130

This course provides the principles of radiation biology, including the interaction of radiation with living tissue and the methods used to protect the patient, radiographer, and others. An emphasis on the National Council on Radiation Protection dose limits, interpreting personnel dose reports and the types of radiation badges is discussed.

3 credits
Prerequisite: RADI100 (B or better), RADI105 (B or better), RADI110 (B or better), RADI115 (B or better), and RADI120 (B or better)
Corequisite: RADI125, RADI135, RADI140

ADVANCED IMAGING I

RADI135

This course provides the student with a detailed understanding of various radiographic imaging techniques, procedures, and equipment. Topics explored include: film, film intensification screens, and introduction to computers, digital radiography, mobile radiography, image intensification, fluoroscopy, and tomography.

3 credits
Prerequisite: RADI100 (B or better), RADI105 (B or better), RADI110 (B or better), RADI115 (B or better), and RADI120 (B or better).
Corequisite: RADI125, RADI130, and

RADI140

CLINICAL EXPERIENCE II

RADI140

Students are assigned to clinical areas and attend clinical education for 16 hours per week. In the clinical setting, the student demonstrate their knowledge in ethical situations, legal issues, evaluation of radiographic images and patient care situations.

2 credits
Prerequisite: RADI100 (B or better), RADI105 (B or better), RADI110 (B or better), RADI115 (B or better), and RADI120 (B or better).
Corequisite: RADI125, RADI130, and RADI135

CLINICAL EXPERIENCE III

RADI200

Students are assigned to clinical areas and attend clinical education for 24 hours per week. In the clinical setting, the student demonstrate their knowledge in ethical situations, legal issues, evaluation of radiographic images and patient care situations.

3 credits
Prerequisite: RADI125 (B or better), RADI130 (B or better), RADI135 (B or better), and RADI140 (B or better)

RADIOGRAPHIC PROCEDURES III

RADI205

Radiographic Procedures III is designed to provide the knowledge base necessary to perform radiographic procedures of the cranium, sinuses, facial bones, and contrast media studies. This course combines didactic coursework and laboratory simulation. The laboratory portion of the course gives the student opportunity to practice and demonstrate their proficiency.

3 credits
Prerequisite: RADI200 (B or better)
Corequisite: RADI210, and RADI215

ADVANCED IMAGING II

RADI210

This course is a continuation of RADI135 and provides the student with a detailed understanding of various radiographic imaging techniques, procedures, and equipment. The major topics that are included are introduction to all modalities and introduction to cross-sectional anatomy.

3 credits
Prerequisite: RADI200 (B or better)
Corequisite: RAD205, and RADI215

CLINICAL EXPERIENCE IV

RADI215

Students will be assigned to clinical areas and attend clinical education for 24 hours per week. In the clinical setting, the student will demonstrate their knowledge in ethical situations, legal issues, evaluation of radiographic images and patient care situations.

3 credits
Prerequisite: RADI200 (B or better)
Corequisite: RADI205, and RADI210

REGISTRY REVIEW

RADI220

This course is designed to provide a review of all previously studied radiography course work in preparation for the ARRT examination.

2 credits
Prerequisite: RADI205 (B or better), RADI210 (B or better), and RADI215 (B or better)
Corequisite: RADI225, RADI230, and RADI235

PATHOLOGY

RADI225

This course provides the student with an introduction to pathology related to medical-surgical diseases and injury. Diseases that are demonstrated using radiographic procedures are the primary focus. The various modalities used to demonstrate pathologies are also discussed.

2 credits
Prerequisite: RADI205 (B or better), RADI210 (B or better), and RADI215 (B or better)
Corequisite: RADI220, RADI230, and RADI235

QUALITY ASSURANCE

RADI230

This course provides the student with the effective and corrective measures to ensure production of high quality radiographs. Applicable state, federal, and non-governmental regulations are also presented.

2 credits
Prerequisite: RADI205 (B or better), RADI210 (B or better), and RADI215 (B or better)
Corequisite: RADI220, RADI225, and RAD235

CLINICAL EXPERIENCE V

RADI235

Students will be assigned to clinical areas and attend clinical education for 24 hours per week. In the clinical setting, the student will demonstrate their knowledge in ethical situations, legal issues, evaluation of radiographic images and patient care situations.

3 credits
Prerequisite: RADI205 (B or better), RADI210 (B or better), and RADI215 (B or better)
Corequisite: RADI220, RADI225, and RADI230

PATIENT CARE IN COMPUTED TOMOGRAPHY

RADI300

This course provides the basic concepts of patient care as well as ethical and legal considerations, radiation protection and the responsibilities for protecting patients, public, and personnel. Students review basic concepts of venipuncture, administration of contrast and agents and discuss the appropriate delivery of patient care during contrast procedures.

3 credits
Prerequisite: Admission to the Computed Tomography program

PROCEDURES IN COMPUTED TOMOGRAPHY

RADI305

This course focuses on computed tomography examination preparation, patient positioning, contrast media usage, patient education and safety as they pertain to the field of computed tomography. The scanning parameters, radiation dose reduction and positioning are discussed. Students review computed tomography images for pathology, anatomy, and quality.

3 credits
Prerequisite: Admission to the Computed Tomography program

COMPUTED TOMOGRAPHY PRACTICUM I

RADI310

This course provides students with clinical education experience in computed tomography imaging and assists students in completing the American Registry of Radiologic Technologist clinical education requirements for certification in computed tomography.

2 credits
Prerequisite: Admission to the Computed Tomography program

CROSS-SECTIONAL ANATOMY IN MEDICAL IMAGING

RADI315

This course enhances the student's knowledge of cross-sectional human anatomy using computed tomographic and magnetic resonance images. Students study the anatomical sections of the extremities, thorax, pelvis, abdomen, spine, head and neck in the transaxial, sagittal, and coronal planes.

3 credits
Prerequisite: Admission to the Computed Tomography program

PHYSICS INSTRUMENTATION IN COMPUTED TOMOGRAPHY

RADI320

This course focuses on the physics, theories, application, and instrumentation of computed tomography equipment. Students discuss quality control procedures and the appearance, prevention of computed tomography image artifacts and adjustment required for correction.

3 credits
Prerequisite: Admission to the Computed Tomography program

COMPUTED TOMOGRAPHY PRACTICUM II

RADI325

This course provides students with clinical education experience in computed tomography imaging and assists students in completing the American Registry of Radiologic Technologist clinical education requirements for certification in computed tomography.

2 credits
Prerequisite: RADI310 Clinical Tomography Practicum I

SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS

Applied Engineering Technology

APPLIED ENGINEERING STATICS

ENGT222

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
Corequisite: None

APPLIED ENGINEERING DYNAMICS

ENGT223

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)
Corequisite: None

APPLIED STRENGTH OF MATERIALS

ENGT224

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)
Corequisite: None

APPLIED THERMODYNAMICS

ENGT230

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
Corequisite: None

APPLIED CIRCUIT ANALYSIS

ENGT240

This lecture and laboratory 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
Corequisite: None

APPLIED ANALOG ELECTRONICS

ENGT241

This lecture and laboratory 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)
Corequisite: None

APPLIED DIGITAL ELECTRONICS

ENGT242

This lecture and laboratory 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)
Corequisite: None

INTRODUCTION TO ENGINEERING COMMUNICATIONS

ENGT250

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)
Corequisite: None

Biology

BIOLOGICAL SCIENCE I
BIOL101

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)
Corequisite: None

BIOLOGICAL SCIENCE II
BIOL102

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). BIOL1O1 is recommended but not required.
Corequisite: None

BASIC HUMAN ANATOMY
BIOL115

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. Other topics include nutrition, metabolism, and growth and development.

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)

Corequisite: None

BIOLOGICAL PRINCIPLES I
BIOL121

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.
Corequisite: None

BIOLOGICAL PRINCIPLES II
BIOL122

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)
Corequisite: None

HUMAN ANATOMY AND PHYSIOLOGY I
BIOL181

This course introduces the study of the human body and the basic structure of cells, tissues, and organs. Topics include the structure and function of the integumentary, muscular, nervous, and skeletal systems.

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.
Corequisite: CHEM101 or CHEM121

HUMAN ANATOMY AND PHYSIOLOGY II
BIOL182

This course, a continuation of Human Anatomy and Physiology I, studies the structure and function of the cardiovascular, lymphatic, immune, digestive, endocrine, excretory, nervous, reproductive, and respiratory systems, as well as human development and genetics.

4 credits
Prerequisite: BIOL181 (C or better)
Corequisite: None

PRINCIPLES OF ECOLOGY
BIOL220

This lecture and laboratory course provides an overview 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)
Corequisite: None

MICROBIOLOGY
BIOL228

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
Corequisite: None

COOPERATIVE EDUCATION: BIOLOGY/BIOTECHNOLOGY/ ENVIRONMENTAL SCIENCE
BIOL280

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
Corequisite: None

Biotechnology

INTRODUCTION TO BIOTECHNOLOGY
BIOT105

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
Prerequisite: None
Corequisite: None

BIOTECHNOLOGY METHODS AND TECHNIQUES

BIOT125

This course is an introduction to common practices and methodologies of Biotechnology. Students receive hands-on experience using and maintaining laboratory instruments. Laboratory procedures include: solution preparation, aseptic technique, protein separations and assays, DNA electrophoresis, and Polymerase Chain Reaction (PCR). Lectures support the laboratory activities.

4 credits
Prerequisite: CHEM121 (C or better)
Corequisite: None

CELL AND TISSUE CULTURE

BIOT205

This course is an introduction to the theory, standard practices, and methodologies of animal cell culture. Students receive hands-on laboratory experience including sterile technique, media preparation, cell counting, maintenance and storage of cell lines, and scale-up. Lectures support the laboratory activities.

4 credits
Prerequisite: BIOT125 (C or better) and BIOL121 (C or better)
Corequisite: None

BIOMANUFACTURING

BIOT221

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 department of Science, Technology, Engineering and Mathematics
Corequisite: None

BIOTECHNOLOGY SEMINAR

BIOT275

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 features speakers from the biotechnology industry and field trips to biotechnology laboratories.

1 credit
Prerequisite: BIOT125 (C or better)
Corequisite: None

Chemistry

CHEMICAL CALCULATIONS (EXPERIMENTAL)

CHEM096

This course helps develop a strong foundation of mathematics required to be successful in CHEM101. Topics include foundational arithmetic operations, basic algebra, dimensional analysis, graphing, and solving word problems. This course is recommended for students with a C grade in MATH095 currently enrolled in CHEM101.

1 credits
Prerequisite: MATH95 (C or better) or Math Placement Test score of 5

PREPARATORY CHEMISTRY

CHEM100

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

CHEMISTRY A

CHEM101

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: Prerequisites: MATH095 (C or better) or Math Placement Test score of 5
Corequisite: None

CHEMISTRY B

CHEM102

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)
Corequisite: None

INTRODUCTION TO CHEMICAL TECHNOLOGY

CHEM103

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)
Corequisite: None

CHEMISTRY I

CHEM121

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
Corequisite: None

CHEMISTRY II

CHEM122

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)
Corequisite: None

CHEMICAL REACTIONS, SEPARATIONS AND IDENTIFICATIONS

CHEM144

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
Corequisite: None

ORGANIC CHEMISTRY I

CHEM221

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
Corequisite: None

ORGANIC CHEMISTRY II

CHEM222

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)
Corequisite: None

QUANTITATIVE ANALYSIS

CHEM230

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
Corequisite: None

BIOCHEMISTRY

CHEM242

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

COOPERATIVE EDUCATION: CHEMISTRY

CHEM280

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.
Corequisite: None

Computer/Information Science

DIGITAL LITERACY

CISC100

A hands-on course for non-majors dealing with personal computers in a wide variety of settings. Topics include: basic computer concepts, computer hardware, operating systems, the Internet, online safety and security, email, computer applications including word processors, spreadsheets, presentation graphics, databases, and the impact of computers on society.

3 credits
Prerequisite: None
Corequisite: None

INTRODUCTION TO INFORMATION SYSTEMS

CISC110

This course provides an overview of business information systems. Topics include hardware and software fundamentals, use of software packages, effective use of networks, Internet, and other communication tools, 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 Level 3 or permission of the STEM department
Corequisite: None

VISUAL BASIC PROGRAMMING I

CISC113

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
Prerequisite: MATH095 (C or better) or Math Placement Test score of 5 or higher
Corequisite: None

VISUAL BASIC PROGRAMMING II

CISC114

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 with departmental approval
Corequisite: None

COMPUTER SCIENCE I

CISC115

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
Corequisite: None

COMPUTER SCIENCE I (HONORS SECTION)

CISC115H

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; admission to the Honors@Bucks program
Corequisite: None

PROGRAMMING FOR ENGINEERS AND SCIENTISTS

CISC119

In this introductory computer programming course, computing theory is applied to automate and inform the design and construction of computer programs and other machines. An object-oriented computing language, along with a numeric computing environment are utilized to build software to perform automation.

4 credits
Prerequisite: MATH095 (C or better) or Math Placement Test score of 5 or higher

COMPUTER SCIENCE II

CISC122

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)
Corequisite: None

SPREADSHEET CONCEPTS AND APPLICATIONS

CISC127

This course is an in-depth study of spreadsheets used to perform calculations and communicate quantitative information. Topics include: worksheets and templates, functions and formulas, charts and graphs, business intelligence and data analysis tools, validating and auditing workbooks, sorting and filtering data, automation with macros, and database functions.

3 credits
Prerequisite: Math Placement Test score of 5 or better or MATH095 (C or better)
Corequisite: None

COMPARATIVE OPERATING SYSTEMS

CISC128

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
Prerequisite: None
Corequisite: None

PROGRAMMING FOR MOBILE DEVICES

CISC135

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 (C or better) or previous object-oriented programming experience with Permission of the Department of Science, Technology, Engineering, and Mathematics
Corequisite: None

ESSENTIALS OF NETWORKING

CISC143

This lecture and laboratory course introduces the fundamental properties of data transmission and computer networks. Topics include: data transfer, the OSI and TCP/IP models, protocols, WAN and LAN topologies, devices and media, security and troubleshooting. This course provides basic background for other networking courses and industry certifications.

4 credits
Prerequisite: None
Corequisite: CISC128 or permission of the Department of Science, Technology, Engineering and Mathematics.

INTRODUCTION TO MICROSOFT DESKTOP

CISC144

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: CISC128 (C or better) or CISC143 (C or better)
Corequisite: None

MANAGING AND MAINTAINING THE PC

CISC201

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)
Corequisite: None

LINUX NETWORK ADMINISTRATION

CISC202

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)
Corequisite: None

INTRODUCTION TO CYBERSECURITY

CISC206

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: CISC143 (C or better)

OBJECT ORIENTED C++

CISC211

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)
Corequisite: None

COMPUTER SCIENCE III (JAVA)

CISC213

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, and trees.

4 credits
Prerequisite: CISC122 (C or better)
Corequisite: None

DATABASE DESIGN AND APPLICATION DEVELOPMENT

CISC215

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)
Corequisite: None

WEB PROGRAMMING

CISC227

This course exposes students to full-stack web development. Students design web-based user Interfaces and use declarative language and scripting languages to construct interfaces. Students collect data by using web-based forms and relational databases. Students use declarative computer languages to manipulate and represent data.

3 credits
Prerequisite: CISC122 (C or better) or CISC125 (C or better)

TOPICS IN NETWORK TECHNOLOGY

CISC234

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)
Corequisite: None

NETWORK DEVICES

CISC235

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)
Corequisite: None

INTRODUCTION TO MICROSOFT SERVER

CISC244

This course will focus on Microsoft Server in the corporate environment. The course will review the installation, set-up, 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)
Corequisite: None

NETWORK SECURITY AND TROUBLESHOOTING

CISC245

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)
Corequisite: None

COOPERATIVE EDUCATION - COMPUTER

CISC280

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
Corequisite: None

COMPUTER FORENSICS I

CISF110

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 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

COMPUTER FORENSICS II

CISF210

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)
Corequisite: None

INTRODUCTION TO GAME DESIGN AND SIMULATION

CISG102

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 develop games for both recreation and educational settings utilizing several types of software.

3 credits
Prerequisite: Reading Placement Test score Level 3
Corequisite: None

FOUNDATIONS OF GAME DESIGN

CISG112

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: CISC115

GAME STUDIO I - CONCEPTS AND DESIGN

CISG221

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 CISC211 (C or better) AND VAMM209 (C or better)
Corequisite: None

GAME STUDIO II - PROTOTYPING, PLAYTESTING AND PRODUCTION

CISG222

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)
Corequisite: None

Engineering

ENGINEERING DESIGN

ENGR112

This course introduces students to the engineering design process through two- and three- dimensional modeling, drawing, computer-aided design (CAD), and rapid prototyping. This course emphasizes a design-driven curriculum involving team-based investigations and solutions of reverse engineering problems using free-hand, CAD software, and rapid prototyping techniques

4 credits
Prerequisite: MATH103 (C or better) or Math Placement Test score of 7 or better
Corequisite: None

STATICS

ENGR222

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: MATH141 (C or better) and PHYS121 (C or better)
Corequisite: None

DYNAMICS

ENGR223

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)
Corequisite: None

STRENGTH OF MATERIALS
ENGR224

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
Corequisite: None

INTRODUCTION TO CIRCUIT ANALYSIS
ENGR240

This lecture and laboratory 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: PHYS122 (C or better)
Corequisite: MATH250

APPLIED ENGINEERING STATICS
ENGT222

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
Corequisite: None

APPLIED ENGINEERING DYNAMICS
ENGT223

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)
Corequisite: None

APPLIED STRENGTH OF MATERIALS
ENGT224

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)
Corequisite: None

APPLIED THERMODYNAMICS
ENGT230

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
Corequisite: None

APPLIED CIRCUIT ANALYSIS
ENGT240

This lecture and laboratory 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
Corequisite: None

APPLIED ANALOG ELECTRONICS
ENGT241

This lecture and laboratory 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)
Corequisite: None

APPLIED DIGITAL ELECTRONICS
ENGT242

This lecture and laboratory 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)
Corequisite: None

INTRODUCTION TO ENGINEERING COMMUNICATIONS
ENGT250

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)
Corequisite: None

Mathematics

MATHEMATICS SUPPORT LAB
MATH085
EXPERIMENTAL

FAST TRACK MATHEMATICS
MATH089

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
Corequisite: None

PREALGEBRA
MATH090

This course provides preparation for study in algebra. Topics include a review of basic arithmetic skills, fractions, and decimals, an introduction to signed numbers, variables, equation solving, and data analysis. Transferability is determined by transfer institution.

3 credits
Prerequisite: Math Placement Test score of 1
Corequisite: None

PREALGEBRA
MATH090A

This course provides preparation for study in algebra. Topics include a review of basic arithmetic skills, fractions, and decimals, an introduction to signed numbers, variables, equation solving, and data analysis. Transferability is determined by transfer institution.

3 credits
Prerequisite: Math Placement Test score of 1
Corequisite: None

BASIC ALGEBRA
MATH095

This is an introductory course in Algebra. Topics include operations with numerical and algebraic expressions, solving linear and absolute value equations and inequalities; factoring polynomials, solving quadratic equations, and graphing linear equations and inequalities. Study skills are also emphasized. Transferability is determined by transfer institution.

