

2019-20 Bucks County Community College Catalog





College Calendar

Bucks County Community College's academic calendar is available each year in printed form in semester schedules and on the college website:

www.bucks.edu/calendar

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

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

Section 1: Introduction to Bucks

Message from the President

Welcome to Bucks County Community College. I invite you to explore our web site to learn more about the college.

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

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

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

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

Regards,



Stephanie Shanblatt,

Ph. D President



Campus Sites

- Bucks County Community College offers a wide range of academic programs, services, and facilities right in your neighborhood. Classes are held at our beautiful 200-acre campus in Newtown, our Upper Bucks Campus in Perkasie, and the Gene and Marlene Epstein Campus at Lower Bucks.
- What's more, our Virtual Campus allows you to take courses online. Non-credit continuing education opportunities, including workforce development training, are available as well. With all these convenient and affordable options, it's clear that Bucks is the SMART choice!

Newtown Campus | 275 Swamp Road • Newtown, PA • 215-968-8000

Nearly 80 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 kitchens, workshops, TV studios, Zlock Performing Arts Center, Fitness Center, and gymnasium. Located adjacent to Tyler State Park, minutes from Interstate 95

Lower Bucks Campus | 1304 Veterans Highway • Bristol, PA • 267-685-4800

Students can complete associate degree programs in Business Administration, Criminal Justice, Liberal Arts, Radiography, and Medical Lab Technician, plus a certificate program in Phlebotomy. Students may also take a variety of continuing education and workforce development courses for personal enrichment (example: art studio courses) or professional development (example: Microsoft software training through our IT Academy).

The environmentally friendly campus includes classrooms, computer labs, health science 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 • 215-258-7700

Students can complete associate degree programs in Business Administration, Communication Studies, Education, and Liberal Arts, plus a non-credit Practical Nursing program, a certificate program in Phlebotomy, and continuing and workforce education.

Facilities include the Hickes 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 | www.bucks.edu/online • 215-968-8052

Twenty-one associate degrees and six credit certificate programs can be completed in their entirety through eLearning courses.

Accreditations and Approvals

Bucks County Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. The Commission on Higher Education is an institutional accrediting agency recognized by the U. S. Secretary of Education and the Commission on Postsecondary Accreditation.

In addition, Bucks County Community College is an accredited institutional member of the National Association of Schools of Music (NASM) and of the National Association of Schools of Art and Design (NASAD). The Business + Innovation department is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). The Paralegal area is approved by the American Bar Association (ABA). Associate Degree Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the PA State Board of Nursing. The Practical Nursing Program is approved by the Commonwealth of Pennsylvania State Board of Nursing. In addition, the Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the Medical Laboratory Technician program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS).

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.

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.

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

Institutional Goals

The goals of Bucks County Community College are to:

- engage students in an academic experience that prepares them for successful pursuit of

- higher degrees and lives of lifelong learning
- equip students with the skills to secure employment in their fields, and the knowledge to readily adapt and respond to the changing needs of tomorrow's workplace
- provide support and services
- to help students reach academic success
- develop the social and ethical responsibility of our students
- continue to improve our teaching, learning, service, and technical expertise
- enrich the intellectual, cultural, and recreational life of the community.

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.

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 Links Pavilion in 2012, dedicated to Dr. James Links, the college's second president.

Bucks has also added a 38,000-square foot Science Center, opening in 2017 and a Culinar Lab to provide more classrooms and laboratories as well as a complete renovation of Founders Hall for the STEM (Science, Technology, Engineering, and Mathematics) Department. In addition, the Advising and Transfer Center, along with Career Services, can be found in newly renovated spaces on the 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 Perkasi, which first opened in 1999, completed a 26,000 square-foot expansion in 2010.

BCCC Foundation

The Bucks County Community College Foundation was established in 1982 as a non-profit educational trust under Section 501(c)(3) of the Internal Revenue Code to provide expanded resources for the growth and development of Bucks County Community College.

In its quest to advance the College as a community of excellence, the Foundation proactively approaches the private sector of the Bucks County community to secure financial support and other assistance. This community support enhances the College's ongoing activities and programs as well as initiates new services and programs not adequately funded through traditional sources.

Foundation funds support instructional resources, campus facilities, scholarships and awards, cultural activities and special College projects. The Foundation assists donors in creating the maximum benefit from their gifts, thereby enabling immediate and endowment goals to be enjoyed by both the College and the benefactor.

In addition to soliciting and receiving funds and other gifts on behalf of the College, the Foundation encourages community awareness through special events, such as the annual Tyler Tasting Party and Golf Classic.

The Foundation is administered by an executive director and governed by a board of directors. These volunteers are leaders in business, industry, education, health care, community services and the arts throughout Bucks County. For more information about the Foundation, call 215-968-8224, e-mail: foundation@bucks.edu, or visit the web site at bucks.edu/foundation

c

Medical Coding/Billing
CERTIFICATE PROGRAM
Curriculum Code No. 3174

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 112 • Phone 215-968-8353 (option 3)

Graduates of the Medical Coding/Billing Certificate program will be prepared for positions as ambulatory care coders (Current ICD Curriculum, CPT/HCPCs), as well as billers, patient accounts representatives, and other support positions in medical offices, hospitals, and other health care facilities. Upon program completion, graduates are qualified to take the Certified Coding Specialist - Physician's Office - National Certification Examination conducted by the American Health Information Management Association (AHIMA), and the Certified Professional Coder (CPC) National Certification Examination conducted by the American Academy of Professional Coders.

Graduates of this program are able to

- process, analyze, and report health information;
- classify, code, and index diagnoses and procedures;
- coordinate information for cost control, quality management, statistics, marketing, and planning;
- monitor governmental and non-governmental standards and facilitate research; and
- design system controls to monitor patient information security.

CERTIFICATE REQUIREMENTS

Course	Credits
<u>COLL101</u> College Success Seminar	1
<u>MEDA140</u> Keyboarding and Document	3

Course	Credits
Processing ^A	
<u>BIOL115</u> Basic Human Anatomy	3
<u>MEDA120</u> Medical Terminology ^A	3
<u>HITT190</u> Introduction to Health Information Technology	3
<u>HITT105</u> Legal Aspects of Health Information Technology	3
<u>HITT217</u> Medical Insurance & Reimbursement ^B	3
<u>HITT285</u> Medical Coding/Billing Externship ^C	3
<u>HITT297</u> Medical Coding ^B	3
<u>HITT298</u> Advanced Procedural Coding ^B	3
<u>HITT299</u> 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 Health Sciences.

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 Laboratory Technician Occupational Major

Health Sciences

Lower Bucks Campus • Phone 267-685-4832

Curriculum Code No. **2203**

This associate of applied science degree prepares the graduate entering the profession of medical laboratory science. 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 Society for Clinical Pathology (ASCP) examination for credentialing and to seek employment as a medical laboratory technician.

Essential Functions

MLT Program Outcomes

Graduates of this program are able to

- Collaborate with diverse health care team members to provide patient care and perform quality, cost-effective laboratory procedures;
- Incorporate concepts learned through classroom instruction and clinical practice to ensure accurate, meaningful laboratory results that reflect current standards of care;
- Practice responsibly in compliance with ethical, social, legal and regulatory requirements of medical laboratory science professionals;
- Utilize appropriate methods for the basic operation and troubleshooting of laboratory instrumentation and information systems;
- Integrate current technologies and procedures into clinical practice

ADMISSION PROCEDURES

The MLT application window is now closed. Applications will be accepted again starting Dec 16 2020 This is a restricted program with limited enrollment capacity.

1. To begin the MLT program application process, you must be enrolled as a BCCC student.
2. Conditional approval will be based on the completion of 30 credits from the courses in the general education framework, listed below. The GPA for the 30 credits must be 2.75 or better, and must include BIOL181, 182, 228, and CHEM101. BIOL228 may be registered for, but not yet taken, when applying to program.
 - BIOL181 Anatomy & Physiology I*
 - BIOL182 Anatomy & Physiology II*

- BIOL228 Microbiology*
- CHEM101 Chemistry A
- COLL101 College Success Seminar
- COMM110 Effective Speaking**
- COMP110 English Composition I
- COMP114 Technical Writing
- Humanities Elective**
- MATH120 College Algebra
- PSYC110 Intro to Psychology
- MEDA120 Medical Terminology

*Courses must be taken within past 7 years

**Courses may be completed in spring of MLT (second) year

3. Conditional acceptance will be mailed to you by the end of March; the MLT program begins in the summer. MDLB classes are required to be taken as listed under RECOMMENDED SEMESTER SEQUENCE

4. Please send the names and emails of two references such as supervisors or faculty.

5. In order to register for MDLB220, students must have completed and uploaded the following: State, FBI and child abuse clearances; physical exam form including hepatitis and flu immunization and 2-step PPD status or quantiferon gold test. Students must have Healthcare Provider CPR training and must remain current through entirety of program. The 10-parameter drug screen with extended opiates is to be completed thirty days prior to their first clinical day.

DEGREE COURSE REQUIREMENTS

Course	Credits
Arts/Humanities ^{C,1}	3
<u>BIOL181</u> Human Anatomy and Physiology I ^{C,7}	4
<u>BIOL182</u> Human Anatomy and Physiology II ^A	4
<u>BIOL228</u> Microbiology ^A	4
<u>CHEM101</u> Chemistry A ^{B,2,6,7}	4
<u>COLL101</u> College Success Seminar	1

Course	Credits
COMM110 Effective Speaking ^{B,4,5}	3
COMP110 English Composition I ^{B,2,10}	3
COMP114 Technical Writing ^A	3
MATH120 College Algebra ^{B,6}	4
MEDA120 Medical Terminology ^B	3
MDLB101 Introduction to Medical Laboratory ^A	3
MDLB201 Immunology ^A	3
MDLB205 Immunohematology ^A	4
MDLB210 Diagnostic Microbiology ^A	4
MDLB215 Clinical Chemistry ^{A,9}	4
MDLB220 Hematology ^A	4
MDLB225 MLT Seminar ^A	3
MDLB230 Medical Lab Clinical I ^A	2
MDLB235 Medical Lab Clinical II ^A	2
PSYC110 Intro to Psychology ^{B,2,3,8}	3
Total Credit Hours	68

Please note: MLT specific courses (MDLB) are held weekdays face-to-face

^A Course requires prerequisites.

^B Placement testing required.

^C [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.

Meeting, Convention, and Event Planning **ASSOCIATE OF ARTS**

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 and Innovation

Grupp 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
<u>CISC100</u> Digital Literacy ⁹	3
OR	
<u>CISC110</u> Introduction to Information Systems ^{A,B,9}	3
<u>COLL101</u> College Success Seminar	1
<u>COMM110</u> Effective Speaking ^{A,B,4,5}	3
<u>COMP110</u> English Composition I ^{A,B,2,10}	3
<u>CULN130</u> Baking & Decorating-Techniques & Procedures ^{B,1}	3
<u>HLTH120</u> Nutrition ^{2,4,7}	3
<u>HOSP100</u> Introduction to Hospitality Management	3
<u>HOSP110</u> Hospitality Financial Management ^B	3
<u>HOSP111</u> Conference and Business Meeting Planning	3
<u>HOSP200</u> Hotel & Lodging Operations Management ^B	3
<u>HOSP210</u> Hospitality Internship ^{B,C}	3

Course	Credits
MGMT100 Introduction to Business ^{2,3,4,8}	3
MGMT120 Business Mathematics ^{A,B,6}	3
MGMT130 Business Law	3
MGMT135 Business Communication ^{A,B,2,4,10}	3
MKTG215 Principles of Marketing ^B	3
MKTG110 Selling	3
MKTG112 Customer Experience	3
MKTG220 Marketing on the Internet	3
MKTG230 Social Media Marketing	3
Foreign Language ^{D,1,3}	3
Total Credit Hours	61

Meeting, Convention & Event Planning

Curriculum Code No. 3172

[Gainful Employment disclosure information](#) is available for this program of study.

Department of Business + Innovation

Grupp 401 • Phone (215) 968-8227

This certificate program prepares students for such careers as travel agents, travel, conference and meeting planners for hotels, conference centers and catering companies, and meeting organizers and independent meeting planners. Students who complete this program may apply

these credits toward the completion of the 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
<u>CISC100</u> Introduction to Computers	3
OR	
<u>CISC110</u> Introduction to Information Systems ^{A,B}	3
<u>COLL101</u> College Success Seminar	1
<u>HOSP100</u> Introduction to Hospitality Management	3
<u>HOSP111</u> Conference and Meeting Planning	3
<u>HOSP210</u> Hospitality Internship ^{B,C}	3
<u>MGMT135</u> Business Communication ^{A,B}	3
<u>MKTG110</u> Selling	3
<u>MKTG230</u> Social Media Marketing	3
Total Credit Hours	22

^a Placement testing required
^b Course requires prerequisite.
^c Approval from program faculty advisor required.

Multimedia & Digital Arts

TRANSFER MAJOR

Curriculum code No. 1175

Students interested in Multimedia & Digital Arts at Bucks need to meet with a Visual Arts faculty member for advising. Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services Office early in their academic program to determine which courses will transfer to the college of their choice.

Arts Department

Hicks Art Center • Phone (215) 968-8425

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 courses (e.g. VAMM100, VAMM110, VAPH110, 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.

Full time day students entering as visual arts and digital arts 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
<u>COLL101</u> College Success Seminar	1
<u>VACV140</u> Digital Editing	3
<u>VACV145</u> Filmmaking	3
<u>VACV230</u> Motion Graphics ^D	3
<u>VAFA100</u> Drawing Fundamentals ^D	
OR	
<u>VAFA111</u> Drawing Basics ¹	3
<u>VAMM100</u> Digital Imaging ¹	3
<u>VAMM110</u> Web and Interactive Design ^D	3
<u>VAMM120</u> Interface Design	3
<u>VAMM130</u> 3D Modeling Concepts ^D	3

Course	Credits
<u>VAMM209</u> Multimedia Concepts I ^D	3
<u>VAMM250</u> Digital Arts Portfolio Studio ^{D,5,9}	3
<u>VAPH110</u> Digital Photography Fundamentals	3
<u>COMP110</u> English Composition I ^{A,10}	3
<u>COMP111</u> English Composition II ^{D,2,4,10}	3
Art or Film 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

PROGRAM ELECTIVE COURSES (SELECT AT LEAST 9 CREDITS)

Course	Credits
<u>CISC113</u> Visual Basic Programming ^{A,D}	3
<u>CISC115</u> Computer Science 1 ^{A,D}	3
<u>CISC135</u> Programming for Mobile Devices ^D	3
<u>COMM111</u>	3

Course**Credits**

Media and Society

<u>MGMT100</u> Introduction to Business	3
<u>MGMT155</u> Introduction to Entrepreneurship	3
<u>MKTG220</u> Digital Marketing	3
<u>MKTG230</u> Social Media Marketing	3
<u>MUSC124</u> Music Technology	3
<u>VACV141</u> Art of Independent Cinema ^A	3
<u>VACV142</u> Art of Theatrical Cinema ^A	3
<u>VACV231</u> Video Film Production ^D	3
<u>VACV238</u> Cinematography ^D	3
<u>VACV247</u> Advanced Cinema Video Production ^D	3
<u>VAGD101</u> Layout and Typography ^D	3
<u>VAGD102</u> Illustration: Drawing and Digital ^D	3
<u>VAFA100</u> Drawing Fundamentals ^{A,D}	3
<u>VAFA104</u>	3

Course**Credits**2-D Design Color ^D

VAF191
Art History Before
1450 ^{A,D}

3

VAF192
Art History After
1450 ^{A,D}

3

VAF193
Modern Art History ^{A,D}

3

VAPH196
History of
Photography ^{A,D}

3

VAPH210
Digital Photography II ^D

3

VAPH211
Studio Light ^D

3

^A Placement testing required.^B Any of the following may be chosen: SCIE101, SCIE102, SCIE104, CHEM101.^C Any of the following may be chosen: VAF191, VAF192, VAF193, VACV142, VAPH196.^D Course requires prerequisite.^E Any of the following may be chosen: COMM111, ECON111, GEOG110, 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**

Curriculum Code No . 1019

*Students interested in Music at Bucks need to meet with a music faculty member for advising.**Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer Services office early in their academic program to determine which courses will transfer to the college of their choice.***Arts Department***Hicks 125 • Phone (215) 968-8425*

School of Music Area

Hicks 208 • Phone (215) 968-8425

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
<u>COLL101</u> College Success Seminar	1
<u>COMP110</u> English Composition I ^{A,C,10}	3
<u>COMP111</u> English Composition II ^{C,2,4,10}	3
<u>MUSC103</u> World Music ^{3,8}	3
<u>MUSC111</u> Music Theory I ^{B,C}	3
<u>MUSC112</u> Music Theory II ^{B,C}	3
<u>MUSC115</u> Ear Training I ^{B,C}	3
<u>MUSC116</u> Ear Training II ^{B,C}	3
<u>MUSC124</u> Music Technology ⁹	3
<u>MUSC201</u> Musical Styles and Literature: Music before 1750 ^{B,C}	3
<u>MUSC202</u> Musical Styles and Literature: Music after 1750 ^{B,C,5}	3
<u>MUSC211</u> Music Theory III ^{B,C}	3
<u>MUSC212</u> Music Theory IV ^{B,C}	3
<u>MUSC215</u> Ear Training III ^{B,C}	3

Course	Credits
<u>MUSC216</u> Ear Training IV ^{B,C}	3
<u>MUSE101</u> Concert Choir ^B	1
<u>MUSG165</u> Group Instruction in Piano Level I ^B	1
<u>MUSL111</u> Principal Lesson I ^{B,C}	2
<u>MUSL112</u> Principal Lesson II ^{B,C}	2
<u>MUSL211</u> Principal Lesson III ^{B,C}	2
<u>MUSL212</u> Principal Lesson IV ^{B,C}	2
Math/Science ^{A,D,6,7}	3/4
Ensembles ^{B,E}	3
Musical Survey ^{F,1}	3
Total Credit Hours	62/63

^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, SCIE104, 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.

Neuroscience

TRANSFER MAJOR

Curriculum Code No. 1194

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 110 • Phone: 968-8305

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
<u>BIOL121</u> Biological Principles I ^F	4
<u>BIOL122</u> Biological Principles II ^F	4
<u>CHEM121</u> Chemistry I ^{A,F,7}	4
<u>CHEM122</u> Chemistry II ^F	4
<u>COLL101</u> College Success Seminar	1
<u>COMM110</u> Effective Speaking ^{F,2,4,5}	3
<u>COMP110</u> English Composition I ^{A,F,2,10}	3
<u>COMP111</u>	3

Course	Credits
English Composition II ^{F,2,4,10}	
<u>MATH115</u> Elementary Statistics ^{A,F,6}	3
<u>MATH120</u> College Algebra ^{A,B,F,6}	4
<u>MATH122</u> Trigonometry and Analytical Geometry ^{A,C,F,6}	3
<u>NEUR121</u> Fundamentals of Neuroscience ^F	4
<u>NEUR122</u> Clinical Neuroscience ^F	3
<u>PHIL125</u> Basic Problems of Philosophy ^{1,2,3}	3
<u>PSYC110</u> Introduction to Psychology ^{A,F,2,3,8}	3
<u>PSYC215</u> Introductory Psychological Statistics ^{F,9}	4
Psychology Elective ^{D,F}	3
Free Elective ^E	6
Total Credit Hours	62

^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.

