



CATALOG ADDENDUM: DECEMBER 2020

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

SECTION 2: MAJORS AND CERTIFICATE PROGRAMS

Majors and Certificate Programs: Descriptions

[Baking and Pastry Certificate Program \(3150\)](#): CULN130 no longer has pre-requisites.

[Chef Apprenticeship Associate of Arts \(Food Emphasis 2056; Pastry Emphasis 2098\)](#): CULN120, CULN130, and CULN131 no longer have pre-requisites.

[Culinary Arts Certificate Program \(3154\)](#): CULN120, CULN130 and CULN131 no longer have pre-requisites.

[Hospitality Management Associate of Arts \(2022\)](#): CULN120, CULN130 and CULN131 no longer have pre-requisites.

[Fine Arts Associate of Fine Arts \(1001\)](#): Superscript F has been updated: “*Any 3-credit studio course with the prefix of VAFA, VACV, VAGD, VAPH, VAFW, and/or VAMM may be selected.*”

SECTION 3: COURSE DESCRIPTIONS

[Hospitality and Tourism Management](#): CULN120 no longer has pre-requisites.

[Chef Apprenticeship](#): CULN120, CULN130 and CULN131 no longer have pre-requisites.

[Basic Food Preparation and Management \(CULN120\)](#): The pre-requisite “Permission of the Department of Business + Innovation” has been removed.

[Baking and Decorating – Techniques and Procedures \(CULN130\)](#): The pre-requisite “Permission of the Department of Business + Innovation” has been removed.

[Buffet Planning and Preparation - Basic \(CULN131\)](#): The pre-requisite “Permission of the Department of Business + Innovation” has been removed.

[Historic Preservation:](#)

- The course description for HIST199 has been updated thus: “The methodology of documenting historic sites is studied and applied to local buildings and structures. Students utilize primary and secondary archival sources and on-site structural analysis to synthesize a property history, place it in historic context, and argue for its significance.”
- The course description for HIST201 has been updated thus: “The course teaches students to see buildings as ever-decaying artifacts in need of vigilant care. Students learn how to steward historic buildings, with special attention paid to period building materials, construction techniques, mechanisms of deterioration and remediation, the building's relationship to its site, and appropriate standards for intervention.”
- The course description for HIST205 has been updated thus: ““This course frames the restoration and rehabilitation of buildings within the context of architectural conservation. Building techniques are stressed.”

[History:](#)

- The course description for HIST199 has been updated thus: “The methodology of documenting historic sites is studied and applied to local buildings and structures. Students utilize primary and secondary archival sources and on-site structural analysis to synthesize a property history, place it in historic context, and argue for its significance.”
- The course description for HIST201 has been updated thus: “The course teaches students to see buildings as ever-decaying artifacts in need of vigilant care. Students learn how to steward historic buildings, with special attention paid to period building materials, construction techniques, mechanisms of deterioration and remediation, the building's relationship to its site, and appropriate standards for intervention.”
- The course description for HIST205 has been updated thus: “This course frames the restoration and rehabilitation of buildings within the context of architectural conservation. Building techniques are stressed.”

Historic Property Research and Documentation (HIST199): The Master Course Outline for HIST199 has been revised:

- I. Course Number and Title
HIST199: Historic Property Research & Documentation
- II. Number of Credits
3
- III. Instructional Minutes
2250
- IV. Pre-req/Co-req
N/A
- V. Other Pertinent Information
Students may be required to take an individual and/or group field trip.
- VI. Course Description
The methodology of documenting historic sites is studied and applied to local buildings and structures. Students utilize primary and secondary archival sources and on-site structural analysis to synthesize a property history, place it in historic context, and argue for its significance.
- VII. Required Course Content
 - A. Course Learning Goals
Students will:
 1. identify various programs of documentation and recognition of historic places;
 2. analyze the frameworks, content, and/or standards of selected registration, survey, and/or documentation programs;
 3. evaluate primary and secondary sources for their credibility, reliability, authority, and utility in understanding a given historical place, person, or event [Information Literacy];
 4. utilize a chain of title developed from deeds, wills, and/or other documents to analyze continuity and change through time [Information Literacy];
 5. create a property history by applying methods and skills associated with archival research, site analysis, drafting floor plans, gathering and capturing images, and composing architectural descriptions; and
 6. synthesize a variety of forms of evidence into an argument for a property's historical significance [Critical Thinking].
 - B. Sequence of Topics
The following thematic topics will be incorporated into the course:
 1. recognition and registers
 2. survey and documentation programs at federal, state, and local levels
 3. architecture: architectural character; evolution of types and styles; vernacular forms; and historic construction methods, materials, ornament
 4. site investigation: the built environment as artifact
 5. architectural analysis and description
 6. archival research methods
 - find and evaluate sources: credibility, reliability, authority