3 credits
Prerequisite: Math Placement Test score of 3 or MATH090 (C or better)
Corequisite: None

BASIC ALGEBRA
MATH095A

This is an introductory course in Algebra. Topics include operations with numerical and algebraic expressions, solving linear and absolute value equations and inequalities; factoring polynomials, solving quadratic equations, and graphing linear equations and inequalities. Study skills are also emphasized. Transferability is determined by transfer institution.

3 credits
Prerequisite: Math Placement Test score of 3 or MATH090 (C or better)
Corequisite: None

MATHEMATICAL CONCEPTS I
MATH101

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)

MATHEMATICS FOR EDUCATORS I
MATH102

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 MATH103 (C or better)

INTERMEDIATE ALGEBRA
MATH103

This course provides a preparation for more advanced study in mathematics and related fields. Topics include simplifying algebraic, rational, and radical expressions; solving quadratic, rational, radical, absolute value, exponential, and logarithmic equations; solving compound and absolute value inequalities, and graphing functions.

3 credits
Prerequisite: Math Placement Test score of 5 or MATH095 (C or better)
Corequisite: None

MATHEMATICS FOR EDUCATORS II
MATH105

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
Corequisite: None

MATHEMATICS FOR TECHNOLOGY I
MATH110

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)

ELEMENTARY STATISTICS
MATH115

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)

ELEMENTARY STATISTICS (HONORS SECTION)
MATH115H

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); admission to the Honors@ Bucks program

FINITE MATHEMATICS FOR BUSINESS
MATH117

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)

BUSINESS CALCULUS

MATH118

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, antiderivatives, 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)

COLLEGE ALGEBRA

MATH120

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)

DISCRETE MATHEMATICS

MATH121

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
Corequisite: None

TRIGONOMETRY AND ANALYTIC GEOMETRY

MATH122

Topics in this course include right triangle trigonometry, trigonometric functions and their inverses, identities, equations, solutions of oblique triangles, complex numbers, and analytic geometry.

3 credits
Prerequisite: Math Placement Test score of 8 or better or MATH120 (C or better)

PRECALCULUS MATHEMATICS

MATH125

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

CALCULUS I

MATH140

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 change of a function, derivatives of algebraic and 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)
Corequisite: None

CALCULUS I (HONORS SECTION)

MATH140H

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 change of a function, derivatives of algebraic and 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); admission to the Honors@Bucks program
Corequisite: None

CALCULUS II

MATH141

This course is a continuation of Math 140. Topics include differentiation and integration of transcendental functions, indeterminate forms, methods of integration, improper integrals, infinite series, parametric equations, and polar coordinates.

4 credits
Prerequisite: MATH140 (C or better)
Corequisite: None

ELEMENTARY STATISTICS II

MATH215
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)
Corequisite: None

CALCULUS III

MATH242

This course is a continuation of Math 141. Topics for this course include: vectors and solid analytic geometry, surfaces, partial and directional derivatives, Lagrange multipliers, multiple integrals, cylindrical and spherical coordinates, line and surface integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem.

4 credits
Prerequisite: MATH141 (C or better)
Corequisite: None

DIFFERENTIAL EQUATIONS

MATH250

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)
Corequisite: None

LINEAR ALGEBRA

MATH260

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)
Corequisite: None

Nanofabrication Technology

MATERIAL, SAFETY AND EQUIPMENT OVERVIEW

NANO211

This three credit course is part of a six course, eighteen credit, Nanofabrication Manufacturing Technology (NMT) capstone program taught at Penn State University. The Dean of the Science, Technology, Engineering & Mathematics Department located in Founders 112 at Bucks County Community College may be contacted at (215) 968-8305 for additional information.

3 credits
Prerequisite:

Corequisite:

BASIC NANOFABRICATION PROCESSES
NANO212

This three credit course is part of a six course, eighteen credit, Nanofabrication Manufacturing Technology (NMT) capstone program taught at Penn State University. The Dean of the Science, Technology, Engineering & Mathematics Department located in Founders 112 at Bucks County Community College may be contacted at (215) 968-8305 for additional information.

3 credits
Prerequisite:
Corequisite:

MATERIALS IN NANOTECHNOLOGY
NANO213

This three credit course is part of a six course, eighteen credit, Nanofabrication Manufacturing Technology (NMT) capstone program taught at Penn State University. The Dean of the Science, Technology, Engineering & Mathematics Department located in Founders 112 at Bucks County Community College may be contacted at (215) 968-8305 for additional information.

3 credits
Prerequisite:
Corequisite:

LITHOGRAPHY FOR NANOFABRICATION
NANO214

This three credit course is part of a six course, eighteen credit, Nanofabrication Manufacturing Technology (NMT) capstone program taught at Penn State University. The Dean of the Science, Technology, Engineering & Mathematics Department located in Founders 112 at Bucks County Community College may be contacted at (215) 968-8305 for additional information.

3 credits
Prerequisite:
Corequisite:

MATERIALS MODIFICATION IN NANOFABRICATION
NANO215

This three credit course is part of a six course, eighteen credit, Nanofabrication Manufacturing Technology (NMT) capstone program taught at Penn State University. The Dean of the Science, Technology, Engineering & Mathematics Department located in Founders 112 at Bucks County Community College may be contacted at (215) 968-8305 for additional information.

3 credits
Prerequisite:
Corequisite:

CHARACTERIZATION, PACKAGING, AND TESTING OF NANOFABRICATION STRUCTURES
NANO216

This three credit course is part of a six course, eighteen credit, Nanofabrication Manufacturing Technology (NMT) capstone program taught at Penn State University. The Dean of the Science, Technology, Engineering & Mathematics Department located in Founders 112 at Bucks County Community College may be contacted at (215) 968-8305 for additional information.

3 credits
Prerequisite:
Corequisite:

Neuroscience

FUNDAMENTALS OF NEUROSCIENCE
NEUR121

This course introduces students to the structure and function of the nervous system and the neural foundations of behavior. Topics include cellular components of the nervous system; neuroanatomy; neurophysiology; chemical signaling and neuropharmacology; brain development; behavioral genetics; and the neurobiology of movement, perception, homeostasis, emotion, learning, memory, and cognition.

4 credits
Prerequisite: CHEM121 (C or better) or permission of the Social and Behavioral Science Department
Corequisite: None

CLINICAL NEUROSCIENCE
NEUR122

This course examines the neurobiological basis of brain disorders across the lifespan, from disorders that typically present in childhood, such as autism, to degenerative conditions of old age, such as Alzheimer's disease. Students learn about diagnostic techniques and current treatments for brain disorders.

3 credits
Prerequisite: NEUR121 (C or better)
Corequisite: None

Office Administration

ADMINISTRATIVE OFFICE PROCEDURES I
OADM105

This is a basic course in office technology and procedures covering the high tech workplace, success behaviors, and office communication skills.

3 credits
Prerequisite:
Corequisite: MEDA140

LEGAL TERMINOLOGY
OADM115

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
Prerequisite: None
Corequisite: None

WORD PERFECT
OADM126

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
Prerequisite: None
Corequisite: None

BASIC APPLICATIONS OF MICROSOFT WORD
OADM141

This course is designed for students wishing to master the fundamentals of Microsoft Word.

1 credit
Prerequisite: None
Corequisite: None

BASIC APPLICATIONS OF MICROSOFT EXCEL
OADM142

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
Prerequisite:
Corequisite: None

BASIC APPLICATIONS OF MICROSOFT ACCESS
OADM143

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
Prerequisite: None
Corequisite: None

BASIC APPLICATIONS OF MICROSOFT POWERPOINT

OADM145

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
Prerequisite: None
Corequisite: None

MICROSOFT WINDOWS

OADM147

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
Prerequisite: None
Corequisite: None

OFFICE TECHNOLOGY CONCEPTS

OADM150

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: MEDA140 (C or better)
Corequisite: None

SEARCHING THE WEB

OADM155

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
Prerequisite: None
Corequisite: None

BASIC APPLICATIONS OF WEB PAGE DEVELOPMENT

OADM156

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)
Corequisite: None

BASIC APPLICATIONS OF MICROSOFT PUBLISHER

OADM165

This course is designed for students wishing to master the fundamentals of desktop publishing using Microsoft Publisher.

1 credit
Prerequisite: None
Corequisite: None

BASIC APPLICATIONS OF MICROSOFT OUTLOOK

OADM167

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
Prerequisite: None
Corequisite: None

RECORDS MANAGEMENT

OADM195

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: MEDA140
Corequisite: MEDA140

ADMINISTRATIVE OFFICE PROCEDURES II

OADM205

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)
Corequisite: None

LEGAL SECRETARIAL PROCEDURES

OADM210

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) and MEDA140 (C or better)
Corequisite: None

MICROSOFT WORD-BEGINNING

OADM225

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: MEDA140
Corequisite: None

MICROSOFT WORD-ADVANCED

OADM226

A second-level course where productivity is emphasized through the application of advanced word processing functions.

3 credits
Prerequisite: OADM225
Corequisite: None

MICROSOFT OFFICE

OADM230

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) or
Corequisite: OADM226

MICROSOFT POWERPOINT LEVEL II

OADM245

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)
Corequisite: None

MICROSOFT POWERPOINT LEVEL III

OADM246

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)

OFFICE TRANSCRIPTION SKILLS

OADM250

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 proofreading skills. Students prepare typed transcripts of material dictated.

3 credits
Prerequisite: MEDA140 (C or better)
Corequisite: None

ADVANCED KEYBOARDING
OADM260

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: MEDA140 (C or better)
Corequisite: None

COOPERATIVE EDUCATION - OFFICE ADMINISTRATION
OADM280

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
Corequisite: None

OFFICE SYSTEMS AND TECHNOLOGY MANAGEMENT
OADM285

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
Prerequisite: None
Corequisite: None

OFFICE SYSTEMS SUPERVISION
OADM288

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
Prerequisite: None
Corequisite: None

Physics

PHYSICS A
PHYS106

This lecture and laboratory course provides a non-calculus study of the fundamental laws and properties of matter, mechanics, heat, and sound. This course places emphasis on the mathematical solution of problems based on an understanding of the underlying physical phenomena.

4 credits
Prerequisite: MATH120 (C or better)
Corequisite: None

PHYSICS B
PHYS107

This lecture and laboratory 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)
Corequisite: None

PHYSICS I
PHYS121

This lecture and laboratory course provides a rigorous introduction to classical physics designed specifically for engineering and science majors. Topics include: SI units, vector mathematics, kinematics, dynamics, work and energy, momentum, gravitation, rigid body dynamics, angular momentum, elastic properties of solids, fluid dynamics, vibrational dynamics, and mechanical waves.

4 credits
Prerequisite: MATH140 (C or better)
Corequisite: None

PHYSICS II
PHYS122

This lecture and laboratory course continues a rigorous introduction to classical physics designed specifically for engineering and science majors. Topics include: electric forces and fields, potential and potential energy, capacitors, direct current and transient circuits, magnetic forces and fields, electromagnetic induction, inductors, photons, geometric and physical optics.

4 credits
Prerequisite: PHYS121 (C or better)
Corequisite: None

Science

PHYSICAL SCIENCE
SCIE101

Physical Science provides an introduction to the phenomena of motion, force, energy, matter, sound, electricity, magnetism, and light. Students study nature's basic laws and how they govern human experience.

3 credits
Prerequisite: Reading Placement test score Level 3, or READ110 (C or better), Math Placement test score of 5 or higher, or MATH095 (C or better)
Corequisite: None

ASTRONOMY
SCIE102

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 focuses on the logical development of ideas and concepts within the framework of science.

3 credits
Prerequisite: Reading Placement test score Level 3, or READ110 (C or better), Math Placement test score of 5 or higher, or MATH095 (C or better)
Corequisite: None

PHYSICAL GEOLOGY
SCIE103

This lecture and laboratory 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)
Corequisite: None

WEATHER AND CLIMATE
SCIE104

This lecture and laboratory based course investigates the principles and processes that govern weather and climate on Earth. Topics include the structure of the atmosphere, temperature, air pressure, wind, cloud types and cloud formation, precipitation and storm formation, climate, and introduction to basic weather map interpretation and forecasting.

4 credits
Prerequisite: Reading Placement test score

of 3 or READ 110 (C or better) Math Placement test score 5 or higher or MATH 095 (C or better)

INTRODUCTION TO ENVIRONMENTAL SCIENCE

SCIE105

This lecture and laboratory 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
Prerequisite: None
Corequisite: None

DISCOVERIES IN CHEMISTRY: A HISTORY

SCIE108

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
Prerequisite: None
Corequisite: None

FUNDAMENTALS OF GEOGRAPHIC INFORMATION SYSTEMS

SCIE206

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)

SOCIAL AND BEHAVIORAL SCIENCE

CriminalJustice

INTRODUCTION TO THE ADMINISTRATION OF CRIMINAL JUSTICE

CRIJ100

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

INTRODUCTION TO CRIMINAL LAW

CRIJ110

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)
Corequisite: None

OUTLAW GANGS AND ORGANIZED CRIME

CRIJ115

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

CRIMES IN U.S. BUSINESS

CRIJ116

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

CRIMINAL EVIDENCE

CRIJ120

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

CRIMINAL INVESTIGATION/ FORENSICS

CRIJ130

This course introduces students to the fundamentals of criminal investigations, rules of evidence, sources of information, observations, descriptions, and identifications. The major areas of focus include collection techniques, preservation techniques, technological aids in investigating, and the processing of physical evidence, records, reports, and statements by police investigators.

3 credits
Prerequisite: CRIJ100 (C or better)
Corequisite: None

CRIMINAL PROCEDURE

CRIJ140

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

INTRODUCTION TO JUVENILE JUSTICE

CRIJ160

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

TERRORISM

CRIJ210

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)
Corequisite: None

PSYCHOLOGY FOR LAW ENFORCEMENT OFFICERS

CRIJ220

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
Prerequisite: None
Corequisite: None

POLICE ORGANIZATION AND ADMINISTRATION

CRIJ250

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)
Corequisite: None

PROBATION AND PAROLE

CRIJ260

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)
Corequisite: None

INTRODUCTION TO CORRECTIONAL ADMINISTRATION

CRIJ275

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)
Corequisite: None

COOPERATIVE EDUCATION - CRIMINAL JUSTICE

CRIJ280

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
Corequisite: None

CONSTITUTIONAL LAW FOR THE LAW ENFORCEMENT OFFICER

CRIJ285

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
Prerequisite: None
Corequisite: None

CRIMINOLOGY

SOCI150

The sociological relationships involved in the causes and prevention of crime and juvenile delinquency and in the treatment of criminal offenders.

3 credits
Prerequisite: None
Corequisite: None

Economics

PRINCIPLES OF ECONOMICS - MACRO

ECON111

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
Prerequisite: None
Corequisite: None

PRINCIPLES OF ECONOMICS - MACRO (HONORS SECTION)

ECON111H

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
Prerequisite: Admission to the Honors@ Bucks program.
Corequisite: None

PRINCIPLES OF ECONOMICS - MICRO

ECON112

Students study basic economic principles with particular emphasis upon microeconomic theory and problems. Among topics considered are the economics of the firm, the price system and resource allocation, the distribution of income, domestic economic problems, international trade, economic development, and comparative economic systems.

3 credits
Prerequisite: None
Corequisite: None

CURRENT ECONOMIC ISSUES

ECON120

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO LABOR RELATIONS

ECON130

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
Prerequisite: None
Corequisite: None

Education

FOUNDATIONS OF EDUCATION

EDUC100

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 provid-

ed.

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

FOUNDATIONS OF EDUCATION (PAIRED SECTION)

EDUC100P

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:
Corequisite: Paired section of READ110

FOUNDATIONS FOR EARLY LEARNING PREK - 4

EDUC105

Students explore current issues with historical and philosophical background including inclusionary practices, curriculum development, cultural diversity, research, and developmentally appropriate practice in the PreK-4 setting. The course includes five hours of observation.

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

OBSERVING AND RECORDING THE BEHAVIOR OF YOUNG CHILDREN

EDUC115

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
Prerequisite: None
Corequisite: None

EARLY LEARNING AND DEVELOPMENT I - AGES BIRTH - 5

EDUC120

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
Prerequisite: None

EARLY DEVELOPMENT AND LEARNING II - AGES 6 - 9

EDUC130

This course explores child development in the cognitive, language, physical, emotional, and social domains within a theoretical and research framework for children ages 6 through 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
Prerequisite: None
Corequisite: None

SCIENCE AND MATH EXPERIENCES FOR YOUNG CHILDREN

EDUC150

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
Prerequisite: None
Corequisite: None

MATH EXPERIENCES FOR YOUNG CHILDREN PREK-4

EDUC155

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO EXCEPTIONALITIES

EDUC160

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
Prerequisite: None
Corequisite: None

LANGUAGE AND LITERACY DEVELOPMENT IN EARLY CHILDHOOD: BIRTH THROUGH FIVE YEARS

EDUC170

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
Prerequisite: None
Corequisite: None

FAMILIES, SCHOOLS, AND COMMUNITY

EDUC175

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
Prerequisite: None
Corequisite: None

INTEGRATED ARTS, MOVEMENT AND PLAY

EDUC200

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
Prerequisite: None
Corequisite: None

FIELDWORK: OBSERVATION AND ASSESSMENT IN EDUCATION I [SPECIAL EDUCATION/AUTISM EMPHASIS]

EDUC205

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

FIELDWORK: OBSERVATION AND ASSESSMENT IN EDUCATION II-PREK-4

EDUC206

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)

COMPUTERS, MEDIA, AND THE TEACHER

EDUC210

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
Prerequisite: None
Corequisite: None

PRACTICUM IN EDUCATION

EDUC220

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)
Corequisite: None

EARLY CHILDHOOD PROGRAM ORGANIZATION AND ADMINISTRATION

EDUC250

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
Corequisite: None

Geography

WORLD GEOGRAPHY

GEOG110

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
Prerequisite: None
Corequisite: None

Historic Preservation

BASIC PRINCIPLES OF HISTORIC PRESERVATION

HIST191

This course is an overview of the American Historic Preservation movement from the 19th-century grass roots organizations through the 20th-century state, federal and private institutions that guide the movement's work in the 21st century. Students learn how to apply best practices in the care of our cultural heritage.

1 credits
Prerequisite: None
Corequisite: None

HISTORIC BUILDING ANALYSIS

HIST192

This course is an overview of American architecture. Students explore historic styles within a social and cultural context. Emphasis on identification, description, and building significance explored through representative examples throughout the country. Students identify, describe, and write about significant architecture in context.

1 credits
Prerequisite: None

BUILDING CONSERVATION TECHNIQUES

HIST193

This course is an overview of conservation techniques used in the preservation of our built environment. Students learn about natural and man-made material deterioration, and are introduced to techniques that successfully halt or reverse the effects of the environment on traditional building materials.

1 credits
Prerequisite: None

HISTORIC PRESERVATION PLANNING AND SUSTAINABILITY

HIST194

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO HISTORICAL ARCHAEOLOGY I

HIST195

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
Prerequisite: None
Corequisite: None

THE HISTORY AND THEORY OF HISTORIC PRESERVATION

HIST197

This course will survey the historical antecedents of the historic preservation movement in America and introduce students to its theoretical foundations.