Nursing

OCCUPATIONAL MAJOR

Curriculum Code No. 2035

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

Department of Health Sciences

Founders 112 • Phone (215) 968-8327

The Program in Nursing offered at Bucks County Community College can be completed in two years if the student chooses to be a full-time student, or it can be completed on a part-time basis and leads to an Associate of Arts Degree. Graduates of the Program are eligible to take The National Council Licensure Examination for Registered Nurses (NCLEX-RN). Further, the Nursing Program prepares graduates to function as beginning graduate nurses, and to assume entry-level positions as Registered Nurses in acute care, long-term care, homes, clinics physicians' offices, or other agencies established to meet health care needs. Program learning experiences prepare graduates for associate degree nursing practice, as defined and delineated by the nursing profession. Nursing functions require advanced technical skills, in addition to substantial scientific knowledge.

Nursing students must comply with the rules and policies as presented in the [AD Nursing Student Handbook and Attendance Policy](#), 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 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 healthcare 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

1. All applicants must fulfill the College's admission requirements and the specific requirements for admission to the Nursing Program of Study.
2. Meeting High School Requirements
 - a. All students must have completed work equal to a standard high school program with a minimum of 16 units (a unit is the equivalent of a year's worth of study). *These requirements are:*
 - 4 Units of English
 - 3 Units of Social Studies
 - 2 Units of Science: 1 year of 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.

3. All enrolled nursing students must be seen by their assigned Academic Advisor during advising period fall/spring.
4. GED students must meet the same requirements.
 - Students who do not meet the high school requirements must take the following courses:
5. To satisfy the English requirement, a student must take the Writing Placement Test and score a six (6) or complete COMP107 Introduction to Academic Writing 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.)
6. 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).
7. 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 enrolls in Biological Science 101 or 102 if seven years have lapsed since their last high school science course.

8. 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.
9. Students who completed high school work in a foreign country must either:
10. Have a course-to-course evaluation performed by one of the five College- approved transcript evaluating agencies (information available in the Office of Admissions).
11. Earn a "C" or better in all of the above College courses to meet high school requirements.

ADMISSION REQUIREMENT

CONDITIONAL ACCEPTANCE INTO THE CLINICAL COMPONENT OF NURSING

1. Currently enrolled in the College, and have taken the three placement tests (math, reading and writing)
2. Met high school requirements
3. Curriculum Code of 2035 (Nursing) or Health Sciences (1108)
4. 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.
5. BIOL 181, Anatomy & Physiology I, BIOL 182, Anatomy & Physiology II BIOL 228, HLTH120N, and PSYC 110 must be taken within the 7 years of the date of entrance into the first nursing course to be considered current and valid for admission.
6. Have a minimum cumulative grade point average (GPA) of 3.0 at BCCC
7. NLN-RN Pre RN entrance exam of 50th percentile or above (55th percentile preferred), OR ACT of 20 or above OR, SAT exam score of 900 (critical reading and math) if taken prior to March 2016 or above 980 total score if taken after March 2016. 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.
8. 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)

1. Current CPR certification (BCLS course)
2. Current Health examination
3. Current Immunizations record
4. 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.
5. Current FBI fingerprint clearance
6. Current Child Abuse Clearance that demonstrates child abuse free in lifetime.
7. Current negative drug and alcohol screen.

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

1. Current CPR certification
2. Current State Police criminal check and FBI check demonstrating the above.
3. Current PPD test results
4. Current Negative Drug and alcohol screening
5. Other requirements that may be dictated by current clinical affiliations.

PROGRESSION THROUGH AND COMPLETION OF THE NURSING PROGRAM REQUIREMENTS

1. A grade of C 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%.

2. 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
3. A minimum cumulative GPA of 2.75.
4. Students failing to meet the above criteria will be dismissed from the Program.
5. Nursing students must comply with the rules and policies as presented in the Nursing Student Handbook, in addition to those listed in the BCCC catalog.
6. A student 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:

1. LPN's are eligible for advanced placement if space is available.
2. Transfer students who have attended an ACEN accredited nursing program are also eligible for advanced placement on a space available basis.

ADMISSION TO THE COLLEGE AND TO THE NURSING PROGRAM OF STUDY:

See Admission Requirements to the College and to the Nursing Program of Study Above

ADDITIONAL ADMISSION CRITERIA:

1. LPN's must provide proof of Pennsylvania licensure
2. Because LPN's have completed the licensure exam, the SAT, ACT or NLN will not be required
3. Transfer students are required to meet all criteria for acceptance as above.

PLACEMENT IN THE NURSING PROGRAM

1. LPN's may challenge out of NURS 101 and NURS 102 and enter into NURS 201, after completing all of the NURS 101 and NURS 102 co-requisite courses, NURS 120 Drug Calculations and NURS 220 Health Assessment.
2. Transfer students will achieve placement based on review of individual nursing course syllabi.

3. Criteria for Challenge of Nursing I/Nursing 101 is completion of:
 - CHEM 101 - Chemistry A
 - BIOL 181 - Human Anatomy and Physiology I with a Grade of B or better within the last 7 years
 - COMP 110 - English Composition I
4. Criteria for Challenge of Nursing II/Nursing 102
 - Satisfactory completion of above required courses, AND satisfactory completion of Nursing 101 Challenge exam
 - Completion of:
 - BIOL 182 - Human Anatomy and Physiology II 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
5. Courses to be taken with or before Nursing III/ Nursing 201
 - PSYCH 110 - Introduction to Psychology
 - SOCI 110 - Introduction to Sociology
 - COMP 111 - English Composition II
6. Courses to be taken with or before Nursing IV/ Nursing 202
 - COMM 110 - Effective Speaking
 - Arts and Humanities

Course	Credits
<u>BIOL181</u> Human Anatomy and Physiology I ^{A,F,7}	4
<u>BIOL182</u> Human Anatomy and Physiology II ^{B,F}	4
<u>BIOL228</u> Microbiology ^{B,F}	4
<u>CHEM101</u> Chemistry A ^{A,C,F,2,6,7}	4
<u>COMM110</u> Effective Speaking ^{E,4,5}	3
<u>COMP110</u>	3

English Composition I ^{A,C,2,10}

<u>COMP111</u> English Composition II ^{D,F,2,4,10}	3
<u>HLTH120N</u> Nutrition ^{B,I}	3
<u>NURS101</u> Nursing I ^G	6
<u>NURS102</u> Nursing II ^{F,G}	6
<u>NURS201</u> Nursing III ^{F,G}	9
<u>NURS202</u> Nursing IV ^{F,G,9}	9
<u>PSYC110</u> Introduction to Psychology ^{D,F,2,3,8}	3
<u>SOCI110</u> Introduction to Sociology ^{D,2,3,8}	3
Arts/Humanities ^{E,H,1}	3
Total Credit Hours	67

^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 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.

The Pennsylvania State Board of Nursing has provisionally approved the Program as stated. An I, D, or F, grade in NURS, prerequisite or corequisite courses will prevent progression.

Paralegal Studies

OCCUPATIONAL MAJOR

Curriculum Code No . 2128

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

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 + Innovation

Grupp 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 the supervision of an attorney. 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).

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

DEGREE COURSE REQUIREMENTS *

Course	Credits
<u>CISC110</u> Introduction to Information Systems	3
<u>COLL101</u> College Success Seminar	1
<u>COMM110</u> Effective Speaking ^{2,4,5}	3
<u>COMP110</u> English Composition ^{A,2,10}	3
<u>HIST152</u> U.S. History: Modern America ¹	3
<u>LAWS100</u> Introduction to Paralegal Studies	3
<u>MGMT130</u> Business Law	3
<u>LAWS140</u> Civil Practice/Litigation Procedures	3
<u>LAWS220</u> Legal Research I	3
<u>LAWS225</u> Legal Research II ⁹	3
<u>LAWS240</u> Torts for the Paralegal	3
<u>LAWS285</u> Paralegal Internship	3
<u>MGMT100</u> Introduction to Business ^{2,3,4,8}	3

Course	Credits
<u>MGMT135</u> Business Communication ^{A,2,4,10}	3
<u>POLI111</u> American National Government ⁸	3
<u>POLI120</u> American State and Local Government	3
Arts/Humanities ^{E,1}	3
<u>MGMT120</u> Business Math ^{A,6}	3
Science ^{A,F,7}	3-4
Paralegal Electives ^B	9
Total Credit Hours	64-65

^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

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

Paralegal CERTIFICATE PROGRAM

Curriculum Code No. 3129

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



[Gainful Employment disclosure information](#) is available for this program of study.

Department of Business and Innovation

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **3129**

Students entering this program must possess either an Associates degree or a Bachelor's degree from a regionally accredited institution or its international equivalent.

This all inclusive certificate paralegal program requires graduates to complete the same legal 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 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 the supervision of an attorney. In order to provide graduates with the expertise and flexibility required in the growing field, the certificate offers a basic knowledge in the paralegal field. Upon successful completion of the certificate 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).

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

CERTIFICATE REQUIREMENTS

Course	Credits
<u>LAWS100</u> Introduction to Paralegal Studies	3
<u>MGMT130</u> Business Law	3
<u>LAWS140</u> Civil Practice/Litigation Procedures ^B	3
<u>LAWS220</u> Legal Research I ^B	3
<u>LAWS225</u> Legal Research II ^B	3
<u>LAWS240</u> Torts for the Paralegal ^B	3
<u>LAWS285</u> 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 not already required may be chosen. MGMT 130 may not be chosen
^B Course requires prerequisite.

Phlebotomy CERTIFICATE PROGRAM

Curriculum Code No. 3166

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

Health Sciences

Allied Health 008/009 • Phone 215-968-8353 (option 3)

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

- Identify the role of a phlebotomist in the clinical laboratory environment;
- Use safe and effective phlebotomy procedures in accordance with laboratory policy;
- Utilize knowledge of pre-analytical variables to reduce complications associated with blood collection; and
- Discuss legal and ethical concerns related to the field of phlebotomy.

CERTIFICATE REQUIREMENTS

Course	Credits
<u>BIOL115</u> Basic Human Anatomy ^{B,C}	3
<u>COLL101</u> College Success Seminar	1
<u>MEDA120</u> Medical Terminology ^A	3
<u>MEDA204</u> Phlebotomy Procedures & Techniques ^B	4
<u>MEDA205</u> Medical Law and Ethics	3
<u>MEDA287</u> Phlebotomy Externship ^B	3
Total Credit Hours	17

^A Open for credit by examination

^B Course requires prerequisite.

^C Placement Testing required.

Photography TRANSFER MAJOR

Curriculum Code No . 1195

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

Arts Department

Hicks Art Center • Phone (215) 968-8425

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

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

Graduates from this program may pursue transfer to 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
<u>COLL101</u> College Success Seminar	1
<u>COMP110</u> English Composition I ^{A,10}	3
<u>COMP111</u> English Composition II ^{E,2,4,10}	3
<u>VACV140</u> Digital Editing ¹	3
<u>VAFA101</u> 2-D Design Fundamentals	3
<u>VAMM100</u> Digital Imaging ¹	3
<u>VAMM110</u> Web and Interactive Design ^E	3
<u>VAMM250</u> Digital Arts Portfolio Studio ^{E,5,9}	3
<u>VAPH110</u> Digital Photography Fundamentals ¹	3
<u>VAPH151</u> Intro to Photography ¹	3
<u>VAPH157</u> Photography II ^E	3

Course	Credits
<u>VAPH196</u> Photo History ¹	3
<u>VAPH210</u> Digital Photography II ^E	3
<u>VAPH211</u> Studio Lighting Fundamentals ^E	3
<u>VAPH257</u> 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

^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, SCIE104, 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.

Pre-K – 4 Early Education

TRANSFER MAJOR

Curriculum Code No. 4192

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

Department of Social & Behavioral Science

Grupp 301 • Phone (215) 968-8270

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

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

Graduates of this program are able to:

- apply their knowledge of educational theories, principles and competencies that are appropriate to the Pre K-4 setting;
- demonstrate an understanding of the characteristics of an effective educator; and
- determine adaptations, accommodations, and cognitive development of diverse students in an inclusive setting.

DEGREE COURSE REQUIREMENTS

Course	Credits
<u>BIOL101</u> Biological Science I ^{A,E,7}	4
<u>COLL101</u> College Success Seminar	1
<u>COMM110</u> Effective Speaking ^{A,D,2,4,5}	3
<u>COMP110</u> English Composition I ^{A,2,10}	3
<u>COMP111</u> English Composition II ^{D,2,4,10}	3
<u>PSYC110</u> Introduction to Psychology ^{A,2,3,8}	3

Course	Credits
<u>MATH102</u> Math Concepts for Educators I ^{A,6}	3
<u>MATH105</u> Math Concepts for Educators II ^{D,6}	3
<u>EDUC105</u> Foundations for Early Learning Pre K-4 ^{A,E,F}	3
<u>EDUC115</u> Observing and Recording the Behavior of Young Children ^{E,F}	3
<u>EDUC120</u> Early Learning and Development I - Ages birth - 5 ^{E,F}	3
<u>EDUC130</u> Early Learning and Development II - Adolescence ^{E,F,9}	3
<u>EDUC150</u> Math & Science Experiences for Young Children	3
<u>EDUC160</u> Introduction to Exceptionalities ^{E,F}	3
<u>EDUC170</u> Language and Literacy Development in Early Childhood: Birth through five years ^{E,F}	3
<u>EDUC200</u> 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
<u>EDUC205</u> Fieldwork, Observation/Assessment in Education I [Special Education/Autism emphasis] ^{D,E,F}	3

OR

<u>EDUC206</u> Fieldwork, Observation/Assessment in Education II [PreK-4] ^{D,E,F}	3
---	---

CAREER TRACK

Course	Credits
<u>LITR246</u> Children's Literature	3
<u>EDUC220</u> Practicum in Education ^{D,E,F,1}	6
Total Credit Hours	62

^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

Curriculum Code No. 1183

Department of Social & Behavioral Science

Grupp 301 • Phone (215) 968-8270

The goals of the Psychology - Interpersonal Emphasis major are to:

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

Graduates of this program are able to:

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

DEGREE COURSE REQUIREMENTS

Course	Credits
<u>BIOL101</u> Biological Sciences I ^{A,E,7}	4
<u>CISC100</u> Digital Literacy ⁹	3
<u>COLL101</u> College Success Seminar	1
<u>COMM105</u> Interpersonal Communications ^{2,3}	3
<u>COMM110</u> Effective Speaking ^{A,E,4,5}	3
<u>COMP110</u> English Composition I ^{A,E,2,10}	3
<u>COMP111</u> English Composition II ^{E,2,4,10}	3
<u>PSYC100</u>	3

Course**Credits**

Psychology of Personal Awareness

<u>PSYC105</u> Introduction to Group Dynamics ^{A,E}	3
<u>PSYC110</u> Introduction to Psychology ^{A,2,3,8}	3
Science Elective ^{F,7}	4
College Level Mathematics ⁶	3
Arts/Humanities ^{B,1}	6
Social Science ^{C,8}	3
Psychology Electives ^G	6
General Electives ^D	9
Total Credit Hours	60

^A Placement testing required.

^B Consult the *Arts/Humanities* list for courses approved for inclusion within this subcategory. Any course may be chosen.

^C Consult the *Social Sciences* list of courses approved for this subcategory. Any may be chosen except PSYC110.

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

^E Course requires prerequisite.

^F Select BIOL102, CHEM101, PHYS106, BIOL220, SCIE103, SCIE104, or SCIE105.

^G Select 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

Curriculum Code No. 1060

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

Department of Social & Behavioral Science

Grupp 301 • Phone (215) 968-8270

The Psychology Pre-Professional program of study is designed for students who intend to transfer to a four-year college and continue for a bachelor's 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 and theoretical perspectives in psychology;
- 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 explain human behavior.

DEGREE COURSE REQUIREMENTS

Course	Credits
<u>BIOL101</u> Biological Science I ^{F,7}	4
<u>COLL101</u> College Success Seminar	1
<u>COMM110</u> Effective Speaking ^{F,4,5}	3
<u>COMP110</u> English Composition I ^{F,4,10}	3
<u>COMP111</u> English Composition II ^{F,4,10}	3
<u>MATH115</u> Elementary Statistics ^{A,F,6}	3
<u>PSYC110</u> Introduction to Psychology ^{A,2,3}	3
<u>PSYC215</u> Introductory Psychological Statistics ^{F,9}	4

Course	Credits
<u>PSYC270</u> 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

Choose two REQUIRED PSYCHOLOGY COURSES from these three categories: (6 credits)

	<u>PSYC180</u> Human Growth and Development ^F	3
1	OR	
	<u>PSYC181</u> Developmental Psychology: Lifespan ^F	3
2	<u>PSYC200</u> Social Psychology ^F	3
	OR	
	<u>PSYC280</u> Psychology of Abnormal Behavior ^F	3
3	<u>PSYC230</u> Psychology of Neuroscience ^F	3
	Total Credit Hours	62

^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, SCIE104, 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
¹⁰ Satisfies Writing

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

Radiography

OCCUPATIONAL MAJOR

Curriculum Code No. 2202

Department of Health Sciences

Epstein Campus at Lower Bucks • Phone (267) 685-4821

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.

ADMISSION PROCEDURES

[Radiography program information](#)

DEGREE COURSE REQUIREMENTS*

Course	Credits
<u>RADI100</u> Introduction to Radiography ^A	3
<u>RADI105</u>	3

Course	Credits
Radiographic Procedures I ^B	
<u>RADI110</u> Image Production and Evaluation ^B	3
<u>RADI115</u> Radiation Physics ^B	3
<u>RADI120</u> Clinical Experience I ^B	2
<u>RADI125</u> Radiographic Procedures II ^B	3
<u>RADI130</u> Radiation Protection and Biology ^B	3
<u>RADI135</u> Advanced Imaging I ^{B,9}	3
<u>RADI140</u> Clinical Experience II ^B	2
<u>RADI200</u> Clinical Experience III ^B	3
<u>RADI205</u> Radiographic Procedures III ^B	3
<u>RADI210</u> Advanced Imaging II ^B	3
<u>RADI215</u> Clinical Experience IV ^B	3
<u>RADI220</u> Registry Review ^B	2
<u>RADI225</u> Pathology ^B	2
<u>RADI230</u> Quality Assurance ^B	2
<u>RADI235</u> Clinical Experience V ^B	3
<u>MEDA120</u>	3

Course	Credits
Medical Terminology	
<u>MATH120</u> College Algebra ^{C,6}	4
<u>BIOL181</u> Anatomy and Physiology I ^{A,7}	4
<u>COLL101</u> College Success Seminar	1
<u>COMP110</u> English Composition I ^{C,2,10}	3
<u>COMP111</u> English Composition II ^{A,2,4,10}	3
<u>PSYC110</u> Introduction to Psychology ^{2,3,8}	3
<u>COMM110</u> Effective Speaking ^{A,4,5}	3
Arts/Humanities Elective ^{D,1}	3
Total Credit Hours	73

^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.