- primary and secondary sources: types and content (e.g., deeds, tax records, maps, newspaper advertisements and articles, estate papers, etc., important to local history research)
 - analog and digital source research techniques
7. documentation and recording techniques (including sketch plans, floor plans, architectural photography)
 8. technology in documentation
 9. historic context(s)
 10. significance and writing a Statement of Significance
 11. National Register of Historic Places: criteria of eligibility and integrity
 12. historic districts and boundaries
 13. layers of history: old places with new stories
- C. Assessment Methods
Attainment of course learning goals may be assessed by one or more of the following:
- Written assignments
 - Discussion responses
 - Quizzes
 - Case study analyses
 - Research-based reports
 - Field experiences
- Students build a nomination for a state or national register, developing appropriate documentation of a historic place and synthesizing archival research with on-site examination of the resource.
- D. Reference, Resource, or Learning Materials to be used by Student:
See course syllabus.

[Building Conservation \(HIST201\)](#): The Master Course Outline for HIST201 has been revised:

- I. Course Number and Title
HIST201: Building Conservation
- II. Number of Credits
3
- III. Instructional Minutes
2250
- IV. Pre-req/Co-req
N/A
- V. Other Pertinent Information
Students may be required to take an individual and/or group field trip.
- VI. Course Description
The course teaches students to see buildings as ever-decaying artifacts in need of vigilant care. Students learn how to steward historic buildings, with special attention paid to period

building materials, construction techniques, mechanisms of deterioration and remediation, the building's relationship to its site, and appropriate standards for intervention.

VII. Required Course Content

A. Course Learning Goals

Students will:

1. Describe materials and methods used in the construction of historic buildings, noting their continuity and change through time;
2. Apply knowledge of historic construction technologies to date components of historic structures;
3. Differentiate among forms of intervention appropriate to historic places using recognized standards and regulations;
4. Explain how the integrity of historic fabric can impact a place's historic significance; and
5. Synthesize on-site observation of material components with knowledge of appropriate architectural conservation techniques to develop a conditions survey and treatment recommendations.

B. Sequence of Topics

The following thematic topics will be incorporated into the course:

1. Historic preservation and architectural conservation philosophy
2. Secretary of the Interior's Guidelines and Standards
3. Architectural styles and building technology
4. Building materials as historical evidence
5. Historic structural systems
6. Historic environmental systems
7. Materials science overview: properties of building materials, microstructure and its relationship to performance and ultimate failure
8. Deterioration mechanisms
9. Historic fabric and integrity assessment
10. Documentation of degradation and making recommendations for treatment
11. In-kind and substitute materials
12. Technology and architectural conservation
13. Architectural conservation and today's environmental challenges

C. Assessment Methods

Attainment of course learning goals may be assessed by one or more of the following:

- Written assignments
- Discussion responses
- Quizzes
- Case study analyses
- Research-based reports
- Field experiences

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

See course syllabus.

[Principles of Restoration and Rehabilitation \(HIST205\)](#): The course description has been updated: “This course frames the restoration and rehabilitation of buildings within the context of architectural conservation. Building techniques are stressed.”

[Principles of Marketing \(MKTG215\)](#): The Master Course Outline for MKTG215, Section VII. Required Course Content and Direction, has been updated as follows:

VII. Required Course Content and Direction

A. COURSE LEARNING GOALS

Students will:

1. define marketing and the marketing concepts including the marketing mix, promotional mix, and related utilities;
2. analyze factors in marketing’s external environment;
3. explain the importance of market research and related analytics;
4. evaluate the factors affecting consumer behavior;
5. define consumer and business markets, their segmentation, channel alternatives, new product development and the product life cycle;
6. describe ethical and social responsibility issues related to marketing; and
7. explain how trends, global perspectives, and changing technologies impact marketing efforts.

B. PLANNED SEQUENCE OF TOPICS AND/OR LEARNING ACTIVITIES

The following topics are presented:

1. strategic planning process
2. the environment of marketing
3. global marketing considerations
4. ethics and social responsibility
5. consumer decision-making process
6. business-to-business marketing
7. target marketing and market segmentation
8. marketing research
9. developing and managing products
10. nonprofit organization marketing
11. customer value and customer satisfaction
12. physical distribution and distribution channels
13. supply chain
14. promotion, advertising, personal selling, and public relations
15. pricing products and pricing policies
16. Digital marketing

C. ASSESSMENT METHODS FOR COURSE LEARNING GOALS

Course learning goals are assessed using a variety of quizzes, tests, projects, and performance-based tasks, as specified by the area faculty and described in the individual instructor’s course syllabus.