3 credits
Prerequisite: None
Corequisite: None

HISTORY OF AMERICAN ARCHITECTURE

HIST198

A survey of American architectural styles with emphasis on Bucks County's role in this development.

3 credits
Prerequisite: None
Corequisite: None

METHODOLOGY AND DOCUMENTATION IN HISTORIC PRESERVATION

HIST199

The methodology of documenting histor-

ic sites will be studied and applied to local buildings and structures.

3 credits
Prerequisite: None
Corequisite: None

BUILDING CONSERVATION

HIST201

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
Prerequisite: None
Corequisite: None

LAW, TAXES, AND ZONING FOR HISTORIC PRESERVATION

HIST202

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
Prerequisite: None
Corequisite: None

INTERNSHIP FOR HISTORIC PRESERVATION

HIST203

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)
Corequisite: None

ORAL HISTORY

HIST204

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
Prerequisite: None
Corequisite: None

RESTORATION WORKSHOP

HIST205

The course is a hands-on approach to the conservation and preservation of buildings. Building techniques are stressed.

3 credits
Prerequisite: None
Corequisite: None

HABS SURVEY WORKSHOP

HIST207

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
Prerequisite: None
Corequisite: None

HISTORY, SOCIETY AND ARCHITECTURE IN THE DELAWARE VALLEY

HIST208

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
Prerequisite: None
Corequisite: None

HISTORIC PRESERVATION FIELD STUDIES

HIST210

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
Prerequisite: None
Corequisite: None

PRESERVATION SITE PROJECT

HIST214

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)
Corequisite: None

HISTORIC GARDEN PRESERVATION

HIST216

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
Prerequisite: None
Corequisite: None

MANAGEMENT OF HISTORIC SITES

HIST219

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
Prerequisite: None
Corequisite: None

INDEPENDENT STUDY

INDP290

HISTORY OF AMERICAN FURNITURE

VAFW190

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 COMP107 (C or better)
Corequisite: None

History

AMERICAN STUDIES SEMINAR

HIST100

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
Prerequisite: None
Corequisite: None

HISTORY OF BUCKS COUNTY

HIST101

A history of the County from colonial times

to the present.

3 credits
Prerequisite: None
Corequisite: None

HISTORY OF WESTERN CIVILIZATION I

HIST111

This course is a survey and critical examination of Western human history and explores the social, political, religious, intellectual, and artistic achievements from the earliest human civilizations to the Age of Reason.

3 credits
Prerequisite: None
Corequisite: None

HISTORY OF WESTERN CIVILIZATION II

HIST112

This course is a survey and critical examination of Western human history and explores the social, political, religious, intellectual, and artistic achievements from the around the year 1500 to the present.

3 credits
Prerequisite: None
Corequisite: None

GLOBAL HISTORY: ANCIENT AND MEDIEVAL WORLD

HIST113

This course is a survey and critical examination of global history in which students explore the social, political, religious, economic, intellectual, and artistic achievements of the earliest human societies until roughly 1500 C.E.

3 credits
Prerequisite: None
Corequisite: None

GLOBAL HISTORY: MODERN WORLD

HIST114

This course is a survey and critical examination of global history in which students explore the social, political, religious, economic, intellectual, and artistic achievements of the major human civilizations from roughly 1500 C.E. to the present.

3 credits
Prerequisite: None
Corequisite: None

THE ANCIENT WORLD (TO C.500 A.D.)

HIST121

This course is a survey of the early societies and the development of the civilizations of the ancient world to the fall of Rome in the West.

3 credits
Prerequisite: None
Corequisite: None

THE MEDIEVAL WESTERN WORLD, (C.500 A.D. - C.1600)

HIST126

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
Prerequisite: None
Corequisite: None

THE EARLY MODERN WESTERN WORLD (C.1600 - C.1870)

HIST131

A survey and analysis of changes and developments in the Western World from c.1600 to c.1870.

3 credits
Prerequisite: None
Corequisite: None

MODERN EUROPE

HIST136

A survey and analysis of the achievements and challenges of the Western World from c. 1870 to the present.

3 credits
Prerequisite: None
Corequisite: None

WORLD WAR II

HIST139

This course is a survey of the Second World War. Major topics include the roots and causes of the war, diplomacy, the major campaigns and battles, and the home-fronts of the major participants.

3 credits
Prerequisite: None
Corequisite: None

PEOPLES OF SOUTH ASIA

HIST140

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
Prerequisite: None
Corequisite: None

THE MIDDLE EAST

HIST141

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
Prerequisite: None
Corequisite: None

AFRICA SOUTH OF THE SAHARA

HIST143

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
Prerequisite: None
Corequisite: None

LATIN AMERICA

HIST144

An interdisciplinary study of Latin America from its colonial origins to the present with an emphasis on contemporary conditions.

3 credits
Prerequisite: None
Corequisite: None

EAST ASIA

HIST146

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
Prerequisite: None
Corequisite: None

AMERICA: THE COLD WAR YEARS (1945-1990)

HIST149

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
Prerequisite: None
Corequisite: None

U.S. HISTORY: YOUNG AMERICA

HIST151

This course explores U.S. history from European colonization until the end of the Civil War. Students critically examine the social, cultural, economic, and political dynamics of America's agrarian age.

3 credits
Prerequisite: None
Corequisite: None

U.S. HISTORY: YOUNG AMERICA (HONORS SECTION)

HIST151H

This course explores U.S. history from European colonization until the end of the Civil War. Students critically examine the social, cultural, economic, and political dynamics of America's agrarian age.

3 credits
Prerequisite: Admission to the Honors@ Bucks program
Corequisite: None

U.S. HISTORY: MODERN AMERICA

HIST152

Students explore America's transformation into an industrial and global power since the Reconstruction era. Topics critically examined include: immigration, modernization, struggles for race, class, gender, and sexual equality, nationalism, world war, and broad social, economic, and cultural change.

3 credits
Prerequisite: None
Corequisite: None

U.S. HISTORY: MODERN AMERICA (HONORS SECTION)

HIST152H

Students explore America's transformation into an industrial and global power since the Reconstruction era. Topics critically examined include: immigration, modernization, struggles for race, class, gender, and sexual equality, nationalism, world war, and broad social, economic, and cultural change.

3 credits
Prerequisite: Admission to the Honors@ Bucks program
Corequisite: None

THE PEOPLES OF RUSSIA AND EASTERN EUROPE

HIST155

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
Prerequisite: None
Corequisite: None

THE AMERICAN CIVIL WAR

HIST159

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
Prerequisite: None
Corequisite: None

HISTORY OF AMERICAN LABOR

HIST160

A study of the development of American Labor, the forces shaping that development, and the role of labor in American society.

3 credits
Prerequisite: None
Corequisite: None

COLONIAL AMERICAN HISTORY

HIST170

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
Prerequisite: None
Corequisite: None

20TH CENTURY AMERICA

HIST172

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
Prerequisite: None
Corequisite: None

THE VIETNAM WAR

HIST175

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
Prerequisite: None
Corequisite: None

THE AMERICAN INDIAN

HIST178

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
Prerequisite: None
Corequisite: None

HISTORY OF AMERICAN BUSINESS

HIST180

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
Prerequisite: None
Corequisite: None

AFRO-AMERICAN HISTORY

HIST190

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
Prerequisite: None
Corequisite: None

HISTORIC PRESERVATION PLANNING AND SUSTAINABILITY

HIST194

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO HISTORICAL ARCHAEOLOGY I

HIST195

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO HISTORICAL ARCHAEOLOGY II

HIST196

A continuation of the methods and techniques surveyed in Historical Archaeology I. Emphasis will be given to excavation, research, and laboratory experience.

3 credits
Prerequisite: None
Corequisite: None

THE HISTORY AND THEORY OF HISTORIC PRESERVATION

HIST197

This course will survey the historical antecedents of the historic preservation movement in America and introduce students to its theoretical foundations.

3 credits
Prerequisite: None
Corequisite: None

HISTORY OF AMERICAN ARCHITECTURE

HIST198

A survey of American architectural styles with emphasis on Bucks County's role in this development.

3 credits
Prerequisite: None
Corequisite: None

METHODOLOGY AND DOCUMENTATION IN HISTORIC PRESERVATION

HIST199

The methodology of documenting historic sites will be studied and applied to local buildings and structures.

3 credits
Prerequisite: None
Corequisite: None

BUILDING CONSERVATION

HIST201

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
Prerequisite: None
Corequisite: None

LAW, TAXES, AND ZONING FOR HISTORIC PRESERVATION

HIST202

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
Prerequisite: None
Corequisite: None

INTERNSHIP FOR HISTORIC PRESERVATION

HIST203

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)
Corequisite: None

ORAL HISTORY

HIST204

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
Prerequisite: None
Corequisite: None

RESTORATION WORKSHOP

HIST205

The course is a hands-on approach to the conservation and preservation of buildings. Building techniques are stressed.

3 credits
Prerequisite: None
Corequisite: None

HABS SURVEY WORKSHOP

HIST207

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
Prerequisite: None
Corequisite: None

HISTORY, SOCIETY AND ARCHITECTURE IN THE DELAWARE VALLEY

HIST208

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
Prerequisite: None
Corequisite: None

HISTORIC PRESERVATION FIELD STUDIES

HIST210

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
Prerequisite: None
Corequisite: None

PRESERVATION SITE PROJECT

HIST214

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)
Corequisite: None

HISTORIC GARDEN PRESERVATION

HIST216

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
Prerequisite: None
Corequisite: None

MANAGEMENT OF HISTORIC SITES

HIST219

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
Prerequisite: None
Corequisite: None

AMERICAN POP CULTURE: HISTORY OF ROCK

HIST239

This course focuses on American popular culture through the lens of rock-n-roll music, including rock's roots, influences, and impact on popular culture. Students experience the subtleties, power, and excitement of the music.

3 credits
Prerequisite: None
Corequisite: None

ADVANCED TECHNIQUES IN CONSERVATION

HIST246

Students acquire hands-on practice of advanced techniques in conservation and/or rehabilitation of historic properties.

3 credits
Prerequisite: None
Corequisite: None

THE ISLAMIC WORLD

HIST288

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
Prerequisite: None
Corequisite: None

HISTORY SEMINAR

HIST290

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 12 credit hours in HIST (C or better)
Corequisite: None

Humanities

HUMANITIES I

HUMN111

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
Prerequisite: None
Corequisite: None

HUMANITIES II

HUMN112

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
Prerequisite: None
Corequisite: None

HUMANITIES III

HUMN113

This course is a historical survey of the art, literature, music, philosophy, science, technology, and religion of the Western world in a global context from the Late Renaissance to the Modern Era (1550-1880s C.E.). Students explore the major themes and ideas of the Western cultural and intellectual tradition in a global context.

3 credits
Prerequisite: None
Corequisite: None

HUMANITIES IV

HUMN114

This course is a historical survey of the art, literature, music, philosophy, science, technology, and religion of the Western World in a global context 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
Prerequisite: None
Corequisite: None

SURVEY OF WORLD RELIGIONS

HUMN120

This course is a study of the historical development of world religion from pre-civilization to the development of 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
Prerequisite: None
Corequisite: None

CHRISTIANITY

HUMN121

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: HUMN120 (C or better) or By Permission of the Department of Social and Behavioral Science
Corequisite: None

BUDDHISM - AN INTRODUCTION

HUMN122

This course explores the history and ideas of Buddhism. Students explore the religion's varieties, basic abstract concepts, and patterns of spread.

3 credits
Prerequisite: None
Corequisite: None

RELIGION IN AMERICA

HUMN125

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
Prerequisite: None
Corequisite: None

SCIENCE AND RELIGION

HUMN126

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
Prerequisite: None.
Corequisite: None

HOLY WAR, HOLY PEACE IN ISLAM, JUDAISM, CHRISTIANITY

HUMN128

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
Prerequisite: None
Corequisite: None

EASTERN RELIGIONS
HUMN129

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
Prerequisite: None
Corequisite: None

Philosophy

CRITICAL THINKING
PHIL105

Students examine the nature of both formal and informal reasoning in order to think more clearly and avoid biases. In addition to studying informal fallacies, students learn basic patterns of deductive and non-deductive argument analysis. Examples from across disciplines help students apply critical thinking to all areas of inquiry.

3 credits
Prerequisite: None
Corequisite: None

ETHICS
PHIL111

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
Prerequisite: None
Corequisite: None

PHILOSOPHY OF RELIGION EAST AND WEST
PHIL115

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO PHILOSOPHY
PHIL125

An investigation of the basic themes in philosophy from around the world. Topics include the nature of existence, knowledge, and values. Readings are drawn from both ancient and contemporary sources. Students develop the ability to apply philosophical theories to their lives.

3 credits
Prerequisite: None
Corequisite: None

INTRODUCTION TO PHILOSOPHY (HONORS SECTION)
PHIL125H

An investigation of the basic themes in philosophy from around the world. Topics include the nature of existence, knowledge, and values. Readings are drawn from both ancient and contemporary sources. Students develop the ability to apply philosophical theories to their lives.

3 credits
Prerequisite: Admission to the Honors@Bucks program
Corequisite: None

EXISTENTIALISM
PHIL140

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
Prerequisite: None
Corequisite: None

AESTHETICS
PHIL145

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
Prerequisite: None
Corequisite: None

Political Science

POLITICAL SCIENCE INTERNSHIP
POLI101

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
Prerequisite: None
Corequisite: None

AMERICAN NATIONAL GOVERNMENT
POLI111

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
Prerequisite: None
Corequisite: None

AMERICAN POLITICAL ISSUES
POLI112

An analysis of government policies, examining various approaches to welfare, the economy, urban affairs, race relations, national defense, and foreign policy.

3 credits
Prerequisite: None
Corequisite: None

AMERICAN STATE AND LOCAL GOVERNMENT
POLI120

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO POLITICAL SCIENCE
POLI130

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
Prerequisite: None
Corequisite: None

INTERNATIONAL RELATIONS
POLI212

The study of international relations. An introduction to geopolitics, emphasis on diplomacy, crisis-solving techniques, ideology, nationalism, and international problem-solving.

3 credits
Prerequisite: None
Corequisite: None

Psychology

PSYCHOLOGY OF PERSONAL AWARENESS
PSYC100

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO GROUP DYNAMICS
PSYC105

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: Reading Placement Test score Level 3 or higher or READ110 (C or better)
Corequisite: None

INTRODUCTION TO PSYCHOLOGY
PSYC110

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 higher or READ110 (C or better)

INTRODUCTION TO PSYCHOLOGY (HONORS SECTION)
PSYC110H

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: Admission to the Honors@ Bucks program

INTRODUCTION TO PSYCHOLOGY (PAIRED SECTION)
PSYC110P

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:
Corequisite: Reading Placement Test score Level 2 and enrollment in a paired section of READ110

HUMAN SEXUALITY
PSYC120

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
Prerequisite: None
Corequisite: None

PSYCHOLOGICAL TECHNIQUES OF STRESS MANAGEMENT
PSYC125

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
Prerequisite: None
Corequisite: None

THE PSYCHOLOGY OF ADDICTION AND SUBSTANCE ABUSE
PSYC160

This course 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)
Corequisite: None

HUMAN GROWTH AND DEVELOPMENT
PSYC180

This course is 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)
Corequisite: None

DEVELOPMENTAL PSYCHOLOGY - LIFESPAN
PSYC181

This course describes the intellectual, emotional, social, and physiological development of the human being. Development will be studied from conception through adulthood and aging.

3 credits
Prerequisite: PSYC110 (C or better)
Corequisite: None

EDUCATIONAL PSYCHOLOGY
PSYC190

This course surveys 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 evaluation techniques are among the topics covered. Field experiences are provided to acquaint students with an authentic teaching-learning environment.

3 credits
Prerequisite: PSYC110 (C or better)
Corequisite: None

SOCIAL PSYCHOLOGY
PSYC200

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)
Corequisite: None

INTRODUCTORY PSYCHOLOGICAL STATISTICS
PSYC215

This course includes exercises within the following areas: scales, graphic representations, central tendency and variability, probability, the normal distribution, standard scores, correlation, hypothesis testing, basic nonparametric techniques, analysis of variance, and basic experimental design. This course includes a two-hour weekly comput-

er lab.

4 credits
Prerequisite: MATH115 (C or better) and PSYC110 (C or better)
Corequisite: None

NEUROSCIENCE OF PSYCHOLOGY
PSYC230

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)
Corequisite: None

EXPERIMENTAL PSYCHOLOGY
PSYC270

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)

PSYCHOLOGY OF ABNORMAL BEHAVIOR
PSYC280

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)
Corequisite: None

Social Work

INTRODUCTION TO SOCIAL WORK AND SOCIAL WELFARE
SSWK110

This course provides an overview of the historical, economic and political foundations of social work and social welfare. Emphasis is on the structure and functions of the social welfare delivery system. Students examine core concepts, theories, skills, values, and ethics in the field of social work.

3 credits
Prerequisite: None
Corequisite: None

LOSS AND GRIEF
SSWK215

In this course, students examine the dynamics of loss and grief. Students explore cultural variations and societal attitudes about death, loss, and bereavement. Students apply core concepts, theories, and counseling skills related to loss and grief.

3 credits
Prerequisite: None.

SOCIAL WORK: INTE[1]RVIEWING, ASSESSMENT, AND REFERRAL
SSWK220

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)

Sociology

INTRODUCTION TO SOCIOLOGY
SOCI110

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
Prerequisite: None
Corequisite: None

INTRODUCTION TO SOCIOLOGY (HONORS SECTION)
SOCI110H

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
Prerequisite: Admission to the Honors@Bucks program
Corequisite: None

INTRODUCTION TO SOCIOLOGY (PAIRED SECTION)
SOCI110P

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
Prerequisite: None
Corequisite: Paired Section of READ110

INTRODUCTION TO CULTURAL ANTHROPOLOGY
SOCI120

This course explores human culture worldwide, including cultural elements and systems, diversity and cross-cultural interactions, and cultural change. It covers concepts essential to the discipline of cultural anthropology, such as holism, fieldwork, and environmental adaptation. Course topics include worldview, domestic groups, kinship, gender, power structures, economics, religion, and artistic expression.

3 credits
Prerequisite: None
Corequisite: None

PEOPLES OF AMERICA
SOCI140

This course explores systems of oppression and liberation related to racial and ethnic minorities, immigrants, gender outlaws, sexual minorities, and other marginalized groups in U.S. society. Attention is on past and present status of these groups as it relates to an understanding of intergroup dynamics in today's society.

3 credits
Prerequisite: None
Corequisite: None

CRIMINOLOGY
SOCI150

The sociological relationships involved in the causes and prevention of crime and juvenile delinquency and in the treatment of criminal offenders.

3 credits
Prerequisite: None
Corequisite: None

MARRIAGE AND THE FAMILY
SOCI160

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
Prerequisite: None
Corequisite: None

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CONTEMPORARY SOCIAL PROBLEMS

SOCI230

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)
Corequisite: None

OTHER PROGRAMS

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.

Please also see departmental listing for complete course descriptions.

Prerequisite: Must meet the criteria established for each major.

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 division offices. Because of the requirements accompanying this course, students are cautioned to begin the procedure well in advance of registration.

INTG285 INTEGRATION OF KNOWLEDGE

Summer/Fall 2016

This writing-intensive, team-taught course examines themes from the perspectives of multiple disciplines (scientific, cultural 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.