Recreation Leadership

CERTIFICATE PROGRAM

Curriculum Code No. 3190

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

Department of Kinesiology and Sport Studies

Linksz Pavillion 208 • Phone (215) 968-8450

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
<u>COLL101</u> College Success Seminar	1
<u>HLTH110</u> Nutrition	3
<u>KINS155</u> Lifeguarding	2
<u>KINS156</u> Water Safety Instructor ^A	2
<u>KINS190</u> Outdoor Recreation	3
<u>KINS191</u> Outdoor Recreation Leadership	3

Course	Credits
<u>KINS170</u> Individual Fitness and Wellness	2
<u>SPMT202</u> Facility and Events Planning	3
Total Credit Hours	19

^aRequires prerequisite and/or co requisite.

Science

TRANSFER MAJOR

Curriculum Code No. 1117

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

Science, Technology, Engineering & Mathematics Department

Founders 110 • Phone (215)968-8305

The Science major is designed for students who wish to major in a branch of science in a four-year institution, but are undecided about the specific discipline during their stay at Bucks. The major will enable students to broaden their experience in mathematics and different areas of science. Transferring students will lack specializations but will be able to transfer into any science 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
<u>COLL101</u> College Success Seminar	1
<u>COMP110</u> English Composition I ^{A,H,2,10}	3
<u>COMP111</u> English Composition II ^{H,2,4,10}	3
<u>COMM110</u> Effective Speaking ^{H,2,4,5}	3
<u>CISC110</u> Intro to Information Systems ^{A,H,9}	3
<u>CHEM121</u> Chemistry I ^{A,H,6,7}	4
<u>PHYS106</u> Physics A ^{H,7}	
OR	
<u>PHYS121</u> 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

Course	Credits
Diversity ^{F,3}	3
Total Credit Hours	62-64

^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.

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

Secondary Education: History TRANSFER MAJOR

Curriculum Code No. 1180

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

Department of Social & Behavioral Science

Grupp 301 • Phone (215) 968-8270

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

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
<u>COLL101</u> College Success Seminar	1
<u>COMP110</u> English Composition I ^{A,E,2,10}	3
<u>COMP111</u> English Composition II ^{E,2,4,10}	3
<u>COMM110</u> Effective Speaking ^{E,4,5}	3
<u>EDUC100</u> Foundations of Education ^E	3
<u>EDUC160</u> Introduction to Exceptionalities	3
<u>PSYC110</u> Introduction to Psychology ^{2,3,8}	3
<u>PSYC190</u> Educational Psychology ^{E,2,3}	3
<u>HIST111</u> History of Western Civilization I ^{1,2,3}	3
<u>HIST112</u> History of Western Civilization II ^{1,2,3}	3
<u>HIST151</u> U.S. History: Young America ^{1,2,3}	3
<u>HIST152</u> U.S. History: Modern America ^{1,2,3}	3
<u>HIST290</u> History Seminar ^{E,9}	3
<u>POLI111</u> American National Government ^{3,8}	3

Course	Credits
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

^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, SCIE104, or SCIE105.

^E Course requires prerequisite and/or corequisite.

^F Choose from HIST 100, 101, 139, 146, 149, 155, 159, 170, 172, 175, 178, 190, 194, 195, 197, 198, 199, 201, 202, 203, 204, 205, 206, 208, 210, 219, 239 or 246.

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- Mathematics

TRANSFER MAJOR

Curriculum Code No. 1177

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school.

Students enrolled in this major should contact the Transfer Services office early in their academic program to

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

Science, Technology, Engineering & Mathematics Department

Founders 110 • 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

Course	Credits
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

^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.

^E Any 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.

Social Science TRANSFER MAJOR

Curriculum Code No. 1059

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

Department of Social & Behavioral Science

Grupp 301 • Phone (215) 968-8270

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 Social Science 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
<u>COLL101</u> College Success Seminar	1
<u>COMP110</u> English Composition I ^{A,I,1,2,10}	3
<u>COMP111</u> English Composition II ^{1,2,4,10}	3

Course	Credits
<u>MATH115</u> Elementary Statistics ^{A,1,2,6}	3
Science ^{D,1,7}	4
Arts and Humanities ^{B,1}	6
Electives ^H	9
History ^J	3
Literature ^F	3
<u>CISC100</u> Digital Literacy ⁹	3
<u>SOCI110</u> Introduction to Sociology ^{2,3,8}	3
<u>POLI111</u> American National Government ^{3,8}	3
<u>SOCI230</u> Contemporary Social Problems ^G	3
Social Science Electives I ^C	3
Social Science Electives II ^E	9
<u>COMM110</u> Effective Speaking ^{I,4,5}	3
Total Credit Hours	62

^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, SCIE104, or SCIE105.

^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 Media and Digital Marketing

Certificate Program

Department of Business and Innovation

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **3099**

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

Social Work

TRANSFER MAJOR

Curriculum Code No. 1130

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

Department of Social & Behavioral Science

Grupp 301 • Phone (215) 968-8270

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
<u>CISC100</u> Digital Literacy ⁹	3
<u>COLL101</u> College Success Seminar	1
<u>COMM110</u> Effective Speaking ^{F,4,5}	3
<u>COMP110</u> English Composition I ^{A,F,2,10}	3
<u>COMP111</u> English Composition II ^{F,2,4,10}	3
Elective ^B	3
History ^{G,1,2,3}	3
Literature ^{H,2}	3
<u>MATH115</u> Elementary Statistics ^{A,F,2,6}	3
<u>PHIL111</u> Ethics ^{1,2}	3
<u>POLI111</u> American National Government ^{3,8}	3
<u>PSYC105</u> Introduction to Group Dynamics ^{F,2}	3
<u>PSYC110</u> Introduction to Psychology ^{F,2,8}	3
Psychology, Sociology or Social Work Elective ^C	6
Science ^{D,7}	4
Science ^{E,7}	4
<u>SOCI110</u> Introduction to	3

Course	Credits
Sociology ^{2,3,8}	
<u>SOCI140</u> Peoples of America ³	3
<u>SSWK110</u> Introduction to Social Work and Social Welfare	3
<u>SSWK220</u> Social Work: Interviewing, Assessment, and Referral ^F	3
Total Credit Hours	63

^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

Sport Management

TRANSFER MAJOR

Curriculum Code No. 1154

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

Department of Kinesiology and Sport Studies

Linksz 208 • Phone (215) 968-8450

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

Students who complete this program will be able to:

- demonstrate the ability to communicate effectively with others through oral, written, and/or graphic means that apply interpersonal skills and professional attitudes
- assess, evaluate, and use information effectively and efficiently as lifelong learners in pursuit of personal and professional objectives. This includes interpreting and applying their knowledge of the principles of sport management, marketing, and/or event planning to direct, support or control a sport enterprise
- 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
<u>COLL101</u> College Success Seminar	1
<u>CISC100</u> Digital Literacy ^{E,9}	3
<u>COMM110</u> Effective Speaking ^{F,4,5}	3
<u>COMP110</u> English Composition I ^{A,F,2,10}	3
<u>COMP111</u> English Composition II ^{F,2,4,10}	3
<u>HLTH103</u> Life and Health ²	3
<u>HLTH110</u> Responding to Emergencies ²	3
<u>ECON111</u> Prin. of Economics: Macro ^{2,3,8}	3
<u>SOCI110</u> Intro to Sociology ^{2,3,8}	3
<u>SPMT200</u> Intro to Sport Management	3
<u>SPMT201</u> Sport Marketing	3
<u>SPMT202</u>	3

Course	Credits
---------------	----------------

Facility Mgt/Event Planning

SPMT203 History & Philosophy of Sport	3
SPMT204 Sport and Society	3
SPMT280 Cooperative Education/Sport Internship ^G	3
Scientific Literacy ^{A,C,7}	3-4
Quantitative Literacy ^{A,G,6}	3-4
Arts/Humanities ^{D,1}	6
Physical Education Electives ^B	6

Total Credit Hours 61-63

- ^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 CISC110 or CISC115 may be substituted.
^F Course requires prerequisite.
^G Choose from: MATH101, MATH115, 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

Technological Entrepreneurship 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 their academic programs to determine which courses will transfer to the college of their choice.

Department of Business and Innovation

Grupp 401 • Phone (215) 968-8227

Curriculum Code No. **2070**

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
<u>ACCT103</u> Introductory Accounting	3
OR	
<u>ACCT130</u> Accounting Applications for the Computer ^C	3
Arts/Humanities Elective ^{B,1}	3
<u>COLL101</u> College Success Seminar	1
<u>COMM110</u> Effective Speaking ^{A,C,4,5}	3
<u>MGMT110</u>	3

Course	Credits
Small Business Management	
<u>MGMT100</u> Introduction to Business ^{3,8}	3
<u>MGMT120</u> Business Mathematics ^{A,C,6}	3
<u>MGMT130</u> Business Law	3
<u>MGMT135</u> Business Communication ^{A,C,2,4,10}	3
<u>MGMT140</u> Supervision	3
<u>MGMT280</u> Cooperative Education-Management ^{C,9}	3
<u>MGMT155</u> Introduction to Entrepreneurship	3
<u>MKTG220</u> Digital Marketing	3
OR	
<u>MKTG110</u> Selling	3
Science Elective ^{B,7}	3/4
Technical competencies/trade skills	20
Total Credit Hours	60/61

^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

Web and Multimedia Designer

CERTIFICATE PROGRAM

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.

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
<u>COLL101</u> College Success Seminar	1

Course	Credits
<u>VACV140</u> Digital Editing	3
<u>VACV230</u> Motion Graphics ^A	3
<u>VAMM100</u> Digital Imaging	3
<u>VAMM110</u> Web and Interactive Design ^A	3
<u>VAMM120</u> Interface Design	3
<u>VAMM209</u> Multimedia Concepts I ^A	3
<u>VAPH110</u> Digital Photography	3
Multimedia Electives	6
Total Credit Hours	28

MULTIMEDIA ELECTIVES (SELECT 2 COURSES):

Course	Credits
<u>CISC113</u> Visual Basic Programming I ^{A,D}	3
<u>MGMT100</u> Introduction to Business	3
<u>MGMT155</u> Introduction to Entrepreneurship	3
<u>MKTG220</u> Digital Marketing	3
<u>MKTG230</u> Social Media Marketing	3
<u>MUSC124</u> Music Technology	3

Course	Credits
<u>VACV137</u> Sound Design for Film & Video	3
<u>VAMM130</u> 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.

Section 3: Course Descriptions

Course Descriptions

ACCT103 Introductory Accounting (Formerly ACCT090)

3 Credits

Business + Innovation Department | Prerequisites: None

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.

ACCT105 Financial Accounting (Formerly Principles of Accounting I)

4 Credits

Business + Innovation Department | Prerequisites: Reading Placement Test score Level 3 or ACCT103 (C or better)

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.

ACCT106 Managerial Accounting (Formerly Principles of Accounting II)

4 Credits

Business + Innovation Department | Prerequisites: ACCT105 (C or better)

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.

ACCT110 Personal Financial Planning

3 Credits

Business + Innovation Department | Prerequisites: None

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.

ACCT120 Payroll Records and Accounting

3 Credits

Business + Innovation Department | Prerequisites: ACCT103 (C or better) or ACCT105 (C or better)

This course examines the various payroll laws, payroll accounting systems, and the procedures for computing wages and salaries in small, medium, and large firms.

ACCT130 Accounting Applications for the Computer

3 Credits

Business + Innovation Department | Prerequisites: ACCT103 (C or better) or ACCT105 (C or better)

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.

ACCT200 Intermediate Accounting I

3 Credits

Business + Innovation Department | Prerequisites: ACCT105 (C or better) or permission of the Department of Business + Innovation

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.

ACCT201 Intermediate Accounting II

3 Credits

Business + Innovation Department | Prerequisites: ACCT200 (C or better) or permission of the Department of Business + Innovation

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.

ACCT210 Cost Accounting I

3 Credits

Business + Innovation Department | Prerequisites: ACCT106 (C or better) or permission of the Department of Business + Innovation

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.

ACCT230 Financial Management

3 Credits

Business + Innovation Department | Prerequisites: ACCT106 (C or better) or permission of the Department of Business + Innovation

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.

ACCT240 Federal and State Taxes I

3 Credits

Business + Innovation Department | Prerequisites: ACCT105 (C or better) or permission of

the Department of Business + Innovation

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.

ACCT241 Federal and State Taxes II

3 Credits

Business + Innovation Department | Prerequisites: ACCT240 (C or better) or permission of the Department of Business + Innovation

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.

ACCT250 Auditing

3 Credits

Business + Innovation Department | Prerequisites: ACCT106 (C or better) or permission of the Department of Business + Innovation

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.

ACCT255 Advanced Accounting

3 Credits

Business + Innovation Department | Prerequisites: ACCT200 (C or better) or permission of the Department of Business + Innovation

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.

ACCT280 Accounting Internship

3 Credits

Business + Innovation Department | Prerequisites: 24 college credits, a GPA of 2.0 earned in courses by the Department of Business + Innovation, and Permission of the Department of Business + Innovation

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.

AESL081 Writing Fundamentals for International Students

6 Credits

Language & Literature Department | Prerequisites: AESL placement score of 2 or permission of the Department of Language and Literature

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.

AESL083 Reading Fundamentals for International Students

3 Credits

Language & Literature Department | Prerequisites: AESL placement score of 2 or permission of the Department of Language and Literature

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.

AESL085 Oral Communication Fundamentals for International Students

3 Credits

Language & Literature Department | Prerequisites: AESL placement score of 2 or permission of the Department of Language and Literature

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.

AESL101 Writing Skills for International Students

6 Credits

Language & Literature Department | Prerequisites: AESL placement score of 3 or AESL081 (C or better)

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.

AESL103 Reading Skills for International Students

3 Credits

Language & Literature Department | Prerequisites: AESL placement score of 3 or AESL083 (C or better)

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.

AESL105 Oral Communication Skills for International Students

3 Credits

Language & Literature Department | Prerequisites: AESL placement score of 3 or AESL085 (C or better)

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.

AMSL110 American Sign Language I

3 Credits

Language & Literature Department | Prerequisites: None

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.

AMSL111 American Sign Language II

3 Credits

Language & Literature Department | Prerequisites: AMSL110 (C or better) or permission of the Department of Language and Literature

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.

ARBC110 Elementary Arabic I

3 Credits

Language & Literature Department | Prerequisites: None

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.

ARBC111 Elementary Arabic II

3 Credits

Language & Literature Department | Prerequisites: ARBC110 (C or better) or equivalent or by permission of the Department of Language and Literature

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.

BIOL101 Biological Science I

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: 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)

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.

BIOL102 Biological Science II

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Reading Level 3 or READ110 (C or better) or permission of the Department of Science, Technology, Engineering and Mathematics; Math Level 5 or higher or MATH095 (C or better); Writing Level 4 or COMP090 (C or better). BIOL101 is recommended but not required

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.

BIOL115 Basic Human Anatomy

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: 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 b)

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.

BIOL121 Biological Principles I

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CHEM101 (C or better) or CHEM121 (C or better) or permission of the Department of Science, Technology, Engineering and Mathematics.

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.

BIOL122 Biological Principles II

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: BIOL121 (C or better)

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.

BIOL181 Human Anatomy and Physiology I

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CHEM101 or CHEM121 or recent High School Chemistry (C or better) and approval by the Department of Science, Technology, Engineering and Mathematics.

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.

BIOL182 Human Anatomy and Physiology II

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: BIOL181 (C or better)

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.

BIOL220 Principles of Ecology

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: BIOL101 (C or better) or BIOL121 (C or better)

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.

BIOL228 Microbiology

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: BIOL121 (C or better) or a grade of C or better in both CHEM101 and BIOL181

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.

BIOL280 Cooperative Education: Biology/Biotechnology/Environmental Science

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Must meet the criteria established for each major. Written permission of the Department of Science, Technology, Engineering, and Mathematics.

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.

BIOT105 Introduction to Biotechnology

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: None

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.

BIOT125 Biotechnology Methods and Techniques

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CHEM121 (C or better)

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.

BIOT205 Cell and Tissue Culture

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: BIOT125 (C or better) and BIOL121 (C or better)

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.

BIOT221 Biomanufacturing

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: BIOT125 (C or better) or permission of the department of Science, Technology, Engineering and Mathematics

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.

BIOT225 Bioprocessing Science

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: BIOT125 (C or better) or permission of the department of Science, Technology, Engineering and Mathematics

The course introduces the techniques and processes used in the production of biological molecules in the biomanufacturing industry. Students receive hands-on laboratory experience in processing bacterial and or animal cell cultures to produce and purify products in compliance with biomanufacturing industry standards, including Good Laboratory and Good Manufacturing Practices.

BIOT275 Biotechnology Seminar

1 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: BIOT125 (C or better)

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.

CHEM096 Chemical Calculations

1 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: None

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.

CHEM100 Preparatory Chemistry

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH103 (C or better)

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.

CHEM101 Chemistry A

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Prerequisites: MATH095 (C or better) or Math Placement Test score of 5 or higher

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.

CHEM102 Chemistry B

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CHEM101 (C or better) or CHEM121 (C or better)

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.

CHEM121 Chemistry I

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH120 (C or better) and Chemistry Placement Exam Score of 1

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.

CHEM122 Chemistry II

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CHEM121 (C or better)

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.

CHEM221 Organic Chemistry I

5 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CHEM122 (C or better), or CHEM220 (C or better), or a grade of B+ or better in both CHEM101 and CHEM102

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.

CHEM222 Organic Chemistry II

5 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CHEM221 (C or better)

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.

CHEM242 Biochemistry

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CHEM122 (C or better) or Permission of the Department of Science, Technology, Engineering and Mathematics

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.

CHEM280 Cooperative Education: Chemistry

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: 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.

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.

CHNS110 Elementary Chinese I

3 Credits

Language & Literature Department | Prerequisites: None

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.

CHNS111 Elementary Chinese II

3 Credits

Language & Literature Department | Prerequisites: CHNS110 (C or better) or equivalent or permission of the Department of Language and Literature

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.

CISC100 Digital Literacy

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: None

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.

CISC110 Introduction to Information Systems

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Reading Placement test score Level 3 or READ110 (C or better) or COMP108 (C or better) or permission of the Department of Science, Technology, Engineering, and Mathematics

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.

CISC113 Visual Basic Programming I

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH095 (C or better) or Math Placement Test score of 5 or higher

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.

CISC115 Computer Science I

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH095 (C or better) or Math Placement Test score of 5 or higher

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.

CISC115H Computer Science I (Honors section)

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH095 (C or better) or Math Placement Test score of 5 or higher; admission to the Honors @ Bucks Program

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.