D. REFERENCE, RESOURCE, OR LEARNING MATERIALS TO BE USED BY STUDENT:

Text(s) as selected by the full-time Management/Marketing Area faculty.

Students use educational resources as specified in the individual instructor’s syllabus.

[Real Estate Practice and Liability \(REAL102\)](#): The course REAL102 Real Estate Practice (2 credits) has been revised to Real Estate Practice and Liability (3 credits). The Master Course Outline has been revised as follows:

I. Course Number and Title
REAL102 Real Estate Practice and Liability

II. Number of Credits
3

III. Number of Instructional Minutes
2250

IV. Prerequisites
REAL101 (C or better)

Corequisites
None

V. Other Pertinent Information
This course will utilize a learning management space to supplement course materials. Successful completion of REAL101 Real Estate Fundamentals and REAL102 Real Estate Practice and Liability is required to sit for the Pennsylvania Real Estate Salesperson License Examination.

VI. Catalog Course Description
This course is designed to provide students with an overview of real estate license law/rules, legal liability, and risk reduction in Pennsylvania. Specific topics include negligence, fraud, and government rules/laws. Students learn key areas of potential liability, avoiding liability, and how to identify/understand the role of government/laws.

VII. Required Course Content and Direction

1. Course Learning Goals

Students will:

1. Identify the basic techniques, procedures, regulations and ethics involved in a residential real estate transaction;
2. Accurately complete the forms and documents used in real estate transactions and complete the required documents;
3. Explain the basic concepts of real estate practices in Pennsylvania, including fair housing, listing, settlement and surveys;
4. Analyze areas of potential liability and steps to avoid such liability in Pennsylvania; and
5. Identify the role of government and the laws that can impact a buyers' rights and interests in real property.

2. Planned Sequence of Topics and/or Learning Activities

The following topics are presented:

1. Residential brokerage
2. Real estate transactions and related documents
3. Fair housing
4. Listing
5. Settlement
6. Surveys
7. Negligence

8. Negligent representation
9. Fraud
10. Limiting Liability
11. Government role and laws

3. Assessment Methods for Course Learning Goals

Exams, quizzes, classroom exercises, class or online participation, and/or projects as specified by the area faculty and described in the individual instructor's course syllabus will be utilized.

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

See course syllabus.

Real Estate: The course name for REAL102 has been revised to “Real Estate Practice and Liability”; the credits have been revised to “3 credits”; and the course description has been revised: “This course is designed to provide students with an overview of real estate license law/rules, legal liability, and risk reduction in Pennsylvania. Specific topics include negligence, fraud, and government rules/laws. Students learn key areas of potential liability, avoiding liability, and how to identify/understand the role of government/laws.”

Real Estate Courses: The course name for REAL102 has been revised to “Real Estate Practice and Liability.”

SECTION 4: COLLEGE INFORMATION

Academic Policies

Academic Restart: The Academic Restart Policy has been updated:

Academic Restart is designed for students who attended Bucks County Community College in the past and compiled an unsuccessful academic record. The Academic Restart Program provides eligible students with an opportunity to redirect their academic goals or to renew their college careers. Before pursuing an Academic Restart, students must meet with Bucks Counselor, Professional Advisor, or Academic Success Coordinator, to discuss all options for grade improvement. All those who are interested should be aware of the following:

- This **One-Time-Only** option permits students to reset the Bucks County Community College Cumulative Grade Point Average (CGPA) and cumulative credits earned to zero **for D and F** grades.
- While coursework history is reflected on the transcript, associated **D and F grades** are not counted in the CGPA. The record of previously taken courses and the grades earned in those courses will remain on the official and unofficial transcript.
- The Bucks County Community College Academic Restart Program; only impacts courses that earned a **D and F grade**. Credits earned by evaluation, transfer from other schools,

CLEP, the Life Learning Experience Assessment Program, Military Experience, Advanced Placement, and Corporate Training are not affected.

- Bucks County Community College courses with an earned grade of A-C, will remain as part of the calculation of the CGPA and eligible for credits earned.
- Students must apply **BEFORE** the Academic Restart process can begin and be granted.

To be eligible for the program, you must meet these criteria:

You have not been enrolled at Bucks County Community College for a period of **three (3) consecutive years** (six (6) academic semesters).

You were **never previously granted** an Academic Restart.

Enroll and complete a minimum of seven (7) credits within their first year and maintain a minimum of a 2.0 GPA. Students may not take more than 13 credits in their first semester.

Students **must** enroll and successfully complete COLL 101 College Success Seminar. If previously taken, students **must** enroll in COLL 105 Strategic Learning Seminar within the year of applying for the Academic Restart.

Students have **one (1) year** from application to meet the above requirements as listed in this section.

To inquire about the Academic Restart Program, you can email counseling@bucks.edu to meet with a Bucks counselor.