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, cultural, societal, and scientific perspectives.
- They are writing intensive.
- They require students to work together and study in groups.
- They examine the implications of the theme by analyzing the past, assessing the present, and planning for the future.

Prerequisites include successful completion of 30 credits and a writing level II course (C

or better).

Note: Hybrid classes are credit classes that replace some on-campus classroom sessions with online components.

All INTG courses (face-to-face, hybrid, and eLearning) use Canvas.

Summer I 12-week (May 23 to August 11, 2016)

INTEGRATION OF KNOWLEDGE: FOOD & SOCIETY

INTG 285. E31

Students explore the changing role and importance of food in society. In individual and group work, students examine industrialization, nutrition, the psychology of eating, and culture from scientific, societal and cultural perspectives.

- Format: eLearning
- Instructors: Burger, Gross, Luce

INTEGRATION OF KNOWLEDGE: BEAUTY

INTG 285. H31

Students will explore the concept of beauty in natural and constructed contexts and examine the formation of beauty's aesthetic value and its impact on the world. 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.

- Schedule: 2 Thursdays, 6:30-9:00pm
- Location: Hybrid/F239
- Instructors: Biletz, Bradshaw, Millevoi
- Required Meetings: May 26 and August 4

INTEGRATION OF KNOWLEDGE: FOOD & SOCIETY

INTG 285.E59

Students explore the changing role and importance of food in society. In individual and group work, students examine industrialization, nutrition, the psychology of eating, and culture from scientific, societal and cultural perspectives.

- Format: eLearning
- Instructors: Burger, Gross, Luce

INTEGRATION OF KNOWLEDGE: COLLAPSE-WHY CIVILIZATIONS FAIL OR PREVAIL

INTG 285.E60

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. Course activities include participation in discussions, a research study and paper, and two group projects.

- Format: eLearning
- Instructors: Bornak, Hartwell, McCann

INTEGRATION OF KNOWLEDGE: CREATIVITY

INTG 285.E61

Creativity is a process of combining the familiar in unfamiliar ways to produce something that is novel and valued in a particular cultural context. This course examines the nature of human creativity from cultural, scientific and social perspectives and challenges students to explore and express their own creativity.

- Format: eLearning
- Instructors: Friedman, Greenfield, Bobbie

INTEGRATION OF KNOWLEDGE: EARTH IN BALANCE

INTG 285.E62

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.

- Format: eLearning
- Instructors: Babaian, Colello, Johnstone

INTEGRATION OF KNOWLEDGE: BEAUTY

INTG 285.H01

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.

- Schedule: 4 Thurs., 6:30-9:00 p.m.
- Location: Hybird/F239
- Instructors: Biletz, Bradshaw, Millevoi
- Required meetings: Aug. 25, Sept. 29, Nov. 3, Dec. 8

INTEGRATION OF KNOWLEDGE: UTOPIA & REVOLUTION

INTG 285.H02

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.

- Schedule: 5 Mon, 5:00-6:00pm
- Location: Hybrid/F239
- Instructors: Mazurek, Pearl, Schuchmann
- Required meetings: Aug. 29, Sept. 12, Oct. 3, Nov. 7, and Dec. 12

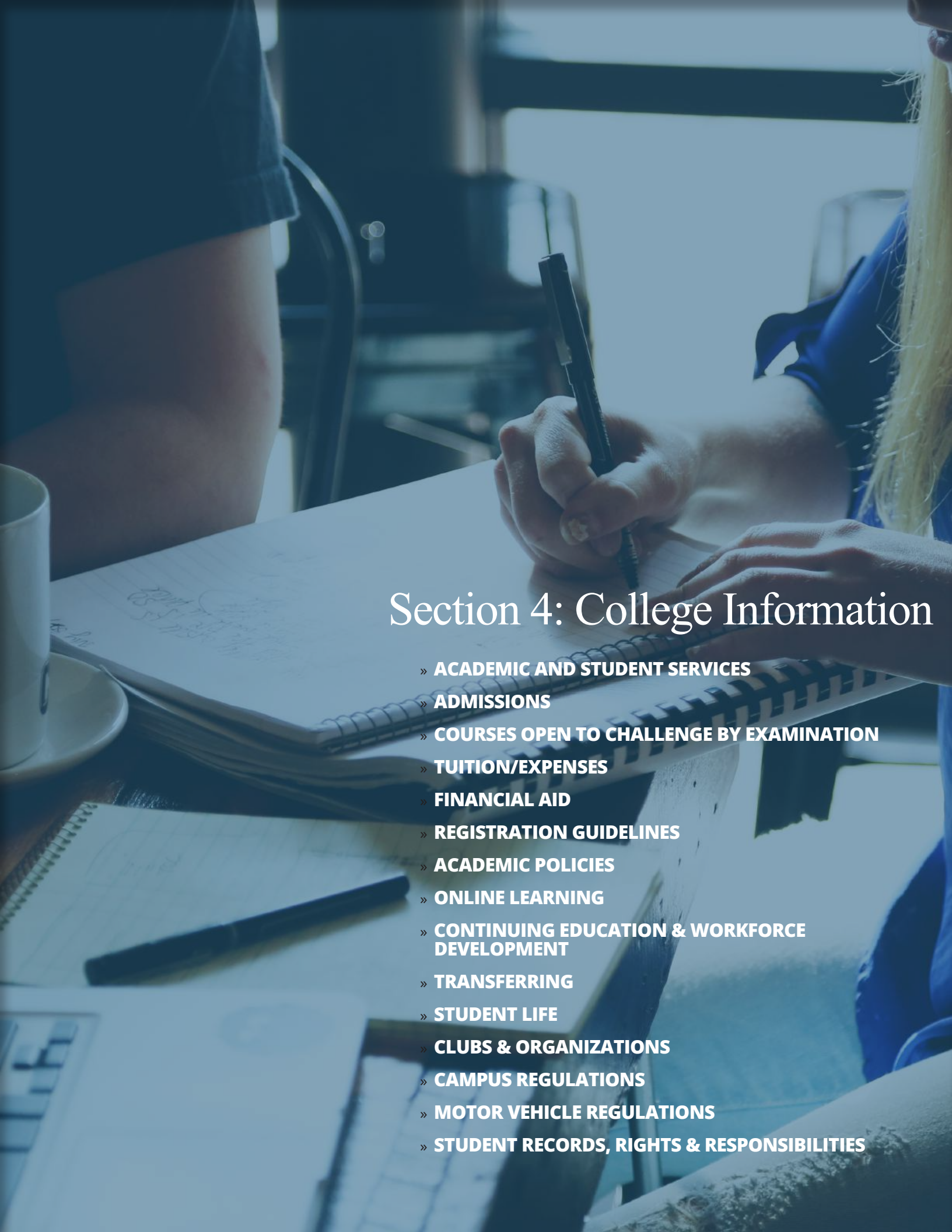
STUDENT SERVICES COURSES

CAREER DECISION MAKING

STUS110

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
Prerequisite: None
Corequisite: None



Section 4: College Information

- ACADEMIC AND STUDENT SERVICES
- ADMISSIONS
- COURSES OPEN TO CHALLENGE BY EXAMINATION
- TUITION/EXPENSES
- FINANCIAL AID
- REGISTRATION GUIDELINES
- ACADEMIC POLICIES
- ONLINE LEARNING
- CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
- TRANSFERRING
- STUDENT LIFE
- CLUBS & ORGANIZATIONS
- CAMPUS REGULATIONS
- MOTOR VEHICLE REGULATIONS
- STUDENT RECORDS, RIGHTS & RESPONSIBILITIES

Academic + Student 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.

Accessibility Office

Students with disabilities who may be eligible for reasonable accommodations should request them through this office. Services can include interpreters, note takers, readers, access to alternative texts, liaison with faculty, adaptive technology and testing modifications. Students are strongly urged to contact this office for information prior to or immediately after registering for classes by calling 215-968-8182, or contacting accessibility@bucks.edu. Note that faculty are not required to provide accommodations unless the student has registered with the Accessibility Office.

Students who need accessible parking should contact The Office of Security and Safety, 215-968-8394.

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-con-ed/aesl/ or call 215-968-8409 or email shadym@bucks.edu. For further information about non-credit AESL in the workplace, call the Workforce Development training at 215-504-8621.

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 & art supplies, clothing, gift items, textbooks, computers and small electronics. The Bookstore also price matches and has financial aid available for students who qualify!

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 posted on bulletin boards throughout campus, or advertised on the television monitors.

Career Services

Career Services provides career and job planning services and occupational information resources for people 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

Paid jobs and internships through the Bucks Online Job Board at www.bucks.edu/careerservices

- » Employers post job openings and review student resumes
- » Students can post their resumes and access full-time, part-time and seasonal job openings, 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 a large, campus-wide Job Fair at the Newtown campus each year, where Employers, with competitive job opportunities, are available to recruit students. 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 and participates in the 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.

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

Help Desk

The mission of the Help Desk is to provide assistance to students, faculty and staff in their use of technology tools. The Help Desk 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/helpdesk. Support is also provided to students, faculty and staff at "8191" for on-campus callers, and at 215-968-8191 for outside callers.

The Help Desk 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 + Office
- 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

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. The College also offers a local housing list guide on its website.

Information Technology Services

Information Technology Services (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. The servers host the College's web page, email, student and administrative systems, web registration and related services, student files and programs, document imaging, library and online course management systems. The servers are connected to the campus-wide Ethernet-based network, running multiple network protocols. IT 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.

KEYS Program (Keystone Education Yields Success)

KEYS is a grant funded program of the PA Department of Public Welfare (DPW). It has been designed to provide the opportunity for PA TANF (Temporary Assistance for Needy Families) cash recipients to enroll in Pennsylvania's community colleges. KEYS students may be enrolled on either a part-time or full-time basis. DPW and PA's community colleges provide a KEYS Facilitator to work with TANF students and help them get the services and support they need to be successful in college and achieve their career goals.

Bucks County Community College KEYS staff 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, Student Services Room 7A, 215-504-8621.

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, 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 Help Desk 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
  Newtown Circulation 215-968-8009
- Lower Bucks Campus: 267-685-4825
- Upper Bucks Campus: 215-258-7721

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.

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.

Parking Lot Emergency Assistance

Each major campus parking area is equipped with an emergency twoway 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.

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 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 support 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 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.

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 2010 Annual Security Report.

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.

Testing Office

This office provides testing services for BCCC students and community members at the Newtown, Bristol and Perkasie campuses. The main office is located in Rollins 100, Newtown campus. Most testing is done on a walk-in basis and services include:

- Placement testing in reading, writing, math, AESL, and chemistry.
- 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 online 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

Educational Planning Advisors assist with transfer planning for students interested in pursuing a bachelor's degree. Transfer Planning appointments are available at the Advising & Transfer Center, Rollins 60 at the Newtown Campus and in the Student Services areas of the Upper Bucks and Lower Bucks campuses. Students planning to transfer should visit www.bucks.edu/transfer or contact 215-968-8031 or transfer@bucks.edu for further information.

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, science, economics, and nursing. Online 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 that 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 for hours and information, or visit the Center's website.

Economics: Tutoring is available for microeconomics and macroeconomics. Call 215-968-8044, or visit the Center's website for additional information.

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.

World 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.

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 comphrehension, grammar, and AESL conversation skills. Call 215-968-8044 for additional information, or visit the Center's website.

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:

Apply to the Veterans Administration for approval using the online application found at www.gibill.va.gov.

Consult the VA for determining which benefit is best for you.

Register for classes and complete the Veterans Certification form and submit this to the Admissions Office. This form is required each semester for which you register.

Tuition Deferments are available for all veterans receiving benefits under the various chapters of the GI Bill® and 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. Complete information is available on the Veterans Benefits website.

The GIBill® is a registered trademark of the US Department of Veteran Affairs (VA). More information about education beneftis offered by VA is available at the official US government website at www.benefits.va.gov/gibill.

The "Stars & Stripes" Lounge, located in the Rollins Center, provides a welcoming space for our veterans to study, relax, or network. For more information, please visit our website at www.bucks.edu/admissions/vabenefits.php.

Web Services

Web Services is responsible for developing and maintaining the College's web site and intranet resources.

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 (A grade of F is automatically recorded if course work is not completed within thirty calendar days after the start of the following academic year semester.)		
AU Audit		

ADVISORY GRADES

At the third week and 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 Dean.

CREDIT HOUR POLICY

All courses taken for credit at Bucks County Community College that are applied to completion of degree and certificate requirements must conform to applicable federal and state regulations concerning the assignment of credit hours.

Bucks County Community College adheres to the U. S. Department of Education (34 CFR Section 600.2) definition of credit hour as ... an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve hours for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Pennsylvania Department of Education regulations state Degree requirements stated (in this section) may be stated in terms of semester credit hours or quarter credit hours, as determined by the institution and conforming to generally accepted academic practices (PA Code §32.32.b), and require that each semester and session shall include no fewer than 750 minutes per credit of instruction. Further, according to PA regulations, a semester credit hour represents a unit of curricular material that normally can be taught in a minimum of 14 hours of classroom instruction, plus appropriate outside preparation or the equivalent as determined by the faculty (PA Code §21.21.b).

All semester/credits awarded by Bucks County Community College will conform to the definitions provided above.

Registration, orientation and final examination periods shall be in addition to the periods described above.

The semester credit hour is the basic unit of academic credit. One semester credit is equivalent to one 50-minute hour of faculty instruction time per week for 15 weeks, and a minimum of two hours of out-of-class student work per credit hour per week. Fall and spring semesters run for 15 weeks, which does not include registration, orientation, or final examination periods. Summer, winter session, and modular (accelerated) sessions are typically less than 15 weeks but adhere to the policy in terms of meeting time and the amount of work required.

Typical instructional times for a standard (15 week) academic semester are three 50-minute sessions, or two 75-minute sessions, or one 150-minute session. Typical instructional times for summer, winter session, and modular classes are increased, based on number of available weeks, to provide the same number of instructional minutes (i.e. 750 minutes per credit).

LECTURE COURSES

Credit Hours/Instructional Time/Student Work Time

Credits awarded	Minimum Instructional time per week	Minimum instructional time over 15 weeks	Minimum out-of-class student work time over 15 weeks	Total instructional time and out-of class student work time over 15 weeks
1	50 contact minutes	750 contact minutes	1500 minutes	2250 minutes
2	100 contact minutes	1500 contact minutes	3000 minutes	4500 minutes
3	150 contact minutes	2250 contact minutes	4500 minutes	6750 minutes
4	200 contact minutes	3000 contact minutes	6000 minutes	9000 minutes
5	250 contact minutes	3750 contact minutes	7500 minutes	11,250 minutes

LABORATORY, STUDIO AND CLINICAL CLASSES

These are courses with a focus on experiential learning under the direct supervision of a College faculty member wherein the student performs substantive work in a laboratory, studio, or clinical setting. The courses require at least an equivalent amount of work as required in the U. S. Department of Education definition of credit hour (above). Laboratory, clinical and studio courses credit hours are directed by requirements of accrediting agencies, course-to-course equivalencies with transfer institutions, and compliance with the Pennsylvania Transfer and Articulation Oversight Committee (TAOC).

Nursing clinical courses follow a formula of 3 contact hours per credit.

Studio art courses follow the formula required by the National Association of Schools of Art and Design (NASAD). All studio art courses meet a minimum of 4.5 hours per week in a 15-week semester.

STEM laboratory class ratios range from 1.3:1 to 2:1, depending on the course.

Credits are assigned per semester as follows

Class Format	Credits/Time
Lecture/Seminar	1 hour class instruction and 2 hours out-of-class student work time per credit per week
ELearning	1 hour contact instruction and 2 hours out-of-class student work time per credit per week
Nursing clinical	3 contact hours per credit per week
Studio art	4.5 contact hours per week
STEM lab courses	3-4 contact hours and 2-3 lab hours per week

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 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

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	3x3=9
PSYC110 Intro to Psychology	3	C	3x2=6
MATH101 Mathematical Concepts I	3	C	3x2=6
BIOL101 Biological Science I	4	B+	4x3.5=14
HLTH103 Life and Health	3	B	3x3=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.

For more information about Academic Restart or to make an appointment with Counseling Services, please contact us at 215-968-8189 or at counseling@bucks.edu. You can also visit our webpage at www.bucks.edu/counseling.

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 or substitution of any course requirements must be exceptional and educationally justifiable. An official waiver or substitution must be approved by the appropriate Academic Department and the Associate Provost 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.

Admissions

The Admissions Office is located on the first floor of Pemberton Hall and can be reached at 215-968-8100.

Any person may apply for admission to Bucks County Community College. Admission is generally granted to graduates of accredited secondary schools, to recipients of a high school equivalency diploma, and to others who, in the judgment of the college, are likely to benefit from a collegiate experience. Admission to some programs of study is limited by available facilities, the number of faculty, county of residence, or other factors. The college may guide the enrollment of entering students in an effort to improve their opportunity to succeed in college.

Enrollment to the college for the fall and spring semesters is contingent upon completion of the college's placement testing program for new students. Students who have earned postsecondary credentials from a United States institution may be eligible for testing waivers.

For students who are seeking to transfer college credits to Bucks, the following general policies apply:

- A student can obtain no more than 30 transfer credits from all outside sources, including Advanced Placement and Prior Learning Assessment (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).
- Credentials earned outside the United States require external evaluation before submitting to Bucks for review and potential transfer.
- Military transcripts are evaluated for potential transferability through PLA.

Applying for Admission

Applicants for admission must submit an official Application for Admission to the Office of Admissions. 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.

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.

Non-degree/Non-certificate seeking students may be exempt from placement testing, unless that testing is a prerequisite for the desired coursework. Prerequisite waiver requests must be submitted for such courses.

The 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.

Students are strongly urged to contact this office for information prior to or immediately after registering for classes 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.

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 Dean, Enrollment Services. Students are notified of the action taken on advanced placement and credit. Questions should be directed to 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/Correctional 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 Bucks. 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 transcripts sent to the Office of Admissions, Records and Registration.The appropriate academic departments will evaluate these credits and will inform the Office of Admissions, Records and Registration which courses may be brought in for credit on the Bucks County Community College transcript.

Individuals who are pursuing (or have completed) a registered apprenticeship program can earn credits under the evaluation guidelines of the American Council on Education. This is accomplished by a detailed evaluation of the individual's training record. Please visit the PLA Website 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.

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.

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.

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 or via login.

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.

Upon receipt of a Transcript Evaluation Request, Bucks County Community College will evaluate parallel work completed at accredited post-secondary institutions for potential transfer credit.

Students seeking transfer credit should first submit an Application for Admission to the College.

Next, students must request that an official copy of their transcript(s) be sent from their previous institution(s) to Bucks Office of Admissions.

General Policies related to transfer credits and transcript evaluations:

A student can obtain no more than 30 transfer credits from all outside sources (including Advanced Placement and Prior Learning Assessment) 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.

Course descriptions are reviewed for course content and in determining equivalency. At times, syllabi and additional consultation with the area academic dean and other support documentation may be necessary.

If a student changes his/her major, a new evaluation request must be submitted as above.

Developmental coursework will not be accepted as transfer credits.

Proficiency courses (those which produce "pass" or "satisfactory" grades) will not be accepted as transfer credits.