CISC119 Programming for Engineers and Scientists

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH095 (C or better) or Math Placement Test score of 5 or higher

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.

CISC122 Computer Science II

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CISC115 - Java based (C or better)

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.

CISC127 Spreadsheet Concepts and Applications

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 5 or higher or MATH095 (C or better)

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.

CISC128 Comparative Operating Systems

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: None

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.

CISC135 Programming for Mobile Devices

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CISC115 (C or better) or previous object-oriented programming experience with Permission of the Department of Science, Technology, Engineering, and Mathematics

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.

CISC143 Essentials of Networking

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: None
Corequisite: CISC128

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.

CISC144 Introduction to Microsoft Desktop

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CISC128 (C or better) or CISC143 (C or better)

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.

CISC201 Managing and Maintaining the PC

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CISC128 (C or better)

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.

CISC202 Linux Network Administration

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CISC128 (C or better)

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.

CISC206 Introduction to Cybersecurity

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CISC143 (C or better)

Designed for students with no security experience or background, this course covers basic terminology and concepts. This course introduces students to cryptography, security management, wireless networking, and organizational policy. Topics include an overview of information security frameworks; network infrastructure security; security and cryptography; information security policy; and defense in depth.

CISC213 Computer Science III (Java)

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CISC122 (C or better)

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.

CISC215 Database Design and Application Development

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CISC113 (C or better) or CISC115 (C or better)

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.

CISC227 Web Programming

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CISC122 (C or better) or CISC215 (C or better)

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.

CISC234 Topics in Network Technology

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CISC235 (C or better) AND CISC244 (C or better)

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.

CISC235 Network Devices

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CISC143 (C or better)

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.

CISC244 Introduction to Microsoft Server

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CISC202 (C or better) or CISC143 (C or better)

This course focuses on Microsoft Windows Server in the corporate environment. The course reviews the installation, set-up, and management techniques of Server. Classes are presented in lecture/lab format, with students configuring Microsoft Windows Server during extensive hands-on lab assignments.

CISC245 Network Security and Troubleshooting

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CISC143 (C or better) AND CISC244 (C or better)

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.

CISC280 Cooperative Education – Computer Science

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: 24 college credits, a GPA of 2.5 earned in courses in the Computer and Information Science area

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.

COLL090 AACHIEVE! College Transitions

1 Credit

Learning Resources Department | Prerequisites: Restricted to students enrolled in the AACHIEVE! Program.

This course develops the foundation for independence, social/life skills and academic/study strategies at the college level for students diagnosed with Autism Spectrum Disorder (ASD) and registered with The Accessibility Office, exploring the transition to college from their unique perspective.

COLL091 AACHIEVE! The College Student

1 Credit

Learning Resources Department | Prerequisites: Restricted to students enrolled in the AACHIEVE! Program.

This course provides practical applications of the student role, academic expectations, and social expectations within the college classroom. The student develops the ability to recognize college resources available to support success in their personal college experience. Students will develop and practice self-advocacy skills, which will lead to self-determination.

COLL092 AACHIEVE! Healthy Choices

1 Credit

Learning Resources Department | Prerequisites: Restricted to students enrolled in the AACHIEVE! Program.

This course provides practical applications of mindfulness, stress management, and healthy choices with the college setting. The student develops the ability to recognize college resources available to support a health lifestyle in their personal college experience. Students develop and practice coping skills, which lead to self-regulation.

COLL095 AACHIEVE! Career/Workplace Skills

1 Credit

Learning Resources Department | Prerequisites: Restricted to students enrolled in the AACHIEVE! program.

Students diagnosed with Autism Spectrum Disorder (ASD) and registered with The Accessibility Office explore possible career outcomes. Students connect the programming to personal interests and discover how career planning and skill development affect their lives. Students focus on independence and self-understanding, and career and academic planning strategies.

COLL101 College Success Seminar

1 Credit

Learning Resources Department | Prerequisites: None.

Through self-exploration and group interaction, the seminar facilitates students' academic and social integration into the College community and helps build academic success strategies. Students gain knowledge of the College's resources, services, policies, and procedures, and explore various major and career opportunities to develop an academic plan.

COLL115 Academic Success Seminar

1 Credit

Language & Literature Department | Prerequisites: Permission of the Department of Language and Literature

This seminar for students on academic warning or probation and for students reinstated to the College focuses on improving academic performance. Students identify factors interfering with their academic progress and develop and implement specific action plans that identify strategies and college resources necessary to improve their academic status.

COMM101 Communication Theory

3 Credits

Arts Department | Prerequisites: None

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.

COMM105 Interpersonal Communication

3 Credits

Arts Department | Prerequisites: None

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.

COMM110 Effective Speaking

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or better or COMP107 (C or better)

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.

COMM110H Effective Speaking (Honors section)

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or better or COMP107 (C or better); admission to the Honors at Bucks Program

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.

COMM111 Media and Society

3 Credits

Arts Department | Prerequisites: None

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.

COMM210 Voice and Articulation

3 Credits

Arts Department | Prerequisites: None

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.

COMM215 Intercultural Communication

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or better or COMP107 (C or better)

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.

COMM230 Oral Interpretation (formerly COMG230)

3 Credits

Arts Department | Prerequisites: None

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.

COMM240 Persuasive Communication

3 Credits

Arts Department | Prerequisites: Completion of COMM111 with at least a C or better

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.

COMP085 Composition Support Seminar

1 Credits

Language & Literature Department | Prerequisites: Permission of the Department of Language & Literature

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.

COMP090 Basic Writing

3 Credits

Language & Literature Department | Prerequisites: Writing Placement Test score of 2 or AESL101 (C or better) or permission of the Department of Language and Literature

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.

COMP107 Introduction to Academic Writing

3 Credits

Language & Literature Department | Prerequisites: Writing Placement Test score of 4 or better or COMP090 (C or better)

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.

COMP108 Introduction to Academic Reading & Writing

4 Credits

Language & Literature Department | Prerequisites: Writing Placement Test score of 4 or better or COMP090 (C or better); and Initial Reading Placement Test score of 2 or better

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.

COMP110 English Composition I

3 Credits

Language & Literature Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better) or COMP108 (C or better)

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.

COMP110H English Composition I (Honors section)

3 Credits

Language & Literature Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better) or COMP108 (C or better); admission to Honors @ Bucks 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.

COMP111 English Composition II

3 Credits

Language & Literature Department | Prerequisites: COMP110 (C or better) or Permission of the Department of Language and Literature

In this continuation of English Composition I, students write several analytical essays assigned in conjunction with classroom study of a range of readings, including literature and critical analysis, that may center around a course theme. After sequenced instruction in research techniques, students write an argumentative and scholarly research paper.

COMP111H English Composition II (Honors section)

3 Credits

Language & Literature Department | Prerequisites: COMP110 (C or better) or Permission of the Department of Language and Literature; admission to the Honors @ Bucks Program

In this continuation of English Composition I, students write several analytical essays assigned in conjunction with classroom study of a range of readings, including literature and critical analysis, that may center around a course theme. After sequenced instruction in research techniques, students write an argumentative and scholarly research paper.

COMP114 Technical Writing

3 Credits

Language & Literature Department | Prerequisites: COMP110 (C or better) or Writing Placement Test score of 9 or permission of the Department of Language and Literature

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.

COMP115 Creative Writing I

3 Credits

Language & Literature Department | Prerequisites: COMP110 (C or better) or Writing Placement Test score of 9 or permission of the Department of Language and Literature, based on the writing samples

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

3 Credits

Language & Literature Department | Prerequisites: COMP110 (C or better) or Writing

Placement Test score of 9 or permission of the Department of Language and Literature, based on the writing samples

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.

CLTR220 Introduction to Folklore Studies

3 Credits

Language & Literature Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better) or COMP108 (C or better) or permission of the Department of Language and Literature

This course explores how folklorists and others study traditional, everyday, and “unofficial” world cultural expressions, covering various genres of verbal art, performance, material culture, and belief. Considering pattern and variation, students collect and analyze folklore with respect to its diverse cultural contexts, applying theory to real-life examples and creating interpretations.

COMT101 Introduction to Theatre

3 Credits

Arts Department | Prerequisites: None

Students in this course read, watch, discuss, and analyze historical and contemporary plays. Students examine aesthetic concerns of audience, playwright, performers, director, and designers.

COMT103 Introduction to Acting

3 Credits

Arts Department | Prerequisites: None

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.

COMT106 Introduction to Improvisational Performance

3 Credits

Arts Department | Prerequisites: None

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.

COMT203 Acting II (formerly COMT111)

3 Credits

Arts Department | Prerequisites: COMT103

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.

COMT206 Improvisational Performance II

3 Credits

Arts Department | Prerequisites: COMT106 (C or better)

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.

COMT209 Acting for the Camera

3 Credits

Arts Department | Prerequisites: COMT103 (C or better)

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.

CRIJ100 Introduction to the Administration of Criminal Justice

3 Credits

Social & Behavioral Science Department | Prerequisites: Reading Placement Test score Level 3 or READ110 (C or better) or

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.

CRIJ100P Introduction to the Administration of Criminal Justice (paired section)

3 Credits

Social & Behavioral Science Department | Prerequisites: COMP108 (C or better)

Corequisites: Reading Placement Test score Level 2 and enrollment in a paired section of READ110

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.

CRIJ110 Introduction to Criminal Law

3 Credits

Social & Behavioral Science Department | Prerequisites: CRIJ100 (C or better)

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 criminal law, defenses to crimes, criminal sanctions, constitutional limits on criminal law and the entrepreneurial mindset as applied to an issue in criminal law.

CRIJ115 Outlaw Gangs and Organized Crime

3 Credits

Social & Behavioral Science Department | Prerequisites: CRIJ100 or

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.

CRIJ116 Crimes in U.S. Business

3 Credits

Social & Behavioral Science Department | Prerequisites: CRIJ100 or

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.

CRIJ120 Criminal Evidence

3 Credits

Social & Behavioral Science Department | Prerequisites: CRIJ100 or

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.

CRIJ130 Criminal Investigation/Forensics

3 Credits

Social & Behavioral Science Department | Prerequisites: CRIJ100 (C or better)

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.

CRIJ140 Criminal Procedure

3 Credits

Social & Behavioral Science Department | Prerequisites: CRIJ100 or

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.

CRIJ160 Introduction to Juvenile Justice

3 Credits

Social & Behavioral Science Department | Prerequisites: CRIJ100 or

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.

CRIJ210 Terrorism

3 Credits

Social & Behavioral Science Department | Prerequisites: CRIJ100 (C or better)

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.

CRIJ220 Psychology for Law Enforcement Officers

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

CRIJ250 Police Organization and Administration

3 Credits

Social & Behavioral Science Department | Prerequisites: CRIJ100 (C or better)

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.

CRIJ260 Probation and Parole

3 Credits

Social & Behavioral Science Department | Prerequisites: CRIJ100 (C or better)

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.

CRIJ275 Introduction to Correctional Administration

3 Credits

Social & Behavioral Science Department | Prerequisites: CRIJ100 (C or better)

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.

CRIJ280 Cooperative Education - Criminal Justice

3 Credits

Social & Behavioral Science Department | Prerequisites: CRIJ100 (C or better) and permission of the Department

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.

CRIJ285 Constitutional Law for the Law Enforcement Officer

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

CULN120 Basic Food Preparation and Management

3 Credits

Business + Innovation Department | Prerequisites: HOSP105 or permission of the Business + Innovation Department

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.

CULN121 Advanced Food Preparation and Management

3 Credits

Business + Innovation Department | Prerequisites: CULN120 or permission of the Department of Business + Innovation

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.

CULN122 International Cuisine

3 Credits

Business + Innovation Department | Prerequisites: CULN120 or permission of the Department of Business + Innovation

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.

CULN127 Vegetarian Cuisine

3 Credits

Business + Innovation Department | Prerequisites: HOSP105, CULN120, CULN121 or permission of the Department of Business + Innovation

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.

CULN130 Baking and Decorating - Techniques and Procedures

3 Credits

Business + Innovation Department | Prerequisites: None

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.

CULN131 Buffet Planning and Preparation Basic

3 Credits

Business + Innovation Department | Prerequisites: HOSP105 or permission of the

Department of Business + Innovation

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.

CULN132 Buffet Planning and Preparation/Advanced

3 Credits

Business + Innovation Department | Prerequisites: CULN131 or permission of the Department of Business + Innovation

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.

CULN133 International Pastries

3 Credits

Business + Innovation Department | Prerequisites: HOSP105 or permission of the Department of Business + Innovation

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.

CULN134 Ice Cream and Frozen Desserts

1 Credit

Business + Innovation Department | Prerequisites: HOSP105 or permission of the Department of Business + Innovation

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 soufflŽs.

CULN135 Baking II - Advanced Techniques

3 Credits

Business + Innovation Department | Prerequisites: HOSP105 or permission of the Department of Business + Innovation

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.

CULN136 Modern Plated Desserts

1 Credit

Business + Innovation Department | Prerequisites: HOSP105 or permission of the Department of Business + Innovation

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.

CULN137 Wedding Cake Assembly and Decoration

1 Credit

Business + Innovation Department | Prerequisites: HOSP105 or permission of the Department of Business + Innovation

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.

CULN140 Culinary Arts Practicum I

2 Credits

Business + Innovation Department | Prerequisites: Must be Chef/Pastry Apprenticeship Student

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.

CULN141 Culinary Arts Practicum II

2 Credits

Business + Innovation Department | Prerequisites: Must be Chef/Pastry Apprenticeship Student

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.

CULN142 Culinary Arts Practicum III

2 Credits

Business + Innovation Department | Prerequisites: Must be Chef/Pastry Apprenticeship Student

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.

CULN143 Culinary Arts Practicum IV

2 Credits

Business + Innovation Department | Prerequisites: Must be Chef/Pastry Apprenticeship Student

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.

CULN144 Culinary Arts Practicum V

2 Credits

Business + Innovation Department | Prerequisites: Must be Chef/Pastry Apprenticeship Student

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.

CULN145 Culinary Arts Practicum VI

2 Credits

Business + Innovation Department | Prerequisites: Must be Chef/Pastry Apprenticeship Student

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.

CULN150 Bread Fabrication - Basic

2 Credits

Business + Innovation Department | Prerequisites: HOSP105 or permission of the Department of Business + Innovation

Students 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.

CULN155 Chocolate - Essential Skills

1 Credit

Business + Innovation Department | Prerequisites: HOSP105 or permission of the Department of Business + Innovation

A course about the history, production and preparation of chocolate. Students will learn tempering techniques, create chocolate decorations, garnishes and confections.

CULN202 Food Purchasing/Techniques and Procedures

3 Credits

Business + Innovation Department | Prerequisites: HOSP100 or permission of the Department

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.

CULN203 Menu Planning/Costing/Design

3 Credits

Business + Innovation Department | Prerequisites: HOSP100 or permission of the Department of Business + Innovation

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.

CULN292 Pastry Independent Study I

3 Credits

Business + Innovation Department | Prerequisites: Must be a Pastry Apprenticeship Student
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 sucee and one yeast-raised bread product.

CULN293 Pastry Independent Study II

3 Credits

Business + Innovation Department | Prerequisites: Must be a Pastry Apprenticeship Student
Students continue their work with fine pastries 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.

ECON111 Principles of Economics - Macro

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

ECON111H Principles of Economics - Macro (Honors Section)

3 Credits

Social & Behavioral Science Department | Prerequisites: Math Placement Test score of 3 or MATH090 (C or better)

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.

ECON112 Principles of Economics - Micro

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

ECON120 Current Economic Issues

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

ECON130 Introduction to Labor Relations

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

EDUC100 Foundations of Education

3 Credits

Social & Behavioral Science Department | Prerequisites: Reading Placement Test score Level 3 or READ110 (C or better)

This course is primarily for students interested in pursuing a career in education. This course provides 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. Students complete five hours of observation.

EDUC100P Foundations of Education (Paired Section)

3 Credits

Social & Behavioral Science Department | Corequisites: Reading Placement Test score Level 2 and enrollment in a paired section of READ110

This course is primarily for students interested in pursuing a career in education. This course provides 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. Students complete five hours of observation.

EDUC105 Foundations for Early Learning: PreK - 4

3 Credits

Social & Behavioral Science Department | Prerequisites: Reading Placement Test score Level 3 or READ110 (C or better)

Students learn about the early childhood profession and its relationship to families, communities, and cultures. The course explores the profession in terms of legal, historical, philosophical, and ethical perspectives. Students examine developmentally appropriate practice aligned with current PA standards. Students complete five hours of observation.

EDUC105P Foundations for Early Learning: PreK - 4 (Paired Section)

3 Credits

Social & Behavioral Science Department | Corequisites: Reading Placement Test score Level 3 or READ110 (C or better)

Students learn about the early childhood profession and its relationship to families, communities, and cultures. The course explores the profession in terms of legal, historical, philosophical, and ethical perspectives. Students examine developmentally appropriate practice aligned with current PA standards. Students complete five hours of observation.

EDUC115 Observing and Recording the Behavior of Young Children

3 Credits

Social & Behavioral Science Department | Prerequisites: None

The development of skills in observing, recording, assessing, and evaluating the behavior of young children is the course content. The course requires field experiences to acquaint students with a genuine teaching learning environment. Students complete five hours of observation.

EDUC120 Early Learning and Development I: Ages Birth - 5

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

EDUC130 Early Learning and Development II: Ages 6 - 11

3 Credits

Social & Behavioral Science Department | Prerequisites: None

This course explores child development in the physical, social and emotional, cognitive, and language domains within a theoretical and research framework for children ages 6-11. Students explore ways to plan and implement instruction to support development with emphasis on current PA standards and technology. Students complete five hours of observation.

EDUC150 Science and Math Experiences for Young Children

3 Credits

Social & Behavioral Science Department | Prerequisites: None

Participants in this course learn the development of children's mathematical and scientific thinking and identify and create science and math experiences to support that development. Students create standards-based science and math experiences using appropriate materials. Students complete five hours of observation.

EDUC160 Introduction to Exceptionalities

3 Credits

Social & Behavioral Science Department | Prerequisites: None

This course provides an overview of the different categories of exceptional learners. The course emphasizes issues in the education of individuals with cognitive impairment, learning disabilities, emotional disturbance, and physical handicaps, including inclusion and other placement options. Students complete five hours of observation.

EDUC170 Language and Literacy Development in Early Childhood: Pre-K through Fourth Grade

3 Credits

Social & Behavioral Science Department | Prerequisites: None

This course examines language and literacy development in children from infancy through fourth grade, 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. Students complete five hours of observation.

EDUC175 Families, Schools, and Community

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

EDUC200 Integrated Arts, Movement, and Play

3 Credits

Social & Behavioral Science Department | Prerequisites: None

Students integrate children's creativity, play, music, movement, and the arts into the curriculum. Students describe the process involved 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. Students complete five hours of observation.

EDUC205 Fieldwork: Observation and Assessment in Education I [Special Education/Autism Emphasis]

3 Credits

Social & Behavioral Science Department | Prerequisites: EDUC160 (C or better)

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. Students complete thirty hours of field experience.