Courses taken at some institutions without regional accreditation may not be accepted for transfer credit through traditional

means. Schools that are vocational or technical in nature without regional accreditation are reviewed through the Office of Prior Learning Assessment (PLA) for potential life experience credit.

Credentials earned outside the United States require external evaluation before submitting to Bucks for review and potential transfer.

Military credentials are reviewed by PLA.

Coursework previously determined for equivalencies can be viewed at the Pennsylvania Transfer and Articulation Center or CollegeTransfer.Net, but all coursework presented will be considered based on the above criteria.

The Office of Admissions is responsible for consideration of incoming transfer credit. Concerns or questions regarding coursework not transferred will be reviewed by the Director of Admissions and appropriate academic officers.

For more information about transferring to Bucks County Community College, please read our Frequently Asked Questions (FAQs) for Transfer Students page.

For details regarding transferring out of Bucks to another institution, please review the Transfer Services webpage, www.bucks.edu/transfer, or call 215.968.8031 to make an appointment with a transfer counselor.

Foreign College or University Experience

Credits will be accepted from a regionally accredited foreign college or university after a course-bycourse evaluation is conducted by an approved Credential Evaluation Service. A list of acceptable services is available in the Office of Admissions.

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. The High School Enrichment program enables students to select unique courses, as desired or required by their high school, while Dual Enrollment programs feature designated courses taught at the high school location.

International Student Applicant

Non-immigrant students seeking F-1 International Student status must complete the following documentation:

- Bucks Application for Admission and Information Form
- Certified and English translated academic records of secondary and any post secondary education
- Official results of TOEFL (Test of English as a Foreign Language) if English is not your native language
- Affidavit of Financial Support and a bank statement and bank letter reflecting, in U.S. dollars, the funds available to the student
- Affidavit of Sponsor Room and Board with deed or lease of the property
- Copies of passport and other immigration documents
- Other information as required for specific cases (see application for details)

In order to allow the time needed to process applications for students requiring an I-20, the Admissions Office must receive application materials by the following deadlines:

July 1 - for the Fall semester
November 1 - for the Spring semester

Other non - U.S. citizens seeking admission to the College, including Resident Aliens, should follow the regular application process but must supply proof of immigration status.

Please contact the Admissions Office for application materials and information or download the information from the College's International Student Website.

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.

Other non-U.S. citizens seeking admission to the College, including 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.

Prior Learning Assessment Program

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, the 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, have successfully completed a semester at Bucks, 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, in the Advising and Transfer Office in the Rollins building on the Newtown campus, 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 Master Course Outline, 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 the PLA 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 The Advising and Transfer Center in the Rollins Center at 275 Swamp Road; Newtown, PA 18940. Official supporting documentation, which verifies the learning, 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 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 three months to repeat a CLEP, six months to repeat most CREX exams (except for NURS101/102), and 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 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 challenging 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 The Advising and Transfer Center 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.

The Office of Prior Learning Assessment
Advising and Transfer Center - Rollins Center, 1st floor
PLA Coordinator: 215-968-8161
Appointments: 215-968-8031
Fax: 215-968-8033
pla@bucks.edu

Residency Verification

All applicants for admission and enrolled students are legally bound to certify the county and state of their legal residency and are obligat-

ed 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 employment as a resident of 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 Dean, Enrollment Services at 215-968-8117.

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.

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 Dean of Enrollment Services 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 Computer Assisted Design Construction Dental Hygiene Facilities Management Interior Design Respiratory Technology
Montgomery	Cyber Security Certificate Dental Hygiene Game Simulation and Design Human Services Medical Laboratory Technology Software Engineering Certificate Sound Recording & Music Technology 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

Major	Home College
Fine Woodworking AA	Delaware, Montgomery, Philadelphia
Furniture and Cabinetmaking Certificate	Delaware, Montgomery, Philadelphia
Historic Preservation Certificate	Delaware, Montgomery, Philadelphia
Paralegal AA and Certificate	Montgomery
Sport Management AA	Delaware, Montgomery
Meeting, Convention, and Event Planning AA and Certificate	Delaware, Montgomery

Interested students should contact the Bucks Office of Enrollment Services at 215-968-8117

Bucks County Community College 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 the Office of Advising and Transfer Services.

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 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.

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 prohibted 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, roller blading, ice skating, skiing, sledding and snowmobiling are prohibited on the grounds and in the buildings of all campuses.

BUILDINGS - HOURS OF USE

College buildings are closed from midnight to 6:00 a.m. Exceptions will be considered for special events. All requests for exceptions should be directed to the Office of Security and Safety at least three days in advance.

CHILDREN/VISITORS

All children under the age of sixteen must be accompanied by a student, faculty, or staff member, who will stay with them, in order to utilize College facilities. Children are not permitted to attend class with a parent or guardian.

Community members or visitors will be asked to register with the Office of Security and Safety. Should these persons exhibit disruptive behavior, they will be asked to leave. If it becomes necessary, Security will be called.

EMERGENCY CALLS

Emergency telephone calls to students should be made only to the Office of Admissions, Records, and Registration, 215-968-8100. That office will try to contact students in their scheduled classes or, if possible, elsewhere on campus. The content of the emergency message will be given to students for their decision on any further action. Non-emergency calls are discouraged and may be refused by Admissions, Records, and Registration.

LOST AND FOUND

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.

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 behavior 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

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

CLUB LISTINGS

American Studies (Meetings at Newtown)
This club offers BCCC students the opportunity to have educational discussions with one another on a monthly basis. American Studies performs at least one community service project per semester.

Advisor: David Bates, 215-968-8399

Anime Club (Meetings at Newtown) Inactive status, currently need a club advisor The purpose of the club is to offer an enrichment of the japanese culture through anime (japanese animation) to the students of Bucks. Also, to gather together fans of the culture and the genre.

Web Site: http://clubs.bucks.edu/anime/

Advisor:

Buck 3D Sculpture Club (Meetings at Newtown)
The objectives of this club is to function as a cocurricular group whose focus is to further their knowledge and understanding of 3 dimensional art, it's ideation and processes. They meet every second Friday of the month at 2 pm in 3D Arts Center.

Advisor: Jon Burns, 215-968-6377

Eating Issues (Meeting at Newtown)
This club is devoted to supporting and helping students with Eating Issues.

Advisor: Tammy Bradley, 215-504-8500 ext. 8782

Bucks Eco-Club (Meeting at Newtown)

To offer the opportunity for the students of Bucks County Community College to discover and implement effective ways to protect and preserve the ecological environment on their campus, their community and their world.

Advisor: Dominic McGraw

Bucks Music Society (Meetings at Newtown)
Our goals are to: enhance

campus social life through music; promote, organize and encourage music events on campus; provide students with opportunities to perform in a live setting; build awareness of different kinds of music. We're open to everyone on campus, not just music majors.

Advisor: Jeff Baumeister, 215-968-8135

Bucks Photo Club:

Everything about photography. Taking pictures and getting the most out of your camera.

Advisor: Kimberly Witham

Black Student Union (Meetings at Newtown) Inactive Status, currently in need of a club advisor. Contact Student Life for all inquiries 215-968-8257

The purpose of this club is to provide a positive support unit for African American students here at Bucks, and serve as a cultural, educational and social resource for the college. To promote, plan, and integrate school and community activities that stimulate intellectual, social and moral growth of the African American community at Bucks.

Advisor: TBA

Bucks County Printmaking Society (Meetings at Newtown)
The purpose of this club is to support printmaking and papermaking as vital contemporary art forms and encourage the appreciation of the printed image and all related media. They meet Thursdays at 7 pm in Hicks 106.

Advisor: Caren Friedman, 215-968-8671

Camping, Caving, Climbing, and Conservation Club (4 C's Club) (Meetings at Newtown)
The purpose of this club is to offer Caving, Camping and Climbing to students of Bucks in regards to the conservation and protection of the wildlife and environment.

Advisor: Holly Madison, 215-968-8089

The Centurion Newspaper (Meetings at Newtown)
The College's student newspaper, reports campus activities, student opinions, and community news. Students gain valuable experience in all aspects of newspaper production. Students interested in writing for the paper, should contact the newspaper's office in the Rollins Center, Room 128. The Centurion is published weekly during the fall and spring semesters.

Web Site: http://www.bucksnews.com/

Advisor: Tony Rogers, (215) 968-8165

Clay Club (Meetings at Newtown)
The purpose of this club is to create an environment that enables its members to grow in technical proficiency of their ceramics skills and a forum for discussion of the nature of art, craft, and industry.

Advisor: Mike Stek - Contact the Art Department for his contact information (215) 968-8425

Cultural Diversity Club (Meetings at Newtown) Inactive status: Contact Student Life to activite today! > Promotes the awareness of cultural diversity on the BCCC campus through social and educational functions and programs.

Advisor: Sarah Jakub (215)497-8757

Dance, Dance, Dance also known as D3 (Meet at the Peraksie Campus) Inactive status: Contact Student Life to activate today!

The purpose of this club shall be to learn, teach, and experience a diversity of dance cultures. The group shall meet at least twice monthly, with additional meetings called when necessary. The time and place of both regular and specially called meetings shall be given appropriate publicity.

Advisor: Jim Fillman , 215-258-7752

Dance Squad (Meetings at Newtown)
The purpose is to enjoy creating and performing dance routines. Some routines are performed at the break of BCCC basketball games

Advisor: Shelli Pentimall , (215) 968-8709

Drama Club (Meetings at Newtown)
Unites drama students and enthusiasts, giving both the opportunity to perform before the College community. Always looking for members from all 3 campuses

Advisor: Jonathan Lee (215) 968-8087

Faith, Hope and Charity (Meetings at Newtown)
Helps fellow students who need a fresh start in life and also to raise funds for community service organizations who help the needy in our community.

Advisor: Betsy Sell, 215-968-8029

Future Teachers Organization (Meet at Newtown and Perkasie)
This organization was formed to give Education majors the opportunity to extend their field of study. To provide a forum for all members of the association an opportunity for discussion of and involvement with matters of Education. Please go to the Future Teachers Organization's website for meeting dates and locations.

Web Site: http://clubs.bucks.edu/fto

Advisor: Kate D,Auria , 215 968-8545

Gay- Straight Alliance (GSA) @ UBC (Meet at the Peraksie)

The purpose is to provide a safe haven for LGBTQA (Lesbian Gay Bisexual Transgender Questioning/Queer Ally) individuals on campus. Furthermore, the club should work towards eliminating societal barriers that prevent LGBTQA members from participating fully in campus live.

Advisor:

Glass Arts Society (Meetings at Newtown)
This is a co-curricular club for students interested in the art of glass blowing and glass sculpture. The Glass Arts Society meets Thursdays at 6:00pm in the 3D Arts Building.

Web Site: http://clubs.bucks.edu/glassart
Advisor: Karl Carter, 215-504-8548

Habitat for Humanity (H4H)@ UBC(Meet at the Peraksie Campus)
Supports the Bucks County Habitat for Humanity organization through volunteer work, fund raising and advocacy.

Advisors: Dr. Rodney Altemose 215-258-7751

Healthy Living Club (Meetings at Newtown) Currently Inactive
To provide programs and activities that promote a healthy lifestyle for the students of Bucks County Community College.

Advisor: TBA

Hub, **The (Meetings at Newtown)**
The purpose of The Hub is to create an environment of recreational gaming available to a wide range of preferences and age groups. Our club is aimed at showing individuals the benefits and excitement of the digital age and its possibilities.

Advisor: Robert Porche 215-504-8577

Hillel (Meetings at Newtown)
Just reactivated! Is open to anyone who is interested in the Jewish faith and culture. We have build a strong relationship with Hillel of Temple University over the years and participate in programs and activities with them and also on our own. We invite you to visit the link below.

Website: http://phillyhillel.org/

Advisor: Vacant

Human Rights Club (Meetings at Newtown)

This club was just reactivated! The purpose is the raise awareness, create activities, and discuss human rights violations happening throughout the world.

Advisor: Check with Student Life brandtc@bucks.edu or 215-

968-8257

Improv Club (Meetings at Newtown)
This clubs purpose is to provide students the opportunity to improve performance skills and perform before the college community.

Advisor: Bill McLaughlin, (215)504-8500 ext. 6825

International Unity (Meetings at Newtown) Inactive status: Contact Student Life at 215-968-8257 to activite today! Shares cultural information with the campus community, to offer help to all students, and to provide an exchange network on campus experience.

Advisor: TBA

InterVarsity Christian Fellowship (Meetings at Newtown)
Is open to anyone who is questioning the credibility of Christianity, the relevance of Jesus Christ or seeking Christian fellowship.

Website: http://www.ivcfbucks.homestead.com

Advisor: Scott Bradshaw, 215-968-8453

Italian Club (Meetings at Newtown)
Is for all interested in Italian culture and language, sponsoring Italian talks, films, concerts, dinners and events.

Advisor: Matthew Rusnak, 215-968-8169

Kappa Beta Delta (Meetings at Newtown)
Is a national honor society for business students who have completed at least 15 semester hours and have earned a GPA that places them in the top 20% of all students in their specific programs.

Advisor: Charles Beem, 215-968-8237

Lower Bucks Programming Council (Meet at the Lower Bucks Campus)
Coordinates and schedules cultural and social events for the student body of the Lower Bucks Campus.

Advisor: Robin Washington Scott 267-685-4802

Marketing Club (Meet at the Lower Bucks Campus)

Advisor: Greg Luce 215-968-8299

Martial Arts (Meetings at Newtown)
Develops skills in several different martial art forms while teaching individuals to work to their fullest potential.

Advisor: David Briggs, 215-968-8444 or Leave a message for David with the Health and Physical Dept. at (215) 968-8450

MHASS: (Mental Health Awareness & Student Support) Currently Inactive

Supporting students with mental health need and raising awareness about mental health issues.

Advisor: Patty Alloway

Night Owls (Meetings held through Facebook)

Night Owls

Provides an opportunity for our students who may only take evening courses a way to connect with other students in a virtual word using Facebook.

Advisor: Brian Henson

Nursing Club (Meetings at Newtown)
Provides meetings for all nursing students to promote unity and general welfare of the members. Members provide at least two community service projects a year.

Advisor: Anne Marie Strecker, 215-968-8318

Open Door Club (Meetings at Newtown)
Provides support to gay, lesbian, bisexual, and transgendered students. The organization promotes awareness and education of their issues as well as fostering an environment of mutual respect and a celebration of the diversity of all people.

Advisor: Max Probxt (215) 968-8274

Phi Theta Kappa (Meetings at Newtown and Perkasie)
Is a national honor society comprised of students with a cumulative average of 3.5 or above. The four hallmarks of the society are Leadership, Scholarship, Service and Fellowship. NEW! PTK is now meeting on our Upper Bucks Campus, Perkasie in addition to our Newtown Campus!

Website: http://www.ptk.org

Advisors: Charles Beem, 215-968-8237

Radio BUX - web radio (Meetings at Newtown)
Priovide educational, entertainment, music, and sports based broadcasts for the college community and offer Bucks students with cutting edge web-based radio experience.

Advisor: John Sheridan, 215-968-8126

Ski Club (Meetings at Newtown)
Welcomes non-skiers to advanced to join in ski outings, meetings, and social activities.

Website: http://clubs.bucks.edu/skiclub

Advisors: TBA

Social Science Club (Meetings at Newtown)
Conducts trips and works with other groups to sponsor social, political, and service activities.

Website: http://clubs.bucks.edu/socsci/sshp.html

Fall 2010 Trip List: http://clubs.bucks.edu/socsci/triplist.html

Advisor: Karen Platts, Penn 301, 215-968-8287

Socratic Society/Active Philosophy Society:

Advisors: Dr. Shah, (215)968-8270, Dr. Cobb, (215)968-8458

STAND- A student lead anti-genocide coalition: Bucks Chapter (Meetings at Newtown)

Our purpose is to educate Bucks students about the genocide that is taking place in Darfur, Sudan, We will advocate for the U.S .government to take action to stop these crime against humanity, and fundraise to help protect men,women, and children who are raped and killed each day as they try and survive.

Website: http://www.standnow.org/

Advisor: Matt Cipriano, 215-968-8257

Students in Free Enterprise (S.I.F.E) (Meetings at Newtown)
Is for students interested in local business activities, networking, and educational projects in the business community.

Website: http://www.sife.org (National Website)
Advisors: Bruce Imber, 215-968-8259

Student Government Association (SGA) (Meetings at Newtown)
Represents the student body to the College Administration, faculty, and Board of Trustees at Bucks County Community College. SGA supports clubs and organizations; promotes participation by the students on college committees and distributes and administers their portion of the college activities fee to clubs and organizations, They meet every Tuesday buring the fall and spring semester at 12:30 in Rollins 112.

Website: http://www.bucks.edu/life/student/government/

Advisor: Matt Cipriano, 215-968-8257

Student Planning Activities (SPA) (Meet at the Perkasie Campus)
Students who create social events and activities for the student body of the Upper Bucks Campus.

Advisors: Rodney Altemose 215 258 7750

Student Programming Board (SPB) (Meetings at Newtown)
Their purpose is strictly dedicated to creating educational, cultural, social, and recreational activities for the students of Bucks using an allocated portion of the Student Activities Fee. The Student Programming Board strives to deliver a diverse array of programming each semester-through the efforts of its officers and committees.

Advisor: Matt Cipriano, 215-968-8257

Student Update / BCTV Club (Meetings at Newtown)
Familiarizes members with broadcasting skills and techniques while producing entertaining and informative programs to the Bucks campuses.

Website: http://clubs.bucks.edu/s_update

Advisor: Ron Feeback, 215-968-8437

Tyler Literary Society (Meetings at Newtown)

Produces the College literary publication issued each semester. Students may submit fiction, drama, poetry, science fiction, criticism, discursive essays, photographs, and drawings.

Advisors: Sharon Estes (215)968-8175 Sarah Jakubs (215)498-8757

UBC Environmental Club (Meeting at the Perkasie Campus)

Bucks students coming together to raise awareness about environmental issues on campus, community, and world

Website: rogue.bucks.edu/~enviro

Advisor: Jim Fillman

Ultimate Frisbee Club (Meetings at Newtown)

The purpose of this club is to offer a new sport to the students at Bucks, meet new friends, play competitively against other teams and to spread the word of Ultimate Frisbee as it is becoming a more popular sport.

Advisor: David Bates 215-968-8399

Veteran's Club:
Provide support, resources, and programs for our returning military men and women and their family members who are current students of Bucks County Community College. Assist Bucks Veterans Club member to meet their goas while attending Bucks. Offe a friendly and supportive environment on each of our campuses.

Advisor: Matt Cipriano 215-968-8257

Women's Studies Club (Meetings at Newtown)
Educates women to empower themselves in relationships in the workplace and home, the political process, and society as a whole by offering support through workshops, speakers, forums, and mentoring from professional women on campus and in the community.

Advisor: Tiffany Andrews, 215-504-8608

Continuing Education & Workforce Development

These programs assist students in acquiring new skills and/or enhancing their existing knowledge in a variety of career areas.

PROFESSIONAL DEVELOPMENT

In addition to providing professional development programs that can increase competencies in a variety of skill areas, Continuing Education and Workforce Development offers specific programming to assist individuals in maintaining their professional credentials:

- Act 48 for Educators (for PA certified educators)
- Allied Health Professionals
- Certified Alcohol Counselors
- Certified Public Accountants
- Child Development Associates
- Food Service
- Information Technology Professionals
- Management
- Nursing
- Radiography
- Real Estate
- Tax Collection
- TOEFL Test Preparation

CENTER OF 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 Lauren Loeffler, 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 the Center for Workforce Development website.

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
- English as a Second 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/actonline.

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 coursesare 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 Continuing Education website.

Courses Open to Challenge by Examination

Department of the Arts · Hicks 123 · 215-968-8425

Bucks Course	Exam	Minimum Score	Credits
MUSC100	CREX	70	3
MUSC111/115	CREX	70	6
MUSC112/116	CREX	70	6
MUSC211/215	CREX	70	6
MUSC212/216	CREX	70	6
VAFA100	CREX	70	3
VAFA192	DSST - Art of the Western World	48	3
VAMM100	CREX	70	3

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

Bucks Course	Exam	Minimum Score	Credits
ACCT103	CREX	70	3
ACCT105	CLEP - Financial Accounting	50	4
MGMT100	DSST - Introduction to Business	46	3
MGMT120	DSST - Business Mathematics	48	3
MGMT130	CLEP - Introductory Business Law	50	3
MGMT140	DSST - Principles of Supervision	46	3
MGMT200	DSST - Organizational Behavior	48	3
MGMT230	CLEP - Principles of Management	50	3
MGMT250	DSST - Human Resource Management	46	3
MKTG100	CLEP - Principles of Marketing	50	3
MEDA140	CREX	70	3

Department of Kinesiology & Sport Studies · Linksz Pavilion 209 · 215-968-8450

Bucks Course	Exam	Minimum Score	Credits
HLTH103	CREX	80	3
HLTH120/120N	CREX	80	3

Department of Language & Literature · Penn 105 · 215-968-8150

Bucks Course	Exam	Minimum Score	Credits
COMP110	CLEP - College Composition	50	3
COMP111	CLEP - Analyzing and Interpreting Literature Only open to Nursing students in lieu of transferring in a successfully completed comparable Composition II course from a regionally accredited college or university.	50	3
COMP114	DSST - Technical Writing	46	3
FREN110/111	CLEP - French Language, Level 1	50	6
FREN201/202	CLEP - French Language, Level 2	59	6 (plus 6 for FREN110/111)
GRMN110/111	CLEP - German Language, Level 1	50	6
GRMN201/202	CLEP - German Language, Level 2	60	6 (plus 6 for GRMN110/111)
LITR205	CLEP - English Literature	50	3
LITR206	CLEP - English Literature	65	3 (plus 3 for LITR205)
LITR231	CLEP - American Literature	50	3
LITR232	CLEP - American Literature	65	3 (plus 3 for LITR231)
SPAN110/111	CLEP - Spanish Language, Level 1	50	6
SPAN201/202	CLEP - Spanish Language, Level 2	63	6 (plus 6 for SPAN110/111)

Professional Studies · Founders 210 · 215-968-8106

Bucks Course	Exam	Minimum Score	Credits
MEDA120	CREX	70	3
NURS101	CREX Only open to LPNs and/or students transferring from other NLNAC accredited Nursing programs.	pass	6
NURS102	CREX Only open to LPNs and/or students transferring from other NLNAC accredited Nursing programs.	pass	6
NURS120	CREX Only open to LPNs and RNs	80	1

Department of Science, Technology, Engineering & Mathematics (STEM) · Founders 113A · 215-968-8305

Bucks Course	Exam	Minimum Score	Credits
CISC100	CREX	70	3
CISC110	CLEP - Information Systems and Computer Applications	50	3

Bucks Course	Exam	Minimum Score	Credits
CISC113	CREX	70	3
CISC115	CREX	70	4
CISC128	CREX	70	4
CISC143	CREX	70	4
MATH101	CLEP - College Mathematics	50	3
MATH115	CREX	70	3
MATH115	DSST - Principles of Statistics	48	3
MATH120	CLEP - College Algebra	50	4
MATH125	CLEP - Precalculus	50	4
MATH140	CLEP - Calculus	50	4
MATH141	CLEP - Calculus	65	4 (plus 4 for MATH140)

Department of Social & Behavioral Science · Penn 301 · 215-968-8270

Bucks Course	Exam	Minimum Score	Credits
CRIJ100	DSST - Criminal Justice	49	3
CRIJ250	DSST - Introduction to Law Enforcement	45	3
ECON111	CLEP - Principles of Macroeconomics	50	3
ECON112	CLEP - Principles of Microeconomics	50	3
HIST111	CLEP - Western Civilization I: Ancient Near East to 1648	50	3
HIST112	CLEP - Western Civilization II: 1648 to the Present	50	3
HIST151	CLEP - History of the United States I	50	3
HIST152	CLEP - History of the United States II	50	3
POLI111	CLEP - American Government	50	3
PSYC110	CLEP - Introductory Psychology	50	3
PSYC180	CLEP - Human Growth and Development	50	3
PSYC190	CLEP - Introduction to Educational Psychology	50	3
SOCI110	CLEP - Introductory Sociology	50	3

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 2014-2015 academic year, approximately 4104 students received some form of financial aid. The total amount of financial aid received by these students exceeded $ 20.4 million.

FINANCIAL AID OFFICE

The Financial Aid Office is located on the first floor of the Linksz 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 Wednesday evening until 7:00p.m.

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 record 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).
(Bucks County Community College's 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 STATE Grant Program may request additional information from any student who would like to be considered for a PHEAA State grant.

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:

U.S. citizens or permanent residents.

Enrolled or planning to enroll for at least six (6) credits, half-time status.

Federal Pell Grant eligibility is extended to less than half-time students.

Enrolled in a major on a degree- seeking basis.

Not in default status on a previously secured student loan.

Making "satisfactory academic progress.

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:

U.S. citizens or permanent residents.

Enrolled or planning to enroll for at least six (6) credits, half-time status.

Federal Pell Grant eligibility is extended to less than half-time students.

enrolled in a major on a degree- seeking basis.

Not in default status on a previously secured student loan.

Making "satisfactory academic progress.

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:

U.S. citizens or permanent residents.

Enrolled or planning to enroll for at least six (6) credits, half-time status.

Federal Pell Grant eligibility is extended to less than half-time students.

Enrolled in a major on a degree- seeking basis.

Not in default status on a previously secured student loan.

Making "satisfactory academic progress.

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:

U.S. citizens or permanent residents.

Enrolled or planning to enroll for at least six (6) credits, half-time status.

Federal Pell Grant eligibility is extended to less than half-time students.

Enrolled in a major on a degree- seeking basis.

Not in default status on a previously secured student loan.

Making "satisfactory academic progress.

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

A Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA

Loan Application or Master Promissory Notes may be completed at www.Studentloans.gov

Entrance Counseling session must be completed at www.Studentloans.gov

A Loan Request Form is available from the Financial Aid Office, on the web under Additional Financial Aid Forms

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

A Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA

Loan Application or Master Promissory Notes may be completed at www.Studentloans.gov

Entrance Counseling session must be completed at www.Studentloans.gov

A Loan Request Form is available from the Financial Aid Office, on the web under Additional Financial Aid Forms

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.

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.

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 May 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 by 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.

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 Web Advisor.

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.

SAMPLE BUDGET

A sample budget, used for financial aid purposes during 2015-2016, for an in-county commuter student living with parents, enrolled at 14 credits per term 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 confirm the information the student reported on the FAFSA is accurate. This is completed by requesting the appropriate information the student and their family used to complete the FAFSA. Usually this is done by requesting tax information 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 complete 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.

Reminder to all students selected for verification. We are no longer able to accept paper copies of you and your spouse's or parental tax returns. We can only accept an IRS Tax Transcript for verification purposes. See link below on suggested ways to request your transcript. We still suggest that you retain copies of all your federal tax documents including tax returns, W-2 forms, 1099 forms, and any schedules submitted with your tax return in case of discrepancies. In addition to tax information, you may also be required to submit proof of separation/divorce, marriage licenses, Social Security ID, birth certificates, driver's license, and proof if you are a non-citizen or other legal documentation as requested to verify conflicting information. Please note that tax documentation may not be required if your FAFSA Application was completed using the IRS Data retrieval tool when you filed. Other verification documents will still be requested from you and your spouse, or parents. Please visit IRS Tax Transcript Request Instructions for more information.

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.

AUDITING A COURSE

Students attending college and Auditing a course are not eligible to receive financial aid. Students must be enrolled in credit courses and receive a grade. Students that enroll as "Audit" do not receive a grade that will be applied towards the completion of their degree and therefore, Audit course(s) cannot be counted in awarding financial aid.

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 July 2011, updated June 2014.

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.

Students who have attended Bucks County Community College for less than (2) two academic years must maintain a grade point average which complies with the following scale:

Credits Attempted G.P.A.
Includes "F" grades, Withdrawals (W) and Incompletes (I) and Transfers (TR)

0-8	no minimum
9-16	at least 1.00
17-30	at least 1.60
31-45	at least 1.75
46 or more	at least 1.85

Once a student attends Bucks County Community College for two (2) academic years* a student must have a grade point average consistent

with graduation requirements. A grade point average that is considered to be consistent with graduation requirements is at least 2.00.

* For example, a student who attends fall 2012, spring 2013, summer 2013 and fall of 2013 has attended two (2) academic years for purposes of this policy. (Combined summer sessions will be treated as one semester.)

In addition to the GPA requirement, a student must successfully complete sixty-seven (67%) (PACE) percent of cumulative attempted credits during their enrollment at the College. Total credits attempted include grades of F, Withdrawals (W), and Incompletes (I) and Transfer Credits (TR).

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.

Repeat courses will be counted towards total credits attempted and total credits completed for determining the required 67% credit (PACE) 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. Financial Aid can be applied only once to repeat any course, where the student has received a passing grade of "A", "B", "C" and "D. Students who have failed "F" or withdrew from a course "W" in any previous attempts are not restricted by this one repeat limit. Finally, the grade earned by retaking a course is the grade, other than W, that is counted in the cumulative grade point average. For more information please review Repeated Coursework.

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. If granted an appeal the student must adhere to all terms of appeal, failure to comply will terminate this exception and student will no longer be eligible.

Students not meeting the satisfactory academic progress requirements according to federal regulations, defined as qualitative (GPA) and quantitative (PACE) may be reinstated for financial aid once they have regained their eligibility as noted on 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.

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 GPA. 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.

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.

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.

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 or 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.

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.

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 the student accounts after they have been awarded. Students must have returned all required forms as requested to be awarded. Payments are not applied or credited until after the refund period has ended for the regular semester. Enrollment in Modular courses may delay the payment of your aid, as students must be in attendance before payments can be made for the semester. Dropping credit hours and/or course withdrawal may result in the revision or cancellation of financial aid awards.

You may be able to charge your books if you have financial aid awards in excess of the amount needed to pay your tuition and fees. If you are able to receive a Bookstore voucher, a notice will appear on your WebAdvisor account under the Student Communication Area, click on My Documents to see if this code is on your account: Book Voucher Eligible. If this code appears on your account and you are currently enrolled, you can go to the Bookstore and purchase your textbooks. The notice will appear the day before the first day of the semester. You can purchase books using this virtual voucher starting the first day of the semester. There is no physical voucher. Bookstore staff will look up your virtual voucher balance in our database. Remember that a photo id is required and you have a designated time frame to use your voucher (typically the first 2 weeks of the regular semester). Vouchers expire as the payment process begins for the full traditional 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. 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, the refund period has ended and there is no change in their enrollment or other eligibility criteria.

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.

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 leaves of absence. 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, or if they have all "F" grades at the end of the semester, or if the student has a combination of grades including any "I" Incompletes 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 or the last date of attendance recorded by the instructor, 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 Eduacationak Opportunity Grants (SEOG) for which a return is required
» Iraq and Afghanistan Service Grant for which a return is required

Motor Vehicle Regulations

MOTOR VEHICLE AND PARKING REGULATIONS

The College's Motor Vehicle Regulations are enacted to increase safety on campus and to provide an orderly process for the operation of motor vehicles. It is the responsibility of all students, faculty and staff to register their vehicle and obey these regulations.

Every vehicle parked on the campuses of Bucks County Community College is required to display a valid parking permit. Vehicles on campus without a parking permit will be subject to ticketing. Permits must be applied for online at bucks.edu/parking . An optional temporary permit may be printed out, placed on the dashboard and is valid for up to 14 days. During that 14-day period, the student or employee should bring his/her vehicle registration and I.D. to the Office of Security and Safety located in Cottage 4. A permanent student or employee parking permit will be issued at that time.

COLLEGE MOTOR VEHICLE REGULATIONS ARE ENFORCED AT ALL TIMES ON ALL CAMPUSES OF BUCKS COUNTY COMMUNITY COLLEGE.

SECTION I

» Operation
» All vehicles parked on campus require a parking permit and must be registered with the Office of Security and Safety.
» BCCC parking permits are free and must be visible at all times.
» You may register as many vehicles as needed, since permits may not be transferred from one vehicle to another.
» Please adhere or hang parking permits behind the interior rear view mirror of the vehicle so they are visible through the front windshield.
» 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.
» Student parking is permitted in Lots A, B, C, D, and E. Parking in the Visitors Lot by either employees or students is prohibited at all times and will result in a fine.
» Permits are valid for the two year period prior to the expiration date printed on the front of the permit.
» Bicycles and mopeds may be parked in the racks provided throughout campus.
» College staff and faculty must park in the specific areas designated for employees.
» Student workers and part-time college employees carrying more than six (6) credits at Bucks County Community College are considered students for parking purposes; they must obtain student parking permits and park in student lots only.
» Visitors should park in the Visitors area of Parking Lot B. (See Section III for detailed information.)
» UNAUTHORIZED PARKING IN HANDICAPPED OR INFIRMARY SPACES WILL RESULT IN A FINE. (See Section III, Paragraph D.)
» Violations
The following are violations of the College's Motor Vehicle Code:
» Parking without a valid permit or improper placement of permit.
» Permit must be displayed on the back of the rear view mirror, inside the vehicle, and must be visible at all times.
» Any alteration or transfer of a parking permit or handicapped permit renders it invalid.
» Parking or driving on grass area.
» Employee or student parking in visitor's area
» Student parked in employee lot
» Employee parked in student lot
» Parking on roadways or on shoulders.
» Unauthorized parking in any designated area.
» Parking in Loading/Unloading zone.
» Parking on crosswalk or within 20 feet of fire hydrants.
» Parking over the white line and/or obstructing two spaces.
» Failure to obey official traffic control signs or directions.
» Parking in fire lanes.
» Reckless driving.
» Unauthorized parking in a designated handicap/reserved infirmary area.

SECTION II SANCTIONS AND FINES

» Fines
» Monetary fines are itemized on all violations notices and are subject to change without notice.
» There are additional charges for towing and/or immobilizing vehicles.
» Unauthorized parking in handicapped/infirmary spaces - $100
» Immobilization Boot - $100
» Parking in Fire Lanes, reckless driving - $50
» Parking without a valid Bucks County Community College permit and most other violations - $15
» Parking with expired permit - $10
» Parking with valid permit not properly displayed - $5
» 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:
» In-person at the Student Accounts Office. The Student Accounts

Office is located in The Hub at the Newtown Campus and is open from 8:30 a.m. to 4:00 p.m. Payments (check or money order) may also be mailed to: BCCC / Student Accounts Office / 275 Swamp Road / Newtown, PA 18940

» Online through Web Advisor

» UNPAID PARKING VIOLATION FINES

» Unpaid parking fines are considered financial obligations to the College and will result in withholding of student records, grades, transcripts, registration, or other official records.

» Employee fines not paid within 45 days will result in suspension of parking privileges. Once suspended, the vehicle is subject to immobilization or towing at the owner's expense.

» The College reserves the right to seek judgment in the Court of the District Justice against a student or employee who fails to satisfy any outstanding obligations levied according to these Motor Vehicle Regulations

» Towing/Immobilization Policy

» 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.

» Any vehicle parked in violation of the motor vehicle regulations issued by Bucks County Community College may be immobilized by use of a wheel boot. Additionally, when a vehicle is determined to have three (3) or more parking violation notices charged against it, paid or unpaid, a boot may be used to immobilize the vehicle. The College will not authorize release of the vehicle to the owner or custodian until a payment of $100 is made to remove the boot and all outstanding fines have been satisfied. In addition, any vehicle subject to towing may be immobilized instead. Flagrant violations of these motor vehicle regulations may result in the loss of parking and vehicle operating privileges 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 remove wheel boots.

» Vehicles left immobilized for longer than 36 hours may be moved to a storage facility. The owner/custodian of the vehicle shall be responsible for immobilization and removal fee as well as any storage fees.

SECTION III PROCEDURES

» Appeals of Violation Notices/Parking Privileges

» Violation Notices may be appealed to a special Traffic Appeals Committee.

Appeals may be filed online at bucks.edu/parking within 14 calendar days of the date of the violation.

An employee whose parking privileges have been suspended, may appeal the suspension to the Traffic Appeals Committee. The employee must file an appeal with the Human Resources Department no later than five (5) working days after the notice of the suspension of parking privileges has been received.

Decisions made by the Traffic Appeals Committee are final.

» 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.

» Visitors to campus must park in the Visitors Area, adjacent to Student Lot B. 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.

» Visitors are subject to all Campus Motor Vehicle Regulations.

» 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.

» Short-term (30 minute) parking spaces are located in front of the Cottages and may be used by anyone who requires 30 minutes or less to transact college business.

» Temporary permits for "Loading and Unloading" are issued yearly to all college departments and budget area`s by the Office of Security and Safety. These permits may be used for a maximum of 30 minutes.

» Parking In the areas outlined above will be timed and strictly enforced. Tickets will be issued to violators.

» Handicapped Parking/Temporary Mobility Impairments

» Permanent Mobility Impairments: Individuals with permanent mobility impairments must have an official Pennsylvania Bureau of Motor Vehicles handicapped license plate or placard 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.

» Temporary Mobility Impairments: Parking arrangements are available to individuals with tem-

porary mobility impairments. Applications for these "Infirmary"spaces are available from the Office of Security and Safety. This type of temporary permits is issued on a per semester basis.

» All reserved infirmary spaces are clearly marked and posted.
» Reserved infirmary parking is available on a first-come, first-served basis.
» Individuals with infirmary permits may not park in handicapped spaces.
» If all reserved infirmary spaces on campus are full, drivers must park in a regular lot.
» Disabled Vehicles
All disabled vehicles should be reported to the Office of Security. 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.
» Overnight Parking
Parking on campus between the hours of 12:00 midnight and 5:00 a.m. is prohibited, except for those who have received prior approval from the Office of Security and Safety. Permission will be granted for disabled vehicles and vehicles belonging to people participating in college sponsored trips. In all cases, the owner/operator should contact the Office of Security and Safety.
» Miscellaneous
» 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.
» Any driver coming on campus to discharge or pick up passengers may do so in the area of Linden Lane designated for that purpose.
» Parking near the baseball field is at your own risk.
» The college is not responsible for the safety of vehicles or their contents.
» Bucks County Community College Motor Vehicle Regulations are in effect at all times.