EDUC206 Fieldwork: Observation and Assessment in Education II- PreK-4

3 Credits

Social & Behavioral Science Department | Prerequisites: EDUC105 (C or better)

Students spend four hours each week in an early childhood or K-4th grade classroom. Students observe, develop, and apply classroom skills. Areas of focus include teacher language, community building and classroom management, assessment, and teacher and student behavior and interactions. Students complete a minimum of forty hours field experience.

EDUC220 Practicum in Education

6 Credits

Social & Behavioral Science Department | Prerequisite: Permission of the Department of Social & Behavioral Science

Students apply their knowledge and skills in an early childhood classroom for 15 hours each week. In this "hands-on" experience in a local school or childcare placement, students create and implement standards-based, developmentally appropriate learning environments and experiences. Course includes supervisory visitations, extensive written work, and a weekly seminar class.

ENGR112 Engineering Design

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH103 (C or better) or Math Placement Test score of 7 or higher

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.

ENGR222 Statics

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH141 (C or better) and PHYS121 (C or better)

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.

ENGR223 Dynamics

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: ENGR222 (C or better)

This course provides an overview of calculus-based engineering dynamics. Topics include: second moments, particle kinematics and dynamics, rigid body kinematics and dynamics, work-energy concepts, and vibrations.

ENGR224 Strength of Materials

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: ENGR222 (C or better)

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.

ENGR240 Introduction to Circuit Analysis

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: PHYS122 (C or better)

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.

ENGT222 Applied Engineering Statics

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: PHYS106 (C or better), and MATH122 (C or better) or Math Placement Test score of 9 or higher

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.

ENGT223 Applied Engineering Dynamics

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: ENGT222 (C or better)

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.

ENGT224 Applied Strength of Materials

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: ENGT222 (C or better)

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.

ENGT230 Applied Thermodynamics

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: PHYS106 (C or better), and MATH122 (C or better) or Math Placement Test score of 9 or higher

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.

ENGT240 Applied Circuit Analysis

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: PHYS106 (C or better), and MATH122 (C or better) or Math Placement Test score of 9 or higher

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.

ENGT241 Applied Analog Electronics

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: ENGT240 (C or better)

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.

ENGT242 Applied Digital Electronics

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: PHYS106 (C or better)

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.

ENGT250 Introduction to Engineering Communications

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: ENGT240 (C or better) and PHYS107 (C or better)

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.

EXSC200 Biomechanics of Human Movement

4 Credits

Kinesiology and Sport Studies Department | Prerequisites: BIOL181 (C or better) and PHED180 (C or better)

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.

EXSC201 Physiology of Exercise

4 Credits

Kinesiology and Sport Studies Department | Prerequisites: BIOL182 (C or better) and PHED180 (C or better)

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.

CLTR110 Communication between Cultures

3 Credits

Language & Literature Department | Prerequisites: None

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.

FREN110 Elementary French I

3 Credits

Language & Literature Department | Prerequisites: None

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.

FREN111 Elementary French II

3 Credits

Language & Literature Department | Prerequisites: FREN110 (C or better) or equivalent or permission of the Department of Language & Literature

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.

FREN201 Intermediate French I

3 Credits

Language & Literature Department | Prerequisites: FREN111 (C or better) or equivalent or permission of the Department of Language & Literature

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.

FREN202 Intermediate French II

3 Credits

Language & Literature Department | Prerequisites: FREN201 (C or better) or equivalent or permission of the Department of Language & Literature

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.

FREN250 Intermediate French III

3 Credits

Language & Literature Department | Prerequisites: FREN202 (C or better) or equivalent or permission of the Department of Language & Literature

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.

FREN251 Intermediate French IV

3 Credits

Language & Literature Department | Prerequisites: FREN250 (C or better) or equivalent or permission of the Department of Language & Literature

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.

FRSC100 Introduction to Fire Science

3 Credits

Business + Innovation Department | Prerequisites: None

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.

FRSC103 Building Construction for Fire Protection

3 Credits

Business + Innovation Department | Prerequisites: FRSC100 (C or better) or permission of the Business + Innovation Department.

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.

FRSC104 Fire Prevention and Code Enforcement

3 Credits

Business + Innovation Department | Prerequisites: FRSC100 (C or better) or permission of the Business + Innovation Department; and FRSC112 (C or better)

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.

FRSC105 Fire Protection Systems

3 Credits

Business + Innovation Department | Prerequisites: FRSC100 (C or better) or permission from the Business + Innovation Department; and FRSC112 (C or better)

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.

FRSC112 Fire Behavior and Combustion

3 Credits

Business + Innovation Department | Prerequisites: None

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.

FRSC114 Principles of Fire and Emergency Services Safety & Survival

3 Credits

Business + Innovation Department | Prerequisites: FRSC103 (C or better) and FRSC104 (C or better) and FRSC105 (C or better)

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.

FRSC201 Firefighting Strategy and Tactics

3 Credits

Business + Innovation Department | Prerequisites: FRSC100 (C or better) and FRSC103 (C or better) and FRSC112 (C or better).

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).

FRSC202 Hazardous Materials

3 Credits

Business + Innovation Department | Prerequisites: FRSC100 (C or better) or PUBS101 (C or better) or permission of the Department of Business + Innovation.

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.

FRSC204 Legal Aspects of Emergency Services

3 Credits

Business + Innovation Department | Prerequisites: None

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.

FRSC206 Fire Investigation I

3 Credits

Business + Innovation Department | Prerequisites: FRSC100 (C or better) or permission of the Business + Innovation Department and FRSC103 (C or better) and FRSC112 (C or better) and Writing Placement Score of 6 or COMP107 (C or better).

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.

FRSC208 Principles of Fire and Emergency Services Administration

3 Credits

Business + Innovation Department | Prerequisites: FRSC100 (C or better) and Writing Placement Score of 6 or COMP107 (C or better).

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.

FRSC209 Occupational Safety and Health for Emergency Services

3 Credits

Business + Innovation Department | Prerequisites: FRSC100 (C or better) and Writing Placement Score of 6 or COMP107 (C or better).

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.

FRSC210 Fire and Life Safety Education

3 Credits

Business + Innovation Department | Prerequisites: FRSC100 (C or better) and Writing Placement Score of 6 or COMP107 (C or better).

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.

FRSC214 Fire Plans Review

3 Credits

Business + Innovation Department | Prerequisites: FRSC100 (C or better) or permission of the Business + Innovation Department.

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.

FRSC216 Fire Investigation II

3 Credits

Business + Innovation Department | Prerequisites: None

This course is a continuation of Fire Investigation 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.

FRSC227 Pre-Emergency Planning

3 Credits

Business + Innovation Department | Prerequisites: FRSC103 (C or better) and FRSC104 (C or better) and FRSC105 (C or better) and FRSC202 (C or better).

Students examine the intricacies of preparing pre-emergency plans and diagrams for fire investigation reports using computer technology. Students demonstrate their understanding of the importance of pre-emergency planning for the Fire Service and prepare pre-emergency plans and diagrams.

FRSC280 Fire and Emergency Services Internship

3 Credits

Business + Innovation Department | Prerequisites: FRSC202 (C or better) and FRSC206 (C or better)

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.

GEOG110 World Geography

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

GRMN110 Elementary German I

3 Credits

Language & Literature Department | Prerequisites: None

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.

GRMN111 Elementary German II

3 Credits

Language & Literature Department | Prerequisites: GRMN110 (C or better) or equivalent or permission of the Department of Language & Literature

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.

GRMN201 Intermediate German I

3 Credits

Language & Literature Department | Prerequisites: GRMN111 (C or better) or equivalent or permission of the Department of Language & Literature

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.

GRMN202 Intermediate German II

3 Credits

Language & Literature Department | Prerequisites: GRMN201 (C or better) or equivalent or permission of the Department of Language & Literature

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.

GRMN250 Intermediate German III

3 Credits

Language & Literature Department | Prerequisites: GRMN202 (C or better) or equivalent or permission of the Department of Language & Literature

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.

GRMN251 Intermediate German IV

3 Credits

Language & Literature Department | Prerequisites: GRMN250 (C or better) or equivalent or permission of the Department of Language & Literature

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.

GUID101 Introduction to Guided Studies

1 Credit

Language & Literature Department | Prerequisites: Admission to the Computed Tomography program

Students in this course develop self-awareness, critical thinking skills, and problem solving techniques to identify credit and/or non-credit learning opportunities aligned with their academic and/or professional interests, and plan accordingly.

GUID250 Guided Studies Seminar

1 Credit

Language & Literature Department | Prerequisites:

In this seminar, students identify the skills and knowledge learned in their concentrations, explain connections between their Guided Studies Concentrations and developing educational and/or professional interests, and begin the next steps in their academic and/or career plans.

HIST100 American Studies Seminar

3 Credits

Social & Behavioral Science Department | Prerequisites: None

Students explore American society and culture through readings and discussion. 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.

HIST101 History of Bucks County

3 Credits

Social & Behavioral Science Department | Prerequisites: None

Students examine the history of Bucks County from colonial times to the present.

HIST111 History of Western Civilization I

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST112 History of Western Civilization II

3 Credits

Social & Behavioral Science Department | Prerequisites: None

This course is a survey and critical examination of Western human history and explores the social, political, religious, intellectual, and artistic achievements from around the year 1500 to the present.

HIST113 Global History: Ancient and Medieval World

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST114 Global History: Modern World

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST139 World War II

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST146 East Asia

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST149 America: The Cold War Years (1945-1990)

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST151 U.S. History: Young America

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST151H U.S. History: Young America (Honors section)

3 Credits

Social & Behavioral Science Department | Prerequisites: Admission to the Honors@Bucks program

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.

HIST152 U.S. History: Modern America

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST152H U.S. History: Modern America (Honors section)

3 Credits

Social & Behavioral Science Department | Prerequisites: Admission to the Honors@Bucks Program

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.

HIST155 The Peoples of Russia and Eastern Europe

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST159 The American Civil War

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST170 Colonial American History

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST172 20th Century America

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST175 The Vietnam War

3 Credits

Social & Behavioral Science Department | Prerequisites: None

Students examine American involvement in the Second Indochina War by considering the roots, causes, and consequences of the war. Topics include historical events, France's First Indochina War, the anti-war movement, and the Vietnam veterans' community today.

HIST178 The American Indian

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST190 African-American History

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST191 Principles of Historic Preservation

1 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST192 Principles of Historic Building Analysis

1 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST193 Principles of Building Conservation

1 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST194 Historic Preservation Planning and Sustainability

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST195 Introduction to Historical Archaeology I

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST197 The History and Theory of Historic Preservation

3 Credits

Social & Behavioral Science Department | Prerequisites: None

This course will survey the historical antecedents of the historic preservation movement in America and introduce students to its theoretical foundations.

HIST198 History of American Architecture

3 Credits

Social & Behavioral Science Department | Prerequisites: None

A survey of American architectural styles with emphasis on Bucks County's role in this development.

HIST199 Historic Property Research and Documentation

3 Credits

Social & Behavioral Science Department | Prerequisites: None

The methodology of documenting historic sites will be studied and applied to local buildings and structures.

HIST201 Building Conservation

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST202 Law, Taxes, and Zoning for Historic Preservation

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST203 Internship for Historic Preservation

3 Credits

Social & Behavioral Science Department | Prerequisites: 18 credits of completed coursework

in Historic Preservation (C or better)

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.

HIST204 Oral History

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST205 Restoration Workshop I

1 Credit

Social & Behavioral Science Department | Prerequisites: None

The course is a hands-on approach to the conservation and preservation of buildings. Building techniques are stressed.

HIST206 Restoration Workshop II

2 Credits

Social & Behavioral Science Department | Prerequisites: None

The course is a hands-on approach to the conservation and preservation of buildings. Advanced building techniques are stressed.

HIST208 History, Society and Architecture in the Delaware Valley

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST210 Historic Preservation Field Studies

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST217 Principles of Historic Gardens

1 Credits

Social & Behavioral Science Department | Prerequisites: None

An overview of formal gardens and other historic designed landscapes as part of the built environment. Special emphasis is placed on the development of formal gardens in the first half of the twentieth century and the ways in which they reflect cultural ideas about nature.

HIST219 Management of Historic Sites

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST222 Archeology Topics

1 Credit

Social & Behavioral Science Department | Prerequisites: None

Students study how archaeologists work in the Delaware Valley region. Special emphasis is placed on actual excavations in New Jersey and Pennsylvania.

HIST239 American Pop Culture: History of Rock

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HIST246 Advanced Techniques in Conservation

3 Credits

Social & Behavioral Science Department | Prerequisites: None

Students acquire hands-on practice of advanced techniques in conservation and/or rehabilitation of historic properties.

HIST290 History Seminar

3 Credits

Social & Behavioral Science Department | Prerequisites: COMP111 (C or better) and 12 credit hours in HIST (C or better)

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.

HITT105 Legal Aspects of Health Information Technology

3 Credits

Health Sciences Department | Prerequisites: None

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.

HITT190 Introduction to Health Information Technology

3 Credits

Health Sciences Department | Prerequisites: None

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.

HITT207 Health Information Technology Applications

3 Credits

Health Sciences Department | Prerequisites: CISC110 (C or better) and HITT297 (C or better)

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.

HITT208 Healthcare Quality Improvement

3 Credits

Health Sciences Department | Prerequisites: HITT190 (C or better)

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.

HITT217 Health Insurance and Reimbursement

3 Credits

Health Sciences Department | Prerequisites: HITT190 (C or better)

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.

HITT250 Basic Pathophysiology and Pharmacology for Health Information Technology

3 Credits

Health Sciences Department | Prerequisites: MEDA120 (C or better) and BIOL181 (C or better)

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.

HITT280 Health Information Technology Externship

3 Credits

Health Sciences Department | 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. 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.

HITT285 Medical Coding/Billing Externship

3 Credits

Health Sciences Department | Prerequisites: Completion of all courses in the Medical Coding/Billing Certificate program with a C or better and permission of the Department of Health Sciences

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.

HITT297 Medical Coding

3 Credits

Health Sciences Department | Prerequisites: MEDA120 or BIOL115

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.

HITT298 Advanced Procedural Coding

3 Credits

Health Sciences Department | Prerequisites: HITT297 (C or better)

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.

HITT299 Advanced Diagnostic Coding

3 Credits

Health Sciences Department | Prerequisites: HITT297 (C or better)

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.

HLTH103 Life and Health

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

HLTH103H Life and Health (Honors section)

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: Admission to the Honors @ Bucks Program

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.

HLTH110 Responding to Emergencies

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

HLTH120 Nutrition

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: Reading Placement Test score Level 3 or higher or READ110 (C or better) or COMP 108

This course is an introduction to nutrition as a health science that examines the nutrients essential to human life. The metabolic action, requirements, and nutrient food sources are studied along with application of entrepreneurial skills. Needs and behavior patterns in children and adults are used to illustrate the relationship between diet and health.

HLTH120N Nutrition with a Registered Dietitian

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: Reading Placement Test score Level 3 or higher or READ110 (C or better) or COMP108

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 along with application of entrepreneurial skills. Needs and behavior patterns in children and adults are used to illustrate the relationship between diet and health.

HLTH120NH Nutrition with a Registered Dietitian (Honors section)

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: Admission to the Honors @ Bucks Program

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.

HLTH121 Applied Nutrition

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: HLTH120 (C or better)

After completing this course, the student should be able to discuss metabolic functions and needs of the human body, have a basic knowledge of drugs and nutrition, provide information on food economics, and understand basic diet therapy.

HLTH130 Principles and Applications of Diet and Fitness

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

In this health science course, students study variables related to a longer and healthier life. Students learn basic exercise physiology, nutrition, and weight control. They study the

beneficial effects of regular exercise and nutritious diets, maintaining a healthy weight, and prevention of life-style diseases.

HLTH140 Cardiopulmonary Resuscitation

1 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

HLTH200 Introduction to Women's Health Issues

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

HOSP100 Introduction to Hospitality Management

3 Credits

Business + Innovation Department | Prerequisites: None

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.

HOSP105 Sanitation and Safety (Certification Course)

3 Credits

Business + Innovation Department | Prerequisites: None

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.

HOSP110 Hospitality Financial Management

3 Credits

Business + Innovation Department | Prerequisites: HOSP100 or permission of the Department of Business + Innovation

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.

HOSP111 Conference and Meeting Planning

3 Credits

Business + Innovation Department | Prerequisites: HOSP100 (C or better) or permission of the Department of Business + Innovation

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.

HOSP112 Customer Service

3 Credits

Business + Innovation Department | Prerequisites: None

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.

HOSP200 Hotel and Lodging Operations Management

3 Credits

Business + Innovation Department | Prerequisites: None

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.

HOSP210 H/M/R/I Internship

3 Credits

Business + Innovation Department | Prerequisites: HOSP100 (C or better) or permission of the Department of Business + Innovation

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.

HOSP280 Cooperative Education - Hospitality and Tourism Management

3 Credits

Business + Innovation Department | Prerequisites: HOSP100 (C or better) or permission of the Department of Business + Innovation

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.

HUMN111 Ancient World: Culture & Ideas

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HUMN112 Medieval & Renaissance Worlds: Culture & Ideas

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HUMN113 Early Modern World: Culture & Ideas

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HUMN114 Modern World & Beyond: Culture & Ideas

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HUMN120 Survey of World Religions

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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).

HUMN121 Christianity

3 Credits

Social & Behavioral Science Department | Prerequisites: HUMN120 (C or better) or Permission of the Department of Social and Behavioral Science

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.

HUMN122 Buddhism - An Introduction

3 Credits

Social & Behavioral Science Department | Prerequisites: None

This course explores the history and ideas of Buddhism. Students explore the religion's varieties, basic abstract concepts, and patterns of spread.

HUMN125 Religion in America

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HUMN126 Science and Religion

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HUMN128 Holy War, Holy Peace in Islam, Judaism, Christianity

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

HUMN129 Eastern Religions

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

ITAL110 Elementary Italian I

3 Credits

Language & Literature Department | Prerequisites: None

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.

ITAL111 Elementary Italian II

3 Credits

Language & Literature Department | Prerequisites: ITAL110 (C or better) or equivalent or permission of the Department of Language & Literature

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.

ITAL201 Intermediate Italian I

3 Credits

Language & Literature Department | Prerequisites: ITAL111 (C or better) or equivalent or permission of the Department of Language & Literature

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.

ITAL202 Intermediate Italian II

3 Credits

Language & Literature Department | Prerequisites: ITAL201 (C or better) or equivalent or permission of the Department of Language & Literature

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.

ITAL250 Advanced Italian I

3 Credits

Language & Literature Department | Prerequisites: ITAL202 (C or better) or equivalent or permission of the Department of Language and Literature

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.

ITAL251 Advanced Italian II

3 Credits

Language & Literature Department | Prerequisites: ITAL250 (C or better) or equivalent or permission of the Department of Language and Literature

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.