HANDICAP ACCESS

ELEVATORS

» Founders Hall (right side)
» Library Building
» Pemberton Hall (rear of Admissions)
» Penn Hall (left side)

WHEELCHAIR LIFTS

» Charles E. Rollins Center - outside rear entrance connecting with the Library
» Charles E. Rollins Center - Fireside Lounge

RAMPS

» Handicap Parking Lot - ramp to center of campus and side entrance of Founders Hall
» Hicks Art Center - main entrance
» Cooper Homestead - main entrance
» Penn Hall - right side entrance
» Penn Hall - rear side entrance to lecture halls
» Portable Classrooms - each entrance
» Tyler Hall - front entrance and inside first floor

TDD - TELECOMMUNICATION DEVICES FOR THE DEAF

Charles E. Rollins Center - Disability Services

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 CLOSING INFORMATION

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.

TV AND RADIO CODES

760 - (Newtown) Code number for day classes, including Saturday and Sunday
2760 - (Newtown) Code number for evening classes.
759 - (Upper Bucks Campus) Code number for day classes, including Saturday and Sunday
2759 - (Upper Bucks Campus) Code number for evening classes.
1366 - (Lower Bucks Campus) Code number for day classes, including Saturday and Sunday
2366 - (Lower Bucks Campus) Code number for evening classes.

DELAYED OPENINGS

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.
» Two (2) hour delay - all classes ending prior to 11:00 AM are cancelled. Classes starting prior to 11:00 AM, but ending after 11:00 AM, would be held from 11:00 AM until regular class ending time. To aid Physical Plant in clearing roads/sidewalks, the gates to campus will not be opened until 10:30 AM. Employees and students are not to arrive at the campus prior to 10:30 AM.

NOTE: The College will not open for evening, Saturday or Sunday classes on a delayed basis.

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.·

Online Learning

TYPES OF CLASSES

Online Learning encompasses eLearning and hybrid, as well as face-to-face courses that use online technologies for instruction.

eLEARNING

eLearning courses provide the most flexibility for students, as they are taught completely online. Your class work 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; most follow a schedule provided by the instructor.

HYBRID COURSES

Hybrid courses meet on campus, 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 physical campus locations.

FACE-TO-FACE

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 also conduct 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/DVD drive.
- I usually have no difficulty understanding texts and written assignments.
- I am comfortable using, or learning to use, technology.
- I am comfortable communicating through email and/or discussion boards.
- I can attend 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.

Professors Emeriti

- Dr. Charles E. Rollins President Emeritus*
- Dr. James J. Linksz President Emeritus
- Jon P. Alley
- Evelyn Allison*
- Walt Alvey*
- Dr. Henry W. Anderson*
- Dr. Louis Ansalone*
- Dr. George Armstrong
- James W. Armstrong
- Dr. Barry Ashmen
- Manuel M. Avalos
- Richard E. Averre*
- Gerald J. Azeff
- Ernest W. Bartow
- Robert Bense
- Leonard Berkan
- Dr. Hendrik Booraem
- Selma Bortner
- Edward Boyle*
- William F. Brenner
- Marjorie B. Brody
- Lois Brownell
- Dr. Richard Bullock*
- Mitch Bunkin* (Posthumous)
- Susan Bushnell
- Dr. Jack Byer
- Louis Camp*
- George M. Capuzzi
- William Carman
- Norman D. Cary
- Carl Cassidy
- Kay Chen
- Elaine C. Choate-Demarco*
- Marian Clough*
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- Elizabeth Duffy
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- Dr. Harold J. Goldman
- Thomas Goldman
- Alan S. Goldstein
- Eleanor Green
- Blaine S. Greenfield
- Ellis Greenfield*
- Samuel Greenhalgh*
- Glenn Hall, Dean Emeritus
- Mary A. Hamm*
- Dr. Arlene P. Hantjis
- John E. Harrison
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- Daniel M. Hauser
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- Dr. David J. Johnson*
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- Dee Jones
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- Dr. Paul Phillips
- Maria Pietak
- J. Michael Pilz*
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- Maxine Plummer*
- Marilyn Puchalski
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- Anita Rau*
- Jack Ready*
- William Rech
- David Reifsnyder
- Robert G. Reitz*
- Dr. Jim T. Richard
- Lonzie D. Rinker, Jr.*
- Dr. John D. Rosella
- Lyle L. Rosenberger
- Doug Rosentrater*
- James M. Rubillo
- Margery J. Rutbell
- Donald F. Scales
- Eugene Schaefer, Jr.
- Charlotte A. Schatz
- Esta R. Schwartz
- John Schweizer
- Dr. David Sconyers
- Alfred T. Selva
- George P. Serras
- Nancy A. Sheridan*
- Milton B. Sigel
- Paul D. Simmons*
- Susan Singer
- Patrick J. Skea*
- Dr. John B. Smith*
- Dr. Norman H. Smith
- David Sokoloff*
- Agathe P. Spiropoulos
- Dr. Carol S. Starrels
- Dr. Raymond W. Stedman
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- Morton Tanenbaum
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- Joe Walsh
- Dr. Richard G. Warga
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- Kathleen Webb
- Joan Weiss*
- Helen Weisz
- William H. Wheeler*
- Merritt E. Whitman*
- Garvin F. Williams*
- Dr. Gary Winderman
- Elizabeth V. Winpenny*
- Jo Ellen Winters
- Tony Wolf
- William Woodward
- Michalene Zack
- Thomas E. Zaher
- William J. Zeis
- Mary E. Ziegler*
- Margaret H. Zimmerman*

* deceased

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 enrolled degree-seeking students, Advisor approval is required in order to register for fall and spring courses.

OBTAINING ADVISING

Students are encouraged to seek advising from Faculty Advisors in their academic field of study. In October and March of each semester, enrolled students will be assigned to a faculty advisor. Students are asking to connect with their advisor during the fall or spring semester in order to discuss course progress,

In order to prepare for the advising discussion, students should become familiar with required courses for their program of study and prepare a trial schedule of classes for the upcoming semesters.

Choosing Courses

COURSE SCHEDULING

Courses are offered at a variety of campus locations, times, days and modalities. Students may need to schedule courses during other than morning hours. The large number of students, a limited number of classroom and other instructional spaces, parking, and food service capacities combine to make it impossible for all students to attend the College during the popular morning hours. Courses, therefore, are also scheduled during afternoon and evening hours and on Saturdays, and are open to all students. In addition, courses are offered through on line Learning.

COURSE SELECTION

The ultimate responsibility for course selection rests with the student. The Advisor's function is to help the student identify degree/course requirements, alternatives and to evaluate options.

The Web Advisor Search and Register feature is the most convenient way for students to find available courses at times and locations convenient to them.

PREREQUISITES

A prerequisite is a course condition or requirement which must be met before enrolling in a course. Students are not permitted to enroll in a course without first satisfying the prerequisite. Courses requiring prerequisites are so noted in the College Catalog and course schedules. Requests for the waiver of prerequisites are considered by Assistant Academic Deans.

COREQUISITES

A corequisite is a course which is required to be taken simultaneously with another. For example: Preparatory Chemistry (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 schedules 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.

Course Audit

Students auditing courses are expected to attend classes regularly although they do not take examinations or receive a grade or credits for the courses. Standard tuition and fees are charged for audit registration. If space is limited, preference in registration will be given to those seeking academic credits.

Students wishing to audit the same course more than once must petition the Chairperson of the Department in which the course is offered for permission to register for the course. Under no circumstances, however, may the same course be taken for audit more than three times.

Students may register to audit courses or change their registration from audit to credit only during the specified drop/add period. Please note that if you audit a course you will not be eligible to receive financial aid for that course.

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 encouraged 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 Registration for new students who have been formally accepted to the College begins as early as May for the fall semester or December for the spring semester. Upon completion of placement testing, students are directed to sign up for an advising and registration group session appointment.

How to Make Changes after Registration

CHANGES OF CURRICULUM

Students who wish to change their major can do so using the online form. For questions about changing your major, please contact the Registrar's Office at 215-968-8100 or email registrar@bucks.edu

DROP AND ADD

Each semester begins with a period when courses may be added or dropped with no grade being recorded. Students must complete and submit the

required forms or use their online WebAdvisor 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.

Once the drop/add period ends for a semester, no further adds or late registration is permitted. Students may still withdraw from courses (with a grade of "W" recorded and no refund) until the date specified in the semester calendar. Any request to change to or from "audit" status must be submitted by the end of the drop/add period.

A course that begins later than the first week of a semester is known as a modular course. A modular course may be added no later than one day after 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. An instructor may withdraw students from courses for lack of attendance until the deadline for mid-term grades. Students will be notified by the Office of Admissions, Records, and Registration when a instructor has withdrawn them from class(es). Students may appeal the withdrawal to the Committee on Academic Performance if they believe the instructor-initiated withdrawal is unjustified.

Student-Initiated. From the second week of classes (or its equivalent in summer sessions) until the deadline for student-initiated withdrawal (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 withdraw 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, and in the Office of the Evening Director. If the appeal is denied by the Committee, the student may not withdraw from class. If the appeal is upheld and the instructor agrees with the Committee's decision, the grade will be changed to a withdrawal.

No appeal for a change of a grade to W will be considered after three years have elapsed since the end of the semester or session in which the grade was received.

Students completely withdrawing from the College must secure a clearance from the Financial Aid Office prior to submitting a withdrawal form.

Late Registration

Late registration has been discontinued.

Students must register no later than two (2) days before the start of the term. For course-sections which begin later in the term, students must register at least two (2) days before the start-date of the section.

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 (MGMT135).

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 college 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 online.

- 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, admissions@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
	AESL081 Writing Fundamentals for International Students (students who score into AESL081 must also take AESL083, and AESL085) 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 (high-

est), 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 I or MATH102 Mathematical Concepts II or MGMT120 Business Mathematics
7	Depending upon major and previous coursework: MATH115 Elementary Statistics or MATH117 Finite Mathematics for Businesses or MATH120 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)

In general, a Liberal Arts major could take either MATH101 or MATH102. Each course is independent of the other and either may be taken before the other.

MATH117 is not a preparation for calculus. It is for students in majors in business, biology, information science, and social science.

Students are not permitted to register for a course higher than the score level indicates but may register for lower level courses.

Inquiries about the Math placement test or course should be directed . to the Department of Science, Technology, Engineering & Mathematics, 215-968-8305.

CHEMISTRY PLACEMENT

In order to enroll in CHEM121, students must take and pass the Chemistry Placement Exam irrespective of any prior courses they have taken or degrees they have completed.

Inquiries about the Chemistry placement test or course should be directed to the Department of Science, Technology, Engineering & Mathematics, 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, 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.

Veterans' Registration Policy

VETERANS' COURSE SCHEDULING PREFERENCE POLICY

General:

Bucks County Community College, in support of those that have served our country, will grant Veteran Students course scheduling preference for credit courses. At Bucks, this means that Veteran Students who have been approved for this preference, have no outstanding obligations, and have met all academic advising obligations, will be allowed to register on a designated day(s) prior to the first day of Priority Registration for the general student population (usually mid-April for Fall registration and m id-November for Spring registration). This opportunity is extended to all full-time and part-time Veteran Students, as well as active duty service members, whether or not they are receiving education benefits. In addition, dependents and family members receiving education benefits under the appropriate GIBill® are eligible for this program.

A Veteran Student is a student who:

- Has served in the United States Armed Services, including a Reserve Component and National Guard
- Was discharged or released from such service under conditions other than dishonorable

Course Scheduling Preference is defined as:

- A designated day(s) whereby veterans and/or active duty service members may register for upcoming courses prior to the time when registration is opened to the general student population and/or other select groups of students that qualify for early registration.

If a Veteran Student is enrolled in one of the college's selective admission programs, the veteran student will receive preference provided all other eligibility criteria are equal (for example: GPA, class status, etc.)

Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as define in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at www.education.state.pa.us.

Procedures:

Veterans and/or their dependents or family members currently receiving benefits under the GIBill® are automatically eligible to take advantage of priority registration and will receive an email alerting them to the priority registration dates. Additional notices will be posted on the website, in registration materials, in the catalog and in the Admissions, Records, Registration and Financial Aid Offices,

as well as in other locations throughout the campus including the Veterans' Lounges on each campus.

Veterans who are not currently receiving benefits under the GIBill® and active duty service members must complete the Identification Form for Priority Registration found at http://www.bucks.edu/admissions/records/forms/.

In order to exercise this benefit, a copy of this form, along with the Veteran's DD-214 or other discharge papers, or for active members, a copy of the active duty military ID, must be submitted to the Office of Admissions via one of the following methods:

» Postal mail or in-person delivery to: Bucks County Community College, Admissions Office, Linksz Pavilion, 275 Swamp Road, Newtown, PA, 18940

» Email from your Bucks Student Email Account to: VAbenefits@bucks.edu

Students will receive confirmation of eligibility via their Bucks Student email.

Students will be directed to the Bucks website for a list of Priority Registration Dates.

Questions regarding this policy and/or procedures, should be directed to the Veterans' Coordinator.

Student Life

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 college brings the obvious benefits of peer contact, productivity, and meaningful leisure time. In addition students participating in student organizations and other activities gain the opportunity for practical application and can round out their resume.

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.

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.

Student Life and Athletic 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/

STUDENT LIFE AND ATHLETICS INFORMATION WINDOW

The 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 Information Window is the place to purchase tickets to College events, purchase SEPTA tokens, sign up for a student organization or athletic or intramural team, and pick up the latest issue of the College newspaper, The Centurion.

Serving our community is a what we do best! The Information 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

Athletics

The College offers Division III intercollegiate 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 Pennsylvanina, 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.

FALL SPORTS

Coed Golf

Men's Soccer

Women's Soccer

Equestrian (Hunt seat)

Women's Volleyball

Women's Tennis

VARSITY WINTER SPORTS

Men's Basketball

Women's Basketball

VARSITY SPRING SPORTS

Men's Tennis

Women's Softball

Equestrian (Hunt seat)

Baseball

Coed Golf

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.

FACILITY USAGE:

The tennis courts are available to students when no classes or practices 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 committees include faculty, students, and administrators, as determined by the President.

Administrators are appointed to College committees by the President of the College. Faculty representatives for committees are nominated by the faculty through their representative organization. These nominations are submitted to the President of the College for appointment.

Students are nominated to serve on committees by the Student 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.

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 or Heather.Kouveras@bucks.edu 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.

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 open only to music majors: Brass, Guitar, Piano, Sax, Percussion, Bass, and Woodwind.

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 Direc-

tor of Student Life and Athletic Programs is responsible for holding all Bucks students accountable to the College Code of Conduct which is found under Student Records, Rights & Responsibilities 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 five 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, Student Life and Athletic Programs serves as 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 and Athletic Programs at 215-968-8257 for more information on joining.

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 and Athletic Programs 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 and Athletic Programs coordinates a college-wide volunteer program with the United Way each fall and has a database of Student Life 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.

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.

Student Records, Rights and Responsibilities

Academic Integrity Policy

The expectation at Bucks County Community College is that the principles of truth and honesty will be rigorously followed in all academic endeavors. In support of this aim, Bucks County Community College requires all students to exhibit academic integrity in all their academic work.

A culture of academic integrity is built upon respect for others' work, commitment to doing one's own work, and intolerance for academic dishonesty in all its forms. 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 Academic Integrity Incident Reporting Form within fourteen (14) days of the discovery of an offense. The instructor should complete the Academic Integrity Incident Reporting Form using the Maxient reporting tool, which reports the incident to the Provost. The incident will be recorded, and a notice to the student will be generated and delivered to the Dean of the department in which the charge was made, for signature and delivery to the student. The Provost will also notify the student's Academic Dean and the Vice President, Student Affairs. Instructors should always complete the Academic Integrity Incident Reporting Form as a First Recorded Offense unless contacted by the Office of the Provost to resubmit the Incident Reporting Form as a Second Offense.

No information pertaining to the offense shall be disclosed to external entities such as colleges, employers, or agencies, except upon subpoena or by written permission of the student.

PENALTIES FOR VIOLATIONS

First Recorded Offense

The instructor will:

» Issue an automatic failing grade (F) for the work in question, e.g., quiz, essay, or examination. File the Academic Integrity Incident Reporting Form. The facilitator/impersonator, if enrolled in the course, will be subjected to the same penalty.

» File the Academic Integrity Incident Reporting Form when the student is not enrolled in the course and has impersonated another student or facilitated academic dishonesty.

Second Recorded Offense

The instructor will:

» Issue an automatic failing grade (F) for the course. File the Academic Integrity Incident Reporting Form. The facilitator/impersonator, if enrolled in the course, will be subjected to the same penalty.

» File the Academic Integrity Incident Reporting Form when the student is not enrolled in the course and has impersonated another student or facilitated academic dishonesty.

Third Recorded Offense

Upon receipt of a third offense on the same student or facilitator/impersonator, the Office of the Provost will notify the instructor and the college will take the following action:

» Issue a one-semester suspension from the college.

APPEALS

Appeals to all rulings may be made in writing without fourteen (14) calendar days of the disciplinary action. Appeals pertaining to Penalties for Violations of Academic Integrity should be directed to the Dean of the department in which the course is offered. If resolution is not achieved at that level, final appeal is made to the Provost.

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 award 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. Changes may be submitted in person, through WebAdvisor, by fax, or by email to the Office of Admissions, Records, and Registration from the student's Bucks Student Email account (changes emailed from personal email accounts will not be honored). 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 upper level of the Charles E. Rollins Center. If the transfer institution issues its own form, that is mailed with the Letter of Clearance.

Code of Conduct

STUDENT RESPONSIBILITIES

Purpose: To outline expectations of student conduct that are in keep-

ing with an environment conducive to learning, and to further define the judicial process for violations of the stated code of conduct.

Scope: Applicable to all students.

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.

Students are expected to:

- report to class on time and remain for the duration of the class.
- be responsible for all material covered and announcements made within class, even when absent from class.
- come to class prepared (completed homework and readings).
- refrain from conversations whenever the instructor or another student is speaking.
- maintain an atmosphere conducive to the teaching/learning process.
- silence all electronic devices during class.
- abide by the College's Guide for Responsible Use of Electronic Communication and not abuse the privileges of access to electronic information and communication.
- adhere to classroom policies set by their instructors in the class format/syllabus.
- submit assignments on time (in the proper format), participate in class discussions, and prepare for tests.
- adhere to the College's Academic Integrity Policy.
- abide by college policies related to children on campus.
- refrain from tobacco use in unauthorized areas.
- abide by the Student Code of Conduct contained within this document.
- abide by all college policies.