JOUR155 Advertising Copywriting

3 Credits

Language & Literature Department | Prerequisites: None

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.

JOUR175 News Reporting and Writing

3 Credits

Language & Literature Department | Prerequisites: Writing Placement score of 6 or COMP107 (C or better)

This intensive workshop course stresses news reporting and writing techniques important in both print media and online news. Coverage of news events on and off-campus is supplemented by in-class deadline writing exercises. Students learn to check facts using

the internet, and to promote their work using social media.

JOUR275 Newspaper Editing and Page Layout

3 Credits

Language & Literature Department | Prerequisites: JOUR175 (C or better)

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.

JOUR276 Feature Writing for Print and Online Media

3 Credits

Language & Literature Department | Prerequisites: JOUR175 (C or better)

This workshop course focuses on the reporting and writing of feature articles for print and online media, with attention to the ethics of freelancing. Coverage of news events on and off-campus is supplemented by in-class dead line writing exercises. Students use social media to promote their work.

JOUR277 Public Affairs Reporting

3 Credits

Language & Literature Department | Prerequisites: JOUR175 (C or better)

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.

JOUR278 Webcast News Production

3 Credits

Language & Literature Department | Prerequisites: JOUR175 (C or better)

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 video cameras and editing software.

JOUR280 Cooperative Education - Journalism

3 Credits

Language & Literature Department | Prerequisites: Permission of the Department of Language & Literature

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.

JPNS101 Elementary Japanese I

3 Credits

Language & Literature Department | Prerequisites: None

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.

JPNS102 Elementary Japanese II

3 Credits

Language & Literature Department | Prerequisites: JPNS101 (C or better) or equivalent or permission of the Department of Language & Literature

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.

JPNS201 Intermediate Japanese I

3 Credits

Language & Literature Department | Prerequisites: Restricted to students enrolled in the AACHIEVE! program

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.

KINS106 Art of Personal Defense

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

This is an introductory course in the theory and techniques of self-defense. The content focuses on recognition and avoidance of dangerous situations, techniques of eliminating dangers, and the physical skills and strategies of personal defense. Basic concepts and principles of nutritional and physiological fitness are included in the course.

KINS110 Tennis

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS116 Competitive Activities

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS118 Tennis and Competitive Activities

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS120 Horsemanship

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS124 Badminton and Volleyball

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS126 Modern Dance

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS129 Tai Chi Chaun

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS130 Yoga

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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 nutritio and exercise physiology.

KINS133 Archery

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS134 Aerobics

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS135 Walk-Jog-Run

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS141 Golf

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.*Must have own transportation to facility.

KINS145 Bowling and Golf

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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. *Must have own transportation to facility.

KINS150 Beginning Aquatics

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS154 Swim for Fitness

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS155 Lifeguarding

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS156 Red Cross Water Safety Instructor

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS170 Individual Fitness and Wellness

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS172 Gymnastics

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS175 Dance: Square and Folk

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS176 Basketball and Softball

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS178 Basketball and Baseball

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS179 Field Hockey and Soccer

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

This course satisfies the transfer requirements for Physical Education majors. It teaches rules and strategy needed to play, officiate, teach and coach field hockey and soccer along with proper selection and care of equipment. Lifetime health benefits related to proper nutrition and exercise physiology are examined.

KINS180 Foundations of Physical Education and Exercise Science

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS183 Movement and Physical Education for Early Childhood

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS188 Net Games: Tennis and Badminton

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

This course satisfies the transfer requirements for Physical Education majors. Students are given instruction and practice fundamentals, drills, court strategy, doubles play, and conditioning for tennis and badminton. They are taught about rules and equipment. Lifetime health benefits related to proper nutrition and exercise physiology are examined.

KINS189 Bowling and Volleyball

2 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

This course satisfies the transfer requirements for Physical Education majors. Content includes the history, etiquette, rules, terminology, and safe performance of bowling and volleyball. Teaching, practice, and team play experience is provided. Lifetime health benefits related to proper nutrition and exercise physiology are examined. *Must have own transportation to facility.

KINS190 Introduction to Recreation Leadership

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

KINS191 Outdoor Recreation

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

This course teaches outdoor recreation activities, such as biking, cross-country skiing, orienteering, backpacking hiking, rock climbing, and repelling. Instruction includes classroom seminars, supervised outdoor practices, and field trips. Lifetime health benefits related to proper nutrition and exercise physiology are examined.

LAWS100 Introduction to Paralegal Studies

3 Credits

Business + Innovation Department | Prerequisites: None

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.

LAWS101 Divorce and Family Law

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 or LAWS110

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.

LAWS140 Civil Litigation and Practice

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better)

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.

LAWS150 Elder Law

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better)

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.

LAWS160 Wills, Trusts, and Estates

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better)

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.

LAWS165 Criminal Procedure for the Paralegal

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better)

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.

LAWS170 International Law

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better)

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.

LAWS180 Business Organizations: Paralegal

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better)

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.

LAWS205 Paralegal Trial Procedure and Practices

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better) and LAWS140 (C or better)

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.

LAWS210 Real Estate Law and Conveyancing

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better)

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.

LAWS215 Advanced Real Estate Law

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better) and LAW210 (C or better)

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.

LAWS220 Legal Research and Writing I

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better). Degree-seeking students must also take either COMP110 (C or better) OR MGMT135 (C or better) prior to taking this course. Students with international degrees should contact the Office of the Registrar to determine eligibility.

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.

LAWS225 Legal Research and Writing II

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better) AND LAWS220 (C or better)

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.

LAWS235 Bankruptcy

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better)

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.

LAWS240 Torts for the Paralegal

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better) AND LAWS140 (C or better)

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.

LAWS255 Ethics for the Paralegal

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better) and LAWS140 (C or better)

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.

LAWS260 Computers in the Law Office

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better) AND CISC100 (C or better) OR CISC110 (C or better)

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.

LAWS285 Paralegal Internship/Capstone Course

3 Credits

Business + Innovation Department| Prerequisites: LAWS 100, (C or better) LAWS 140, (C or better) and LAWS 220 (C or better), plus, either: nine credits of LAWS elective courses (C or better) OR six credits of LAWS elective courses (C or better) AND MGMT 130 (C or better).

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.

LAWS290 Administrative and Municipal Law

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better)

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.

LAWS295 Special Topics in Law

3 Credits

Business + Innovation Department | Prerequisites: LAWS100 (C or better)

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.

LITR205 English Literature to the 19th Century

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR206 English Literature in the 19th and 20th Century

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR231 American Literature to 1865

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR232 American Literature from 1865

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR234 Introduction to British Women Writers

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR235 A Century of Literature by American Women

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR246 Children's Literature

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR254 World Literature I

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR255 World Literature II

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR261 Themes in Literature - Women

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR264 Themes in Literature - Religion

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR264H Themes in Literature - Religion (Honors section)

3 Credits

Language & Literature Department | Prerequisites: Admission to the Honors @ Bucks Program

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.

LITR271 Introduction to Drama

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR273 Introduction to Poetry

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR275 Introduction to the Novel

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR277 Introduction to Short Fiction

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR278 Introduction to African-American Literature

3 Credits

Language & Literature Department | Prerequisites: None

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.

LITR279 Introduction to Shakespeare

3 Credits

Language & Literature Department | Prerequisites: None

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.

MATH089 Fast Track Mathematics

1 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test

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.

MATH090 Prealgebra

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 1

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.

MATH095 Basic Algebra

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 3 or MATH090 (C or better)

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.

MATH101 Mathematical Concepts I

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 5 or higher or MATH095 (C or better)

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.

MATH102 Mathematics for Educators I

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 7 or MATH103 (C or better)

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.

MATH103 Intermediate Algebra

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 5 or MATH095 (C or better)

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.

MATH105 Mathematics for Educators II

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH102 (C or better) or Permission of the Department of Science, Technology, Engineering & Mathematics

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.

MATH110 Mathematics for Technology I

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 5 or higher or Math095 (C or better)

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.

MATH115 Elementary Statistics

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 7 or higher or MATH101 (C or better) or MATH103 (C or better) or MATH110 (C or better)

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.

MATH115H Elementary Statistics (Honors section)

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 7 or higher or MATH101 (C or better) or MATH103 (C or better) or MATH110 (C or better); admission to the Honors @ Bucks Program.

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.

MATH117 Finite Mathematics for Business

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 7 or higher or MATH103 (C or better)

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.

MATH118 Business Calculus

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 8 or higher or MATH117 (C or better) or MATH120 (C or better)

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.

MATH120 College Algebra

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 7 or higher or MATH103 (C or better)

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.

MATH121 Discrete Mathematics

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH140 (C or better) or Permission of the Department of Science, Technology, Engineering &

Mathematics

This course enables students to strengthen and increase the understanding of discrete mathematics with special emphasis on computer science applications. Topics include sets, number systems, the nature of proof, formal logic, functions and relations, combinatorics, recurrence relations, trees and Boolean algebra.

MATH122 Trigonometry and Analytic Geometry

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 8 or higher or MATH120 (C or better)

Topics in this course include right triangle trigonometry, trigonometric functions and their inverses, identities, equations, solutions of oblique triangles, complex numbers, and analytic geometry.

MATH125 Precalculus Mathematics

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH Placement Test score of 9, or MATH122 (C or better), or MATH120 (C or better) and High School Trigonometry

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.

MATH140 Calculus I

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 11 or MATH125 (C or better)

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.

MATH140H Calculus I (Honors Section)

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Math Placement Test score of 11 or MATH125 (C or better); admission to the Honors @ Bucks Program

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.

MATH141 Calculus II

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH140 (C or better)

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.

MATH215 Elementary Statistics II

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH115 (C or better)

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.

MATH242 Calculus III

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH141 (C or better)

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.

MATH250 Differential Equations

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH141 (C or better)

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.

MATH260 Linear Algebra

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH140 (C or better)

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.

MDLB101 Introduction to Medical Laboratory Technician

3 Credits

Health Sciences Department | Prerequisites: Admission to Medical Laboratory Technician Program

This course introduces the medical laboratory technician student to the laboratory setting. Students gain an appreciation for the daily functions, safety regulations, and ethical standards of a professional laboratory technician. This course also includes hands-on laboratory experience in Phlebotomy, Urinalysis, and Analysis of Body Fluids.

MDLB201 Immunology

3 Credits

Health Sciences Department | Prerequisites: MDLB101 (C or better)

Students learn the organization, activation and diseases of the immune system with emphasis on the central concept of antigen-antibody reactions. Students devote laboratory time to performing various techniques used to detect diseases involving the immune system.

MDLB205 Immunohematology: Blood Bank

4 Credits

Health Sciences Department | Prerequisites: MDLB101 (C or better)

Corequisites: MDLB201, MDLB210, MDLB215

Students focus on the theory of antigen-antibody reactions, genetics of blood group inheritance, and the concept of donor/patient compatibility. In the laboratory, students devote time to quality control, compatibility testing, patient antibody identification, and blood component therapy.

MDLB210 Diagnostic Microbiology

4 Credits

Health Sciences Department | Prerequisites: MDLB101 (C or better)

Corequisites: MDLB201, MDLB205, MDLB215

Students identify medically important microorganisms using a wide variety of clinical

techniques. Included in discussions are susceptibility studies and the correlation of the presence of microorganisms to health and disease.

MDLB215 Clinical Chemistry

4 Credits

Health Sciences Department | Prerequisites: MDLB101 (C or better)

Corequisites: MDLB201, MDLB205, MDLB210

Students learn physiologic theory of routinely tested analytes. In the laboratory, students devote time to instrumentation, quality control, and statistics used in the quality assurance plan. Students learn the relationship of blood chemistry results to normal and disease states.

MDLB220 Hematology

4 Credits

Health Sciences Department | Prerequisites: MDLB201 (C or better), MDLB205 (C or better), MDLB210 (C or better), MDLB215 (C or better)

Corequisites: MDLB225

Students learn cell morphology, hemostasis, and the principles of automated instrumentation used in the hematology and coagulation laboratories. In the laboratory, students devote time to cell identification, instrumentation, and correlation of hematology and coagulation results with disease states.

MDLB225 MLT Seminar

3 Credits

Health Sciences Department | Prerequisites: MDLB201 (C or better), MDLB205 (C or better), MDLB210 (C or better), MDLB215 (C or better)

Corequisites: MDLB220

Students participate in a comprehensive review to plan for the National Certification Examination. They develop and deliver a case study, write resumes, attend mock interviews in order to demonstrate competency as an entry-level Medical Laboratory Technician.

MDLB230 Medical Lab Clinical I

2 Credits

Health Sciences Department | Prerequisites: MDLB201 (C or better), MDLB205 (C or better), MDLB210 (C or better), MDLB215 (C or better), and MDLB220 (C or better)

Corequisites: MDLB225

This course introduces the Medical Laboratory student to the Clinical Laboratory setting. Student clinical work occurs in the assigned applicable departments of the Laboratory—Hematology, Clinical Chemistry, Microbiology, or the Blood Bank (Immunohematology). Preceptors closely supervise student clinical work.

MDLB235 Medical Lab Clinical II

2 Credits

Health Sciences Department | Prerequisites: MDLB220 (C or better), MDLB225 (C or better), MDLB230 (C or better)

Medical Laboratory students apply theory and classroom materials to the clinical laboratory setting. Students participate in the supervised clinical setting while developing the skills of an entry-level laboratory professional.

MEDA120 Medical Terminology

3 Credits

Health Sciences Department | Prerequisites: None

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.

MEDA140 College Keyboarding and Document Processing

3 Credits

Health Sciences Department | Prerequisites: None

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.

MEDA200 Clinical Procedures I

3 Credits

Health Sciences Department | Prerequisites: MEDA120 (C or better) or BIOL115 (C or better)

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.

MEDA201 Clinical Procedures II

3 Credits

Health Sciences Department | Prerequisite/corequisite: MEDA200

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.

MEDA203 Laboratory Procedures

3 Credits

Health Sciences Department | Prerequisites: MEDA120 (C or better) or BIOL115 (C or better)

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.

MEDA204 Phlebotomy Procedures and Techniques

4 Credits

Health Sciences Department | Prerequisites: MEDA120 or BIOL115

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.

MEDA205 Medical Law and Ethics

3 Credits

Health Sciences Department | Prerequisites: None

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.

MEDA215 Medical Administrative Procedures

3 Credits

Health Sciences Department | Prerequisite/corequisite: MEDA140

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.

MEDA216 Medical Insurance, Billing and Reimbursement

3 Credits

Health Sciences Department | Prerequisite/corequisite: MEDA140

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.

MEDA220 Medical Assistant Externship

4 Credits

Health Sciences Department | Prerequisites: Completion of all courses in the medical assisting program with a grade of C or better and permission of the Department of Health Sciences.

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 externship instructor site visits and classroom seminars.

MEDA287 Phlebotomy Externship

3 Credits

Health Sciences Department | Prerequisites: Completion of all courses in the Phlebotomy Certificate program with a C or better and permission of the Department of Health Sciences. 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.

MGMT100 Introduction to Business

3 Credits

Business + Innovation Department | Prerequisites: None

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.

MGMT100H Introduction to Business (Honors section)

3 Credits

Business + Innovation Department | Prerequisites: Admission to the Honors@Bucks program

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.

MGMT100P Introduction to Business (Paired Section)

3 Credits

Business + Innovation Department | Prerequisites: None

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.

MGMT110 Small Business Management

3 Credits

Business + Innovation Department | Prerequisites: None

This course reviews considerations in establishing and managing a small business venture in today's complex business environment. It promotes application of the entrepreneurial mindset to issues of management, operations and control. Also reviewed are legal forms of ownership, financial planning and resources, ethical issues, and the importance of social responsibility.

MGMT120 Business Mathematics

3 Credits

Business + Innovation Department | Prerequisites: Math Placement Test score of 5 or better or MATH095 (C or better)

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.

MGMT130 Business Law

3 Credits

Business + Innovation Department | Prerequisites: None

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.

MGMT135 Business Communication (formerly OADM110)

3 Credits

Business + Innovation Department | Prerequisites: Writing Placement score of 6 or better or COMP107 (C or better)

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.

MGMT140 Supervision

3 Credits

Business + Innovation Department | Prerequisites: None

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.

MGMT155 Introduction to Entrepreneurship

3 Credits

Business + Innovation Department | Prerequisites: None

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.

MGMT160 Insurance and Risk Management

3 Credits

Business + Innovation Department | Prerequisites: None

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.

MGMT175 Professional Development (formerly OADM190)

3 Credits

Business + Innovation Department | Prerequisites: None

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.

MGMT180 Legal Environment of Business

3 Credits

Business + Innovation Department | Prerequisites: None

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.

MGMT190 Introduction to Finance

3 Credits

Business + Innovation Department | Prerequisites: Reading Placement Test score Level 3

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.

MGMT200 Organizational Behavior

3 Credits

Business + Innovation Department | Prerequisites: MGMT100 (C or better) or MGMT110 (C or better) or Permission of the Department of Business + Innovation

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.

MGMT220 Production and Operations Management

3 Credits

Business + Innovation Department | Prerequisites: MGMT100 or MGMT110 or permission of the Department of Business + Innovation

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.

MGMT230 Principles of Management

3 Credits

Business + Innovation Department | Prerequisites: MGMT100 (C or better) or MGMT110 (C

or better) or Permission of the Department of Business + Innovation

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.

MGMT250 Human Resource Management

3 Credits

Business + Innovation Department | Prerequisites: MGMT100 (C or better) or MGMT110 (C or better) or Permission of the Department of Business + Innovation

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.

MGMT280 Management Internship

3 Credits

Business + Innovation Department | Prerequisites: 24 college credits, a GPA of 2.5 earned in courses by the Department of Business + Innovation and permission of the Department of Business + Innovation

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.

MKTG215 Principles of Marketing

3 Credits

Business + Innovation Department | Prerequisites: MGMT100 (C or better) or MGMT110 (C or better) or Permission of the Department of Business + Innovation

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.

MKTG110 Selling

3 Credits

Business + Innovation Department | Prerequisites: None

This course evaluates selling as a component of the marketing mix. Students examine effective selling, steps in the selling process, and the application of entrepreneurial mindset to the selling process. Topics include an analysis of consumers, motivation and communications, handling objections, closing techniques, and the role of the salesperson.

MKTG112 Customer Experience

3 Credits

Business + Innovation Department | Prerequisites: None

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.

MKTG135 Retail Management

3 Credits

Business + Innovation Department | Prerequisites: None

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.

MKTG140 Retailing Merchandising

3 Credits

Business + Innovation Department | Prerequisites: None

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.

MKTG200 Advertising

3 Credits

Business + Innovation Department | Prerequisites: None

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.

MKTG220 Digital Marketing

3 Credits

Business + Innovation Department | Prerequisites: None

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.

MKTG230 Social Media Marketing

3 Credits

Business + Innovation Department | Prerequisites: None

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.

MKTG280 Marketing Internship

3 Credits

Business + Innovation Department | Prerequisites: 24 college credits, a GPA of 2.5 earned in courses by the Department of Business + Innovation or permission of the Department of Business + Innovation

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.

MUSC100 Music Fundamentals

3 Credits

Arts Department | Prerequisites: None

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.

MUSC101 Introduction to Music

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better)

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.

MUSC103 World Music

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better)

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.

MUSC105 American Music

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better)

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.

MUSC106 History of Jazz

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better)

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.

MUSC107 American Pop Culture: History of Rock

3 Credits

Arts Department | Prerequisites: None

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.

MUSC111 Music Theory I

3 Credits

Arts Department | Prerequisites: MUSC100 (C or better) or by qualifying exam Corequisites: MUSC115

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.

MUSC112 Music Theory II

3 Credits

Arts Department | Prerequisites: MUSC111 (C or better) or by qualifying exam Corequisites: MUSC116

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.

MUSC115 Ear Training I

3 Credits

Arts Department | Prerequisites: MUSC100 (C or better) or by qualifying exam Corequisites: MUSC111

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.

MUSC116 Ear Training II

3 Credits

Arts Department | Prerequisites: MUSC115 (C or better) or by qualifying exam

Corequisites: MUSC112

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.

MUSC124 Music Technology

3 Credits

Arts Department | Prerequisites: None

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.

MUSC129 Digital Recording Technology

3 Credits

Arts Department | Prerequisites: None

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.

MUSC201 Music Styles and Literature: Music before 1750

3 Credits

Arts Department | Prerequisites: MUSC112 (C or better)

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.

MUSC202 Music Styles and Literature: Music after 1750

3 Credits

Arts Department | Prerequisites: MUSC112 (C or better)

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.

MUSC211 Music Theory III

3 Credits

Arts Department | Prerequisites: MUSC112 (C or better) or by qualifying exam Corequisites: MUSC215

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.

MUSC212 Music Theory IV

3 Credits

Arts Department | Prerequisites: MUSC211 (C or better) or by qualifying exam Corequisites: MUSC216

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.

MUSC215 Ear Training III

3 Credits

Arts Department | Prerequisites: MUSC116 (C or better) or by qualifying exam Corequisites: MUSC211

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.

MUSC216 Ear Training IV

3 Credits

Arts Department | Prerequisites: MUSC215 (C or better) or by qualifying exam Corequisites: MUSC212

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).

MUSE101 Concert Choir (formerly MUSA101)

1 Credits

Arts Department | Prerequisites: Audition Required

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.

MUSE115 Jazz Orchestra (formerly MUSA115)

1 Credits

Arts Department | Prerequisites: Audition Required

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."

MUSE121 Bucks County Community College Symphony (formerly MUSA121)

1 Credits

Arts Department | Prerequisites: Entrance is by audition only. Entrance is limited to ten (10) students.

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.

MUSE140 Percussion Ensemble

1 Credits

Arts Department | Prerequisites: Audition Required

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.

MUSE151 Chamber Ensemble: Classical

1 Credits

Arts Department | Prerequisites: Audition

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.

MUSE155 Chamber Ensemble: Jazz

1 Credits

Arts Department | Prerequisites: Audition

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.

MUSE201 Madrigal Singers

1 Credits

Arts Department | Prerequisites: Audition

Madrigal Singers is a select vocal ensemble that specializes in the performance of advanced

repertoire representing diverse historical, cultural, and stylistic backgrounds and genres.

MUSG165 Group Instruction in Piano Level I (Formerly MUSA165)

1 Credits

Arts Department | Prerequisites: None

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.

MUSG166 Group Instruction in Piano, Level II (formerly MUSA166)

1 Credits

Arts Department | Prerequisites: MUSG165 (C or better) or Permission of the Arts Department

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.

MUSG175 Group Instruction in Guitar (Formerly MUSA167, Guitar Minor I)

1 Credits

Arts Department | Prerequisites: None

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.

MUSL100 Preparatory Lessons

1 Credits

Arts Department | Prerequisites: Audition, Enrollment in Music Transfer Major (curriculum code: 1019) and permission of the Arts Department

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.

MUSL101 Secondary Lessons

1 Credits

Arts Department | Prerequisites: Audition, Enrollment in Music Transfer major (curriculum code: 1019) and permission of the Arts Department

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.

MUSL110 Performance Class

1 Credits

Arts Department | Prerequisites: Permission of the Arts Department and current enrollment in Program of Study (1019) - Music

Students of the same applied instrument perform solo repertoire from their lessons and develop critical listening skills by evaluating the performances of their peers.

MUSL111 Principal Lesson I

2 Credits

Arts Department | Prerequisites: For Music majors, Audition, Enrollment in Music Transfer Major (curriculum code:1019) For non-Music majors Permission of the Arts Department

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.

MUSL112 Principal Lesson II

2 Credits

Arts Department | Prerequisites: For Music majors MUSL111, Audition, Enrollment in Music

Transfer Major (curriculum code:1019), For non-Music majors Permission of the Arts Department

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.

MUSL211 Principal Lesson III

2 Credits

Arts Department | Prerequisites: For Music majors MUSL112, Audition, Enrollment in Music Transfer Major (curriculum code:1019), For non-Music majors Permission of the Arts Department 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.

MUSL212 Principal Lesson IV

2 Credits

Arts Department | Prerequisites: For Music majors MUSL211, Audition, Enrollment in Music Transfer Major (curriculum code: 1019) For non-Music majors Permission of the Arts Department

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.

NANO211 Material, Safety and Equipment Overview

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: 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 110 at Bucks County Community College may be contacted at (215) 968-8305 for additional information.

NANO212 Basic Nanofabrication Processes

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: 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 110 at Bucks County Community College may be contacted at (215) 968-8305 for additional information.

NANO213 Materials in Nanotechnology

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: 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 110 at Bucks County Community College may be contacted at (215) 968-8305 for additional information.

NANO214 Lithography for Nanofabrication

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: 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 110 at Bucks County Community College may be contacted at (215) 968-8305 for

additional information.

NANO215 Materials Modification in Nanofabrication

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites:

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 110 at Bucks County Community College may be contacted at (215) 968-8305 for additional information.

NANO216 Characterization, Packaging, and Testing of Nanofabrication Structures

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites:

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 110 at Bucks County Community College may be contacted at (215) 968-8305 for additional information.

NEUR121 Fundamentals of Neuroscience

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CHEM121 (C or better) or permission of the Science, Technology, Engineering, and Mathematics Department

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.

NEUR122 Clinical Neuroscience

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: NEUR121 (C or better)

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.

NURS101 Nursing I

6 Credits

Health Sciences Department | Prerequisites: Must meet Admission criteria.

Prerequisite/corequisite: CHEM101 and BIOL181 and COMP110

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.

NURS102 Nursing II

6 Credits

Health Sciences Department | Prerequisites: NURS101 (C or better) or Permission of the Department of Health Sciences and Prerequisite/corequisite: BIOL182 and BIOL228, and HLTH120N

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.

NURS120 Drug Calculations and their Implications

1 Credit

Health Sciences Department | Prerequisites: Nursing major or RN or LPN license. Math Placement Test score of 3 or higher.

This course is designed for nursing students and for nurses returning to practice. Drug calculations, intravenous solutions, and their implications will be covered.

NURS121 Pharmacology in Nursing

3 Credits

Health Sciences Department | Prerequisites: NURS101 (C or better) or RN or LPN license

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.

NURS201 Nursing III

9 Credits

Health Sciences Department | Prerequisites: NURS102 (C or better) or Permission of the Department of Health Sciences, and Prerequisites/corequisites: PSYC110 and SOCI110 and COMP111

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.

NURS202 Nursing IV

9 Credits

Health Sciences Department | Prerequisites: NURS201 (C or better) or permission of the Department of Health Sciences, and Prerequisites/corequisites: COMM110 and Arts/Humanities elective

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.

NURS220 Nursing Health Assessment

3 Credits

Health Sciences Department | Prerequisites: BIOL182 (C or better)

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 may fill the pre-requisite requirement for Registered Nurses pursuing a Bachelor of Science in Nursing (BSN) degree.

PHIL105 Critical Thinking

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

PHIL111 Ethics

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

PHIL115 Philosophy of Religion East and West

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

PHIL125 Introduction to Philosophy

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

PHIL125H Introduction to Philosophy (Honors section)

3 Credits

Social & Behavioral Science Department | Prerequisites: Admission to the Honors@Bucks Program

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.

PHIL140 Existentialism

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

PHIL145 Aesthetics

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

PHYS106 Physics A

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH120 (C or better) or Math Placement Test score of 8 or higher

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.

PHYS107 Physics B

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: PHYS106 (C or better)

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.

PHYS121 Physics I

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: MATH140 (C

or better)

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.

PHYS122 Physics II

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: PHYS121 (C or better)

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.

POLI101 Political Science Internship

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

POLI111 American National Government

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

POLI120 American State and Local Government

3 Credits

Social & Behavioral Science Department | Prerequisites: None

Students examine the problems, structure, and major functions of government at the state and local levels. Topics include political processes in the suburban, urban, and state political systems.

PSYC100 Psychology of Personal Awareness

3 Credits

Social & Behavioral Science Department | Prerequisites: None

This course promotes personal growth and discovery by exploring psychological theories, concepts and methods through an entrepreneurship service learning experience. Students are required to take initiative, communicate effectively, put theory into action, and tap into yet undiscovered personal potential. Topics include personality theories, career development, wellness, interpersonal relationships and diversity.

PSYC105 Introduction to Group Dynamics

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

PSYC110 Introduction to Psychology

3 Credits

Social & Behavioral Science Department | Prerequisites: Reading Placement Test score Level

3 or READ110 (C or better) or COMP108 (C or better)

Introduction to Psychology is the scientific study of the psychological factors which influence the behavior of individual organisms, both animal and human.

PSYC110H Introduction to Psychology (Honors section)

3 Credits

Social & Behavioral Science Department | Prerequisites: Admission to the Honors@Bucks program

Introduction to Psychology is the scientific study of the psychological factors which influence the behavior of individual organisms, both animal and human.

PSYC110P Introduction to Psychology (Paired Section)

3 Credits

Social & Behavioral Science Department | Prerequisites: COMP108 (C or better) OR Corequisites: Reading Placement Test score Level 2 and enrollment in a paired section of READ110

Introduction to Psychology is the scientific study of the psychological factors which influence the behavior of individual organisms, both animal and human.

PSYC120 Human Sexuality

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

PSYC125 Psychological Techniques of Stress Management

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

PSYC160 The Psychology of Addiction and Substance Abuse

3 Credits

Social & Behavioral Science Department | Prerequisites: PSYC100 (C or better) or PSYC110 (C or better)

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.

PSYC180 Human Growth and Development

3 Credits

Social & Behavioral Science Department | Prerequisites: PSYC110 (C or better)

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.

PSYC181 Developmental Psychology - Lifespan

3 Credits

Social & Behavioral Science Department | Prerequisites: PSYC110 (C or better)

This course describes the intellectual, emotional, social, and physiological development of the human being. Development will be studied from conception through adulthood and aging.

PSYC190 Educational Psychology

3 Credits

Social & Behavioral Science Department | Prerequisites: PSYC110 (C or better)

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.

PSYC200 Social Psychology

3 Credits

Social & Behavioral Science Department | Prerequisites: PSYC110 (C or better)

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.

PSYC215 Introductory Psychological Statistics

4 Credits

Social & Behavioral Science Department | Prerequisites: MATH115 (C or better) and PSYC110 (C or better)

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 computer lab.

PSYC230 Neuroscience of Psychology

3 Credits

Social & Behavioral Science Department | Prerequisites: PSYC110 (C or better)

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.

PSYC270 Experimental Psychology

4 Credits

Social & Behavioral Science Department | Prerequisites: PSYC215 or

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.

PSYC280 Psychology of Abnormal Behavior

3 Credits

Social & Behavioral Science Department | Prerequisites: PSYC110 (C or better)

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.

PSYC285 Psychology Internship

3 Credits

Social & Behavioral Science Department | Prerequisites: Permission of the Department of Social and Behavioral Science

This course introduces students to fieldwork directly related to the students' academic preparation and career objectives. The major areas of focus include partaking in fieldwork, observing real-life situations of working professionals and their clients and comparing academic theory to fieldwork observations.

PUBS101 Introduction to Emergency Management

3 Credits

Business + Innovation Department | Prerequisites: None

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.

PUBS104 Crisis Management and Critical Incident Stress

3 Credits

Business + Innovation Department | Prerequisites: PUBS101 (C or better) or permission from the Business + Innovation Department

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.

PUBS206 Business Continuity Management

3 Credits

Business + Innovation Department | Prerequisites: PUBS101 (C or better) or permission from the Business + Innovation Department and Writing Placement Score of 6 or COMP107 (C or better).

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.

PUBS207 Emergency Management Exercise Design

3 Credits

Business + Innovation Department | Prerequisites: PUBS101 (C or better) or permission from the Business + Innovation Department and Writing Placement Score of 6 or COMP107 (C or better).

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.

PUBS212 Emergency Communications and Public Information

3 Credits

Business + Innovation Department | Prerequisites: PUBS206 (C or better)

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.

PUBS280 Emergency Management Internship

3 Credits

Business + Innovation Department | Prerequisites: 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 + Innovation Department and a GPA of 2.5 earned at Bucks County Community College. 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

RADI100 Introduction of Radiography

3 Credits

Health Sciences Department | Prerequisites: Admission to the radiography program.

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.

RADI105 Radiographic Procedures I

3 Credits

Health Sciences Department | Prerequisites: Admission to the radiography program

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.

RADI110 Image Production and Evaluation

3 Credits

Health Sciences Department | Prerequisites: Admission to the radiography program.

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.

RADI115 Radiation Physics

3 Credits

Health Sciences Department | Prerequisites: Admission to the radiography program

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.

RADI120 Clinical Experience I

2 Credits

Health Sciences Department | Prerequisites: Admission to the radiography program.

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.

RADI125 Radiographic Procedures II

3 Credits

Health Sciences Department | Prerequisites: RADI100 (B or better), RADI105 (B or better), RADI110 (B or better), RADI115 (B or better), and RADI120 (B or better)

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.

RADI130 Radiation and Protection Biology

3 Credits

Health Sciences Department | Prerequisites: RADI100 (B or better), RADI105 (B or better), RADI110 (B or better), RADI115 (B or better), and RADI120 (B or better)

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.

RADI135 Advanced Imaging I

3 Credits

Health Sciences Department | Prerequisites: None

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.

RADI140 Clinical Experience II

2 Credits

Health Sciences Department | Prerequisites: RADI100 (B or better), RADI105 (B or better), RADI110 (B or better), RADI115 (B or better), and RADI120 (B or better).

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.

RADI200 Clinical Experience III

3 Credits

Health Sciences Department | Prerequisites: RADI100 (B or better), RADI105 (B or better), RADI110 (B or better), RADI115 (B or better), and RADI120 (B or better).

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.

RADI205 Radiographic Procedures III

3 Credits

Health Sciences Department | Prerequisites: RADI125 (B or better), RADI130 (B or better), RADI135 (B or better), and RADI140 (B or better)

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.

RADI210 Advanced Imaging II

3 Credits

Health Sciences Department | Prerequisites: RADI200 (B or better)

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.

RADI215 Clinical Experience IV

3 Credits

Health Sciences Department | Prerequisites: RADI200 (B or better)

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.

RADI220 Registry Review

2 Credits

Health Sciences Department | Prerequisites: RADI200 (B or better)

This course is designed to provide a review of all previously studied radiography course work in preparation for the ARRT examination.

RADI225 Pathology

2 Credits

Health Sciences Department | Prerequisites: RADI205 (B or better), RADI210 (B or better), and RADI215 (B or better)

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.

RADI230 Quality Assurance

2 Credits

Health Sciences Department | Prerequisites: RADI205 (B or better), RADI210 (B or better), and RADI215 (B or better)

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.

RADI235 Clinical Experience V

3 Credits

Health Sciences Department | Prerequisites: RADI205 (B or better), RADI210 (B or better), and RADI215 (B or better)

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.

RADI300 Patient Care in Computed Tomography

3 Credits

Health Sciences Department | Prerequisites: Admission to the Computed Tomography program

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.

RADI301 Patient Care in MRI

3 Credits

Health Sciences Department | Prerequisites: Admission to the MRI program

This course provides the basic concepts of patient care as well as ethical and legal considerations. The screening, safety and application protocols for MRI Imaging are discussed. Students review basic concepts of venipuncture, administration of contrast and agents and discuss the appropriate delivery of patient care during contrast procedures.

RADI305 Procedures in Computed Tomography

3 Credits

Health Sciences Department | Prerequisites: Admission to the Computed Tomography program

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.

RADI306 Procedures in MRI

3 Credits

Health Sciences Department | Prerequisites: Admission to the MRI program

This course focuses on MRI examination preparation, patient positioning, protocol considerations, imaging planes, contrast media usage, patient education and safety as they pertain to the field of MRI. Students review MRI images for pathological considerations, quality, anatomy and physiology.

RADI310 Computed Tomography Practicum I

2 Credits

Health Sciences Department | Prerequisites: Admission to the Computed Tomography program

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.

RADI311 MRI Clinical Practicum I

2 Credits

Health Sciences Department | Prerequisites: Admission to the MRI program

This course provides students with clinical education experience in magnetic resonance imaging and assists students in achieving competency with the American Registry of Radiologic Technologist clinical education requirements for certification in magnetic resonance imaging.

RADI315 Cross-sectional Anatomy in Medical Imaging

3 Credits

Health Sciences Department | Prerequisites: Admission to the Computed Tomography program

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.

RADI320 Physics Instrumentation in Computed Tomography

3 Credits

Health Sciences Department | Prerequisites: RADI310 Clinical Tomography Practicum I

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.

RADI321 Physics Instrumentation in MRI

3 Credits

Health Sciences Department | Prerequisites: Admission to the MRI program

This course focuses on the physics, theories, application, and instrumentation of MRI equipment. Students discuss quality control procedures and the appearance, prevention of MRI image artifacts, and adjustment required for correction.

RADI325 Computed Tomography Practicum II

2 Credits

Health Sciences Department | Prerequisites: RADI310 Clinical Tomography Practicum I

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.

RADI326 MRI Clinical Practicum II

2 Credits

Health Sciences Department | Prerequisites: RADI311 MRI Clinical Practicum I

This course provides students with clinical education experience in magnetic resonance imaging and assists students in completing the American Registry of Radiologic Technologist' clinical education requirements for certification in magnetic resonance imaging.

READ085 Reading Support Seminar

1 Credits

Language & Literature Department | Prerequisites: None

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.

READ087 Integrated Basic Reading and Writing

5 Credits

Language & Literature Department | Prerequisites: CISC122 (C or better) or CISC215 (C or better)

Through themed readings, students apply, monitor and adjust a repertoire of reading strategies for improved comprehension and utilize the recursive writing process for composition organization and development. This introductory course develops the foundational literacy skills necessary for college success and prepares students for subsequent reading and composition courses.