INFRACTIONS/ VIOLATIONS

The following student actions are Code of Conduct Violations and may result in sanctions:

- Plagiarism or academic cheating.
- Forgery or alteration of the College identification card or records.
- Destruction of, damage to, malicious misuse of, or abuse of College property.
- Destruction of, damage to, malicious misuse of, or abuse of another's personal property on campus.
- Assault upon another person or the threat thereof while on campus or at a college-sponsored off-campus event.
- Theft of College property or personal property on campus.
- Lewd or indecent conduct on campus or at a college-sponsored event.
- Possession, use, or sale of unauthorized narcotics or illegal substances on campus or at a college-sponsored off-campus event.
- Unauthorized use, possession, or sale of firearms or other dangerous weapons on campus.
- Drunk and/or disorderly conduct on campus or at a college-sponsored off-campus event.
- Possession of alcoholic beverages on campus property except where expressly authorized by the President.
- Harassment/ Bullying
- Sexual harassment.
- Failure to provide proper identification of oneself when requested by a College official including security officers, faculty, and staff members.
- Failure to respond to official correspondence and communication from the College.
- Gambling on College property.
- Smoking in unauthorized locations.
- Disruptive behavior or conduct.
- Misrepresentation of proper identification of oneself in the transaction of College business and dealings with College officials and representatives.
- Unauthorized possession of animals on College premises.
- Abuse of privileges of access to electronic information and communication.
- 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:

- Expulsion: permanent separation of the student from the College. Notification will appear on the student's transcript and the official disciplinary file in the Office of Student Life Programs. The individual will also be barred from College premises.
- Suspension: separation of the student from the College for a specified period of time. Notification may appear on the student's transcript. Notification will appear in the official disciplinary file. The individual shall not participate in any College sponsored activity and may be barred from College premises.
- 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.
- Monetary Fines: not to exceed $125. Notification will appear on the student's financial records and in the official disciplinary file.
- 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.
- 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.

PROCEDURES

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).

Non-academic (non-classroom) violations must be filed with the Director, Student Life Programs in the Office of Student Life Programs.

Academic violations regarding plagiarism and cheating must be filed with the Provost/Dean of Academic Affairs.

Academic violations regarding classroom offenses must be filed

with the appropriate Assistant Academic Dean in the Academic Affairs Division. Academic violations regarding classroom offenses in Integration of Knowledge (INTG) classes must be filed with the INTG Coordinator.

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.

If student does not cease the behavior, the faculty member may ask the student to leave the class.

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.

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.

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.

A disciplinary hearing will be conducted by the Assistant Academic Dean or INTG Coordinator who will determine the sanctions, if any.

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:

The hearing was not conducted fairly because the accused student was not given a reasonable opportunity to present their case.

The procedures for the hearing were not properly followed.

The facts presented at the hearing were insufficient to establish responsibility for the violation.

The sanctions imposed were disproportionate to the nature of the offense(s).

New information, that was unavailable at the time of the hearing, has surfaced and would significantly 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:

- Appeals to all rulings must be made in writing within fourteen (14) calendar days of the disciplinary hearing date.
- All academic oriented appeals will be filed with the Provost.
- Non-academic oriented appeals will be filed with the Vice President of Student Affairs.
- 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:

- confidential;
- available for examination by the student upon request;
- held indefinitely;
- excluded from an academic transcript and placement record;
- disclosed to all persons only upon subpoena, by written permission of the student, or as provided for elsewhere in this document.

Approval: President

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 Programs.
- Day-to-day enforcement responsibility rests with all members of the College community including students, faculty, administrators, and staff members.

DISCIPLINE

Any student who exhibits conduct not in keeping with the established standards of the College is subject to penalty with possible fine, probation, suspension, or expulsion from the College. It is the expectation of the faculty and administration of the College that students will grow in maturity and develop the ability to lead and govern themselves.

Electronic Communications Policy

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. Users 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

- Check BucksMail frequently
- Your email account is for your use only.
- Use a secure password and do not share it.
- If you use a mobile device, keep your communications private by using a password lock.
- Use email for lawful purposes only.
- For tutorials and assistance in completing the above procedures, view the Helpdesk website: http://bucks.libguides.com/HelpDeskHome.
- Be courteous.
- 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.
- Open email attachments or click links only within emails from known, trusted sources.
- Even though you might not realize it, email, even BucksMail, 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.

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, disability, ancestry, veteran status, or any other legally protected category.

The College will not tolerate any behavior by staff or students which constitutes sexual harassment of a student. All inquiries regarding the nondiscrimination policy shall be directed to the Executive Director, Human Resources & Equity Compliance Officer, Tyler Hall Room 130, Bucks County Community College, 275 Swamp Road, Newtown, PA 18940, 215-968-8091(phone), 215-504-8506 (fax).

Resolution of Student Concerns

As a comprehensive educational community, Bucks 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 Vice President 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, academic deans, and area administrators can also provide assistance.

Students are encouraged to address concerns in an appropriate and timely manner and to utilize the resources noted above to assist in this process.

PROCEDURE

Students should discuss their concerns/issues with faculty, or at point of origin.

If the issue is not resolved, student should consult with the appropriate academic dean or department head.

If the issue is still unresolved, the student should consult with the Provost for Academic Affairs or the appropriate vice president for non-academic areas.

If a student thinks he/she is not getting a fair hearing or feels the need for an ombudsman, the student should contact the Vice President of Student Affairs.

Student Body Bill of Rights and Responsibilities

RALLIES, FREE SPEECH, AND COMMUNICATION

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.

The placing of signs, posters, and banners shall be in conformity with the regulations set forth in this Catalog.

RIGHTS

Freedom of expression in the classroom.

Protection against improper academic evaluation.

Protection against improper disclosure on the basis of class- room expressions.

Confidentiality of student records.

Freedom of association.

Freedom of inquiry and expression in student organizations.

Freedom of responsible expression in student publications.

Freedom to exercise citizenship rights.

Guarantee of due process in disciplinary proceedings.

RESPONSIBILITIES

Compliance with and support of duly constituted civil authority.

Respect for the rights of others and cooperation to ensure that such rights are guaranteed.

Cooperation to ensure that the will of the majority is implemented after due consideration has been given to contrary points of view.

The exercise of dissent in an orderly manner and within a framework compatible with the orderly resolution of differences.

Active support of College regulations established through the joint efforts of students and faculty leaders.

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 Instructional 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 Director of Athletics, Bucks County Community College, Newtown, PA 18940.

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.

Transcripts

Bucks students receive their grades through their online student account 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.

Transferring

Bucks transfer planning services are offered at all campuses and include individual transfer planning appointments, an extensive web site, and transfer fairs. Educational Planning Advisors/Transfer Specialists 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 Educational Planning Advisors/Transfer Specialists can help you take the steps toward setting your goals and making decisions.

Bucks Transfer Services provides individual transfer planning appointments, 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. See www.bucks.edu/transfer or call 215-968-8031 for more information or to schedule an appointment.

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. Therefore, 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.

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.

Additionally, there are Statewide P2P Articulation Agreements that allow students who graduate with specific associate degrees to transfer as juniors into a bachelor's degrees in similar fields of study at PA TRAC colleges.

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.

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/agreements.

Many schools have given us information specifying how Bucks courses transfer to their colleges. Course Equivalency lists (also at www.bucks.edu/transfer/agreements) can help you choose transferable courses.

Various schools have several types of agreements with Bucks. For more information on Bucks transfer agreements, contact Transfer Services at 215-968-8031 or transfer@bucks.edu, or visit www.bucks.edu/transfer.

Tuition/Expenses

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 @ $140 each credit	$1680
Activity Fee (12 or more credit hours)	$24
Capital Fee (County Resident)	$0
College Service Fee	$25
Technology Support Fee ($35 per credit hr)	$420
Illustrative Total (per semester)	$2149
Other Fees/Costs	
Payment Plan Admin Fee	$30
Return Check Fee	$25
Payment Plan Late Payment Fee	$25

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:

» are indebted to the College.

» 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 the Linksz Pavilion, during regular business hours.

Any checks returned to the College for insufficient funds will be assessed a return check fee in the amount of $25.

Tax Credits

HOPE SCHOLARSHIP

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.

LIFETIME LEARNING

For those beyond the first two years of college, or taking classes part-time to improve or upgrade their job skills, up to $2,000 credit per tax return can be taken. The credit is available for net tuition and fees (less grant aid) on a per-taxpayer (family) basis. Like the Hope tax credit, higher-income families are not eligible.

For specific information, consult a tax advisor or visit www.irs.gov/publications/p970.

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

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.

Course Fees

Certain courses incur additional expenses which are added to the course in the form of "course fees". The course fee is used to defray the additional cost associated with these course offerings.

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, etc. $25 fee.

Technology Support Fee

This fee is assessed to cover the cost of technology resources. It supports such things as computers, Internet access, network infrastructure, and other technical services and resources.

Payment Options

FALL 2017 Tuition and Fees are due at the time of registration.

Pay online with Bucks Self Service

Credit Cards

Cash/checks

Deferred Payment Plan

We offer several ways to pay for your tuition, fees, parking fines, and other bills at Bucks. The recommended method is for you to pay online using Bucks Self Service. However, we also accept payments in person in the form of credit card, cash, check or money order.

If your tuition is paid by a third party, such as an employer or Pennsylvania education fund (529, etc.), it is your responsibility to contact Student Accounts with documentation.

You may be eligible for Financial Aid, including grants, loans, scholarships and work-study employment opportunities. If you haven't already, start the Financial Aid application process as soon as possible.

Veterans should apply for veterans' benefits as well.

CREDIT CARDS

We accept Visa, MasterCard, American Express and Discover via Student Self Service or in person at the Newtown Campus, Linksz Pavilion, 1st floor Room 104.

CASH / CHECKS

Cash / check payments can be made at the Newtown Campus, Linksz Pavilion, 1st floor Room 104. Please note that it usually takes 2 to 3 business days to process cash / check payments.

You can also mail a check to:

Bucks County Community College
275 Swamp Road
Newtown, PA 18940
ATTN: Student Accounts

If you have more than one returned check, we require that you make payments by credit card, money order or cash, only. If you are paying for an overdue balance and are looking to register for the next semester, again, we will only accept payments by credit card, money order or cash.

DEFERRED PAYMENT PLAN

The College offers a Deferred Payment Plan to assist students enrolled in credit courses to meet their financial obligations by providing them with the ability to pay their tuition and fees over an extended period of time. By registering for classes and enrolling in a Deferred Payment Plan early, students will have the ability to spread their financial obligations over a series of payments (up to 6 installments)

To qualify for the deferred payment plan for credit courses, you must:

Be registered for 3 or more credits in a current semester.

Accept the Payment Plan Terms and Conditions.

Make required initial payment.

Payment plans are calculated based on the date of application/enrollment. After your initial payment, your subsequent payments will be due on the 28th of each month. A $25 Late Fee will be charged for each late payment. Once enrolled in a Deferred Payment Plan, details of your payment plan will be viewable by logging onto Bucks Self Service and choosing Financial Information, followed by View Account, and Make Payment.

HOW TO ENROLL:

While Registering via Bucks Self Service (Recommended)

» During the registration process via Bucks Self Service, follow the "Pay for Registration" prompt provided and select "Payment Plan" when presented with the Payment Options screen.

Already Registered? Request Enrollment from Student Accounts

Please contact Student Accounts at accounts@bucks.edu or 215-968-8035.

Enroll By	*Plan Offering
Jun 15th	5 Payments
July 27th	4 Payments
Aug 27th	3 Payments
Sep 27th	2 Payments
Fall	
Enroll By	*Plan Offering
Nov 27th	5 Payments
Dec 27th	4 Payments
Jan 27th	3 Payments
Feb 27th	2 Payments
Spring	
Enroll By	*Plan Offering
April 27th	2 Payments
Summer	

*Includes Initial Payment due at time of enrollment.

Important Notes:

» Payment plan and billing information is sent to College-issued student email addresses.

» If you are enrolling in person, please be prepared to pay the administrative fee and initial installment at that time.

» You must be registered before or within the dates of the payment plan to participate in the deferred payment option. Payment plans are not offered for registration that occurs beyond the enrollment dates for the plan.

To view your plan details, or to make payment on your plan, please visit MyBucks and log in. Next, select Student Self Service and choose Financial Information, followed by View Account, and Make Payment.

NOTE: This information is current as of October 21, 2016 and is subject to change. Please call 215-968-8035 with any questions.

Tuition Refund Policy

Tuition and fees paid for classes cancelled by the College due to insufficient registrations are fully refundable. Other tuition refunds will be processed under the following official policy of the College:

» Official Withdrawal or Drop of courses is effective upon receipt of written notice from the student in the Office of Admissions, Records and Registration.

Official Drop from courses prior to the end of the add/drop period as published on Student Planning:

» 100% refund of Tuition, Capital Fee, Activities Fee and Technology Support Fee. (Note: The College Service Fee is non-refundable).

Official Drop from courses following the add/drop period as published on Student Planning:

» Refunds are based on the actual withdrawal date.

» Refunds Tiers are based on percent completion of a term, and will vary.

» Refunds will be processed according to the semester Refund Schedule(s) posted online

» *To determine your refund: 1) Find the corresponding Start and End date for your course(s) on the semester chart above. 2) Find the official date of your withdrawal or drop within the date ranges of the Refund Tiers.

» Official Drop period ends with the last day of the available refund. Following this date official Withdrawal period begins.

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 Direct Loans

» Subsidized Federal Direct Loans

» Federal Perkins Loans

» Federal Direct 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 br expected to complete courses within the time frame and policy prescribed by college policy. A student receiving financial aid or veteran benefits may be required to elect a particular option in accord with established policies.

TUITION REFUND APPEALS

No refunds will be made after the first week of the semester (or equivalent during summer sessions or modular courses). However, students may appeal their refunds if extenuating circumstances

prevented them from dropping from classes by the refund deadline. The deadline for submitting appeals to Admissions, Records and Registration is by the last day of the semester that the student is appealing.

Students may appeal their refunds (if extenuating circumstances occur) by submitting the appropriate Tuition Appeal Form to the Office of Admissions, Records and Registration.

The application fee and college-services fee are non-refundable.

Tuition, Fees and Expenses

2017 SUMMER TUITION AND FEES ARE DUE AT THE TIME OF REGISTRATION.

Tuition/Fees Academic Year Summer 2017	Residents Of Bucks County	Out-Of-County Residents	Out-Of-State Residents
Tuition per semester credit hour	$140	$280	$420
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
Returned Check Fee	25	25	25

Tuition refunds will be processed under the official policy of the College.

ADDITIONAL FEES AND EXPENSES

BOOKS AND SUPPLIES

(Not applicable at registration) Allow an average of $100 per course

CHEF APPRENTICE COURSES

Students enrolled in certain chef apprentice courses will incur additional expenses listed here.

MUSIC INSTRUCTION & STUDIO ART COURSES

Students enrolled in certain music and art courses will incur additional expenses listed here.

NURSING & MEDICAL ASSISTANT COURSES

Students enrolled in certain nursing and medical assistant courses will incur additional expenses listed here.

ONLINE (DISTANCE EDUCATION) COURSES

There are no special charges for students in online courses. Some courses, do, however, require proctored testing. Proctored testing is available free of charge at the Upper, Lower, and Newtown Campuses. If the College's testing facilities are inaccessible to you, an instructor may offer you the option of proposing an alternative proctor. Most proctors charge for this service; fees vary, and are the responsibility of the student.

PAYMENT OPTIONS

View your payment options here.

RETURNED CHECK FEE

(Students whose checks are returned to the College because of insufficient funds will be assessed a bad check fee of $25 for each occurrence.)

SCIENCE COURSES

Students enrolled in certain science courses will incur additional expenses listed here.

MUSIC INSTRUCTION/STUDIO ART SUPPLIES

Students enrolled in the following courses will incur an additional expense. Any expenses not listed will be the responsibility of the individual student.

- Material Fee: a charge to supply students with comparable materials needed for a course.
- Studio Fee: a charge for studio courses with 4 or more contact hours per week.
- Lesson Fee: a charge for individual music lessons for music majors only.

Course	Material Fee	Studio Fee	Lesson Fee
MUSC 124		$100	
MUSL 100,101			$225
MUSL 111,112,211,212			$450
VACV 135,137,140,145,230,231 ,232,235,238,242		$100	
VACV 246,247	$75	$100	
VAFA 102,105,132, 133, 134, 135, 136, 137, 141,165	$20	$100	
VAFA 109,160,260, 261	$40	$100	
VAFA 147,148	$300	$100	
VAFA 161,181,256, 282	$50	$100	
VAFA 167	$45	$100	
VAFA 246	$150	$100	
VAFA 100,101,103,104,107,108 ,111,171,200,202,242,250,271		$100	
VAFA 168	$25		
VAFW 100,133,136,137,138,14 0,145,180,181		$100	
VAGD 101,102,201		$100	

Course	Material Fee	Studio Fee	Lesson Fee
MUSC 124		$100	
VAMM 100,110,130,209,210,230		$100	
VAPH 110,151	$50	$100	
VAPH 157,257	$75	$100	
VAPH 210,211	$100	$100	
Arts and Music Fees			

NURSING/MEDICAL ASSISTANT COURSE 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.

Course	Course Fee	Lab Fee	Malpractice Fee	Testing Fee
NURS101	$650	$20	$15	TBD
NURS102	$650	$20	$15	TBD
NURS201	$740	$20	$15	TBD
NURS202	$740	$20	$15	TBD
Nursing Fees				

Course	Lab Fee
MEDA 200	$30
MEDA 201	$30
MEDA 203	$30
MEDA 204	$70
Lab Fees	

SCIENCE COURSE FEES

Students enrolled in certain courses will incur additional expenses listed in the table below. Fees listed are subject to change.

Course Number	Course Name	Course Fee
BIOL101	Biological Science I	$94
BIOL102	Biological Science II	$83
BIOL110		$10
BIOL121	Biological Principles I	$145
BIOL122	Biological Principles II	$158
BIOL181	Human Anatomy & Physiology I	$160
BIOL182	Human Anatomy & Physiology II	$151
BIOL220	Principles of Ecology	$130
BIOL228	Microbiology	$169
BIOT105	Intro to Biotechnology	$65
BIOT125	Biotechnology Methods & Techniques	$183
BIOT135		$183
BIOT205	Cell & Tissue Culture	$190
BIOT221	Biomanufacturing	$130
CHEM100	Preparatory Chemistry	$90
CHEM101	Chemistry A	$90
CHEM102	Chemistry B	$155
CHEM121	Chemistry I	$155
CHEM122	Chemistry II	$155
CHEM221	Organic Chemistry I	$135
CHEM222	Organic Chemistry II	$135
CISC110	Intro to Information Systems	$65
CISC113	Visual Basic Programming I	$65
ENGR240	Intro to Circuit Analysis	$130
ENGT240	Applied Circuit Analysis	$130
ENGT241	Applied Analog Electronics	$130
ENGT242	Applied Digital Electronics	$130
NEUR121	Fundamentals of Neuroscience	$130
PHYS106	Physics A	$130
PHYS107	Physics B	$130
PHYS121	Physics I	$130
PHYS122	Physics II	$130
SCIE103	Physical Geology	$65
SCIE105	Intro to Environmental Science	$65

RADI/RADIOGRAPHY COURSE FEES

Students enrolled in certain courses will incur additional expenses listed in the table below. Fees listed are subject to change.

Fee	Courses
$75 each:	RADI 100, 105, 125, 205
$103 each:	RADI 120, 200
$80 each:	RADI 220
Radiography Fees	

CULN/CHEF APPRENTICE COURSE FEES

Students enrolled in certain courses will incur additional expenses listed in the table below. Fees listed are subject to change.

Fee	Courses
$40 each:	CULN 134, 136, 137, 155, 291
$80 each:	CULN 150, 292
$120 each:	CULN 120, 121, 122, 127, 130, 131, 132, 133, 135, 293
Chef Fees	

All tuition and fees are due and payable at time of registration.