READ089 Fast Track Reading

1 Credits

Language & Literature Department | Prerequisites: Reading Placement Test score Level 1, or Reading Placement Test score Level 2, or AESL103 (C or better) or, permission of the Department of Language and Literature

Through the use of an individualized, web-based learning system and instructor guided group instruction, this course develops the reading competencies required for academic success. Emphasis is on the development of basic reading comprehension skills and the application of these skills and other strategies for increased reading proficiency.

READ090 Introduction to College Reading

3 Credits

Language & Literature Department | Prerequisites: Reading Placement test score Level 1, or AESL 103 (C or better), or permission of the Department of Language and Literature

This introductory course develops students' ability to apply, monitor and adjust a variety of reading strategies for increased comprehension and metacognitive awareness. The focus of this course is to develop the reading competencies necessary for success in college level courses.

READ110 College Reading and Study Strategies

3 Credits

Language & Literature Department | Prerequisites: Reading Placement test score Level 2, or READ090 (C or better), or permission of the Department of Language and Literature Reading placement test score Level 2 or READ090 (C or better) or department approved assessment or permission of the Department
This course develops and improves reading comprehension skills and learning strategies to enhance academic performance across the curriculum. Emphasis is on the application of comprehension, critical thinking, and study strategies to college course material.

REAL101 Real Estate Fundamentals

2 Credits

Business + Innovation Department | Prerequisites: None

This is a basic course designed to provide students with an overview of real estate practice in Pennsylvania. Students learn the language, principles, and laws governing the real estate profession, with an emphasis on land, property rights in realty and practices, and the laws governing conveyance of these rights.

REAL102 Real Estate Practice

2 Credits

Business + Innovation Department | Prerequisites: REAL101 (C or better)

This course focuses on the role of a real estate agent in residential brokerage. The course introduces basic techniques, procedures, regulations, and ethics involved in a real estate transaction and a working knowledge of the necessary forms and documents. Specific topics include fair housing, listing, settlement, and surveys.

SCIE101 Physical Science

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Reading Placement Test score Level 3 or READ110 (C or better) or COMP108 (C or better); and Math Placement Test score of 5 or higher or MATH095 (C or better)

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.

SCIE102 Astronomy

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Reading Placement Test score Level 3 or READ110 (C or better) or COMP108 (C or better); and Math Placement Test score of 5 or higher or MATH095 (C or better)

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.

SCIE103 Physical Geology

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Reading Placement Test score Level 3 or READ110 (C or better) or COMP108 (C or better); and Math Placement Test score of 5 or higher or MATH095 (C or better)

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, the earth's interior, and the application of entrepreneurial skills to assessment of a geologic or environmental hazard.

SCIE104 Weather and Climate

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: Reading Placement Test score Level 3 or READ110 (C or better) or COMP108 (C or better); and Math Placement Test score of 5 or higher or MATH095 (C or better)

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.

SCIE105 Introduction to Environmental Science

4 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: None

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.

SCIE206 Fundamentals of Geographic Information Systems

3 Credits

Science, Technology, Engineering & Mathematics Department | Prerequisites: CISC110 (C or better)

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.

SOCI110 Introduction to Sociology

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

SOCI110H Introduction to Sociology (Honors section)

3 Credits

Social & Behavioral Science Department | Prerequisites: Admission to the Honors@Bucks program

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.

SOCI110P Introduction to Sociology (Paired Section)

3 Credits

Social & Behavioral Science Department | Prerequisites: None

Corequisites: Paired section of READ110

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.

SOCI120 Introduction to Cultural Anthropology

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

SOCI140 Peoples of America

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

SOCI150 Criminology

3 Credits

Social & Behavioral Science Department | Prerequisites: None

The sociological relationships involved in the causes and prevention of crime and juvenile delinquency and in the treatment of criminal offenders.

SOCI160 Marriage and the Family

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

SOCI230 Contemporary Social Problems

3 Credits

Social & Behavioral Science Department | Prerequisites: SOCI110 (C or better) and COMP110 (C or better)

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.

SPAN110 Elementary Spanish I

3 Credits

Language & Literature Department | Prerequisites: None

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.

SPAN111 Elementary Spanish II

3 Credits

Language & Literature Department | Prerequisites: SPAN110 (C or better) or equivalent or permission of the Department of Language and Literature

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.

SPAN201 Intermediate Spanish I

3 Credits

Language & Literature Department | Prerequisites: SPAN111 (C or better) or equivalent or permission of the Department of Language and Literature

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.

SPAN202 Intermediate Spanish II

3 Credits

Language & Literature Department | Prerequisites: SPAN201 (C or better) or equivalent or permission of the Department of Language and Literature

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.

SPAN250 Advanced Spanish I

3 Credits

Language & Literature Department | Prerequisites: SPAN202 (C or better) or equivalent or permission of the Department of Language and Literature

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.

SPAN251 Advanced Spanish II

3 Credits

Language & Literature Department | Prerequisites: SPAN250 (C or better) or equivalent or permission of the Department of Language and Literature

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.

SPMT200 Introduction to Sport Management

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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 and to sport principles as they apply to management, leadership style, communication, motivation and entrepreneurship.

SPMT201 Sport Marketing

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

SPMT202 Facility Management and Event Planning

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

SPMT203 History and Philosophy of Sport Management

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: None

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.

SPMT204 Sport and Society

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: MATH095 (C or better) or Math Placement Test score of 5

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.

SPMT280 Sport Management Co-op

3 Credits

Kinesiology and Sport Studies Department | Prerequisites: 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.

*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. *Must have own transportation to work site.*

SSWK110 Introduction to Social Work and Social Welfare

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

SSWK215 Loss and Grief

3 Credits

Social & Behavioral Science Department | Prerequisites: None

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.

SSWK220 Social Work: Interviewing, Assessment, and Referral

3 Credits

Social & Behavioral Science Department | Prerequisites: SSWK110 (C or better)

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.

VACV130 Media Scriptwriting

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or better or COMP107 (C or better)

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.

VACV135 Video Studio Production I (formerly COMV135)

3 Credits

Arts Department | Prerequisites: None

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.

VACV137 Sound Design for Film and Video

3 Credits

Arts Department | Prerequisites: None

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.

VACV140 Digital Video Editing

3 Credits

Arts Department | Prerequisites: None

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.

VACV141 The Art of Independent Cinema (formerly COMC141)

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better)

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.

VACV142 The Art of Theatrical Cinema

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better)

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.

VACV145 Filmmaking

3 Credits

Arts Department | Prerequisites: None

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.

VACV230 Motion Graphics

3 Credits

Arts Department | Prerequisites: VACV140 (C or better) or VAMM100 (C or better)

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.

VACV231 Video Field Production

3 Credits

Arts Department | Prerequisites: VACV140 (C or better)

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.

VACV232 Cable TV Production I

3 Credits

Arts Department | Prerequisites: VACV135 (C or better) or permission of the Arts Department

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.

VACV235 Video Studio Production II

3 Credits

Arts Department | Prerequisites: VACV135 (C or better) or permission of the Arts Department

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.

VACV238 Cinematography

3 Credits

Arts Department | Prerequisites: VACV231 (C or better) and VACV140 (C or better)

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.

VACV242 Cable TV Production II

3 Credits

Arts Department | Prerequisites: VACV232 (C or better)

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.

VACV246 Film Production II

3 Credits

Arts Department | Prerequisites: VACV145 (C or better)

Building on the skills from Film Production I, students explore detailed techniques of filmmaking using special equipment, synchronous sound, and laboratory processes. Students work on the development of skills and techniques through individual projects. Students produce a 7.5-minute original film.

VACV247 Advanced Cinema/Video Production

3 Credits

Arts Department | Prerequisites: VACV140 (C or better) and VACV145 (C or better)

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.

VACV280 Cooperative Education - Cinema/Video and Multimedia

3 Credits

Arts Department | Prerequisites: Cinema Video, Multimedia and Photography majors, 30 BCCC credits, a GPA of 2.5 or greater earned in courses offered by the Arts Department

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.

VAF A100 Drawing Fundamentals

3 Credits

Arts Department | Prerequisites: VAF A111 (C or better) or by permission of the Arts Department

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.

VAF A101 2-D Design Fundamentals

3 Credits

Arts Department | Prerequisites: None

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.

VAF A102 3-D Design Fundamentals

3 Credits

Arts Department | Prerequisites: None

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.

VAF A103 Drawing Composition

3 Credits

Arts Department | Prerequisites: VAF A100 (C or better) or permission of the Arts Department

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.

VAF A104 2-D Design Color

3 Credits

Arts Department | Prerequisites: VAF A101 (C or better) or permission of the Arts Department

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.

VAF A105 3-D Design Materials/Modeling

3 Credits

Arts Department | Prerequisites: VAF A102 (C or better) or permission of the Arts Department

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.

VAF A107 Introduction to Jewelry and Metalsmithing

3 Credits

Arts Department | Prerequisites: None

Students are introduced to the basic techniques necessary for the design and fabrication of jewelry and small three-dimensional metal forms. This course is the foundation for further exploration into jewelry design and metalsmithing as a vehicle for self-expression.

VAF A108 Jewelry II

3 Credits

Arts Department | Prerequisites: VAF A107 (C or better)

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.

VAF A109 Jewelry/Lost Wax

3 Credits

Arts Department | Prerequisites: VAF A107 (C or better)

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.

VAF A111 Drawing Basics

3 Credits

Arts Department | Prerequisites: None

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.

VAF A141 Introduction to Sculpture

3 Credits

Arts Department | Prerequisites: None

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.

VAF A147 Introduction to Glassblowing

3 Credits

Arts Department | Prerequisites: None

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.

VAF A148 Glassblowing II

3 Credits

Arts Department | Prerequisites: VAF A147 (C or better)

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.

VAF A149 Architectural Stained Glass Windows

3 Credits

Arts Department | Prerequisites: None

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.

VAF A160 Introduction to Printmaking

3 Credits

Arts Department | Prerequisites: None

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.

VAF A161 Screenprinting

3 Credits

Arts Department | Prerequisites: None

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 also incorporate digital technology to better understand these techniques and develop their individual imagery.

VAF A165 Book Arts

3 Credits

Arts Department | Prerequisites: None

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.

VAF A167 Papermaking

3 Credits

Arts Department | Prerequisites: None

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.

VAF A171 Introduction to Painting

3 Credits

Arts Department | Prerequisites: VAF A100 is recommended

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.

VAF A181 Introduction to Ceramics

3 Credits

Arts Department | Prerequisites: None

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.

VAF A191 Art History Before 1450

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better)

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.

VAF A192 Art History After 1450

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better)

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.

VAF A193 History of Modern Art

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better)

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.

VAF A194 American Art History

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better)

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.

VAF A195 Non-Western Art History

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better)

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.

VAF A200 Drawing Anatomy

3 Credits

Arts Department | Prerequisites: VAF A103 (C or better)

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.

VAF A202 Figure Drawing

3 Credits

Arts Department | Prerequisites: VAF A200(C or better) or Permission of the Arts Department

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.

VAF A242 Sculpture II

3 Credits

Arts Department | Prerequisites: VAF A141 (C or better)

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.

VAF A246 Sculpture/Foundry

3 Credits

Arts Department | Prerequisites: VAF A141 (C or better) or VAF A105 (C or better)

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.

VAF A249 Stained Glass II

3 Credits

Arts Department | Prerequisites: VAF A149 (C or better)

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.

VAF A250 Fine Arts and Design Portfolio Studio

3 Credits

Arts Department | Prerequisites: 24 studio credits and either VAF A191 (C or better), VAF A192 (C or better), or VAF A193 (C or better) or permission of the Arts Department

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.

VAF A260 Printmaking II

3 Credits

Arts Department | Prerequisites: VAF A160 (C or better)

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.

VAF A271 Painting II

3 Credits

Arts Department | Prerequisites: VAF A171 (C or better)

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.

VAF A282 Ceramics II

3 Credits

Arts Department | Prerequisites: VAF A181 (C or better)

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.

VAF W100 Fine Woodworking Fundamentals

3 Credits

Arts Department | Prerequisites: None

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.

VAF W133 Woodcarving - Furniture

3 Credits

Arts Department | Prerequisites: None

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.

VAFW136 Bending and Veneering

3 Credits

Arts Department | Prerequisites: VAFW100 (C or better)

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.

VAFW137 Chair Construction

3 Credits

Arts Department | Prerequisites: VAFW100 (C or better)

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.

VAFW138 Table Systems

3 Credits

Arts Department | Prerequisites: VAFW100 (C or better)

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.

VAFW140 Cabinetmaking

3 Credits

Arts Department | Prerequisites: VAFW100 or

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.

VAFW145 Conceptual Furniture

3 Credits

Arts Department | Prerequisites: VAFW100 (C or better) or VAFA102 (C or better)

This course focuses on designing and creating conceptually-based furniture. Students create functional furniture through the process of exploring ideas, construction methods, and finishes.

VAFW180 Woodturning

3 Credits

Arts Department | Prerequisites: None

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.

VAFW181 Woodturning II

3 Credits

Arts Department | Prerequisites: VAFW180 (C or better)

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.

VAFW190 History of American Furniture

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better)

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.

VAFW280 Cooperative Education - Fine Woodworking

3 Credits

Arts Department | Prerequisites: Fine Woodworking major, 30 BCCC credits, a GPA of 2.5 earned in courses offered by the Arts Department

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.

VAGD101 Layout and Basic Typography

3 Credits

Arts Department | Prerequisites: VAMM100 (C or better)

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.

VAGD102 Illustration - Drawing and Digital

3 Credits

Arts Department | Prerequisites: VAMM100 (C or better) and VAFA100 (C or better) or the permission of the Arts Department

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.

VAGD190 Graphic Design History

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or better or COMP107 (C or better)

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.

VAGD201 Graphic Design

3 Credits

Arts Department | Prerequisites: VAMM100 (C or better) and VAGD101 (C or better)

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.

VAGD280 Cooperative Education - Graphic Design

3 Credits

Arts Department | Prerequisites: 30 BCCC credits in a studio art major and a minimum GPA of 2.5, or permission of the Arts Department

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.

VAMM100 Digital Imaging

3 Credits

Arts Department | Prerequisites: None

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.

VAMM110 Web and Interactive Design

3 Credits

Arts Department | Prerequisites: None

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.

VAMM120 Interface Design

3 Credits

Arts Department | Prerequisites: None

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.

VAMM130 3-D Modeling Concepts

3 Credits

Arts Department | Prerequisites: None

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.

VAMM209 Multimedia Concepts I

3 Credits

Arts Department | Prerequisites: VAMM100 (C or better) or permission of the Arts Department

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.

VAMM230 3-D Animation

3 Credits

Arts Department | Prerequisites: VAMM130 (C or better) or equivalent knowledge with permission of the Arts Department

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.

VAMM250 Digital Arts Portfolio Studio

3 Credits

Arts Department | Prerequisites: 24 studio credits or permission of the Arts Department

Students develop and enhance their portfolio for transfer, employment or entrepreneurial pursuits. 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.

VAPH110 Digital Photography Fundamentals (formerly VAFA110)

3 Credits

Arts Department | Prerequisites: None

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.

VAPH151 Introduction to Photography (formerly VAFA151)

3 Credits

Arts Department | Prerequisites: None

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.

VAPH157 Photo II (formerly VAFA157)

3 Credits

Arts Department | Prerequisites: VAPH151 (C or better)

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.

VAPH196 History of Photography (formerly VAFA196)

3 Credits

Arts Department | Prerequisites: Writing Placement Test score of 6 or COMP107 (C or better)

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.

VAPH210 Digital Photography II (formerly VAFA210)

3 Credits

Arts Department | Prerequisites: VAPH110

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.

VAPH211 Studio and Lighting Fundamentals (formerly VAFA211)

3 Credits

Arts Department | Prerequisites: VAPH110 (C or better) or VAPH151 (C or better) and VAMM100 (C or better)

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.

VAPH257 Large Format Photography (formerly VAFA257)

3 Credits

Arts Department | Prerequisites: VAPH151 (C or better)

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.

WMST110 Introduction to Gender Studies

3 Credits

Language & Literature Department | Prerequisites: None

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.

WMST280 Cooperative Education - Women's Studies

3 Credits

Language & Literature Department | Prerequisites: Permission of the Department of Language and Literature and COMP110 (C or better) and WMST110 (C or better)

Section 4: College Information

Admissions Policy

Any person may apply for admission to the College. Bucks County Community College admits as regular students only persons who have a high school diploma; have the recognized equivalent of a high school diploma; or are beyond the age of compulsory school attendance in the state in which the institution is physically located.

Admission to some majors is limited by available facilities, the number of faculty, or other factors. The College may guide the enrollment of entering students in an effort to improve their opportunity to succeed in college. Admission for selected curricula is considered first for residents of Bucks County and then for residents of the Commonwealth of Pennsylvania.

Applying for Admission

Applicants for admission must submit an official application, generally online or paper-based, if necessary. Students who are intending to receive financial aid, or who intend to pursue select majors where transcript is required, must also have an official copy of their high school transcripts or an official notice of their GED scores on file in the Registrar's Office. 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 testing. Students with a 3.0 high school cumulative GPA within the last five (5) years may be eligible for testing waivers.

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 Registrar's Office. The transcript can be unofficial for the purpose of testing waivers.

Application Deadline

Applications are accepted on a rolling admissions basis for all terms, but students are encouraged to apply for admission as early as possible to ensure optimal course availability.

Specific Admissions Concerns

Readmission

Students who seek readmission must reactivate their student records via the application process at www.bucks.edu/apply.

Applicants with Previous College Experience

Transfer students must have an official copy of their transcripts sent and submit a Request for Evaluation in order to obtain transfer credits. For purposes of placement testing or prerequisite course waivers, an unofficial copy may be submitted.

Guest students are students currently enrolled at another college or university who wish to take courses at Bucks for transfer back to their primary institution. Such students should be advised by their own institution regarding course selection and transferability and meet any necessary course prerequisites by submitting an unofficial transcript, along with a prerequisite waiver request. 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.

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.

Dual Enrollment

Qualified high school students can also enroll in courses where classes are held in their participating high schools. These courses are college level and are preselected by the high school. Generally taught by Bucks faculty, the classes take place during the school day.

To learn if a high school participates in the Dual Enrollment Program, contact the high school guidance counselor.

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, 215-968-8911.

International Student Applicants

Non-immigrant students seeking F-1 International Student status must complete the following documentation:

- International application
- Official results of TOEFL (Test of English as a Foreign Language), IELTS, SAT, or ACT, if English is not your native language
- A bank statement showing the funds available to the student at the current estimated cost of attendance for international students
- If the monies are not the student's, then an Affidavit of Support must be submitted for the sponsoring party
- Copy of passport detail page
- In order to allow the time needed to process applications for students requiring an I-20, the Admissions Office must receive all application materials by the following deadlines:

July 15 - for the Fall semester November 15 - for the Spring semester

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.

Senior Citizens

Bucks County residents aged 65 and over may enroll tuition-free in credit courses on a space-available basis. To qualify for this waiver, students must register during the period designated by the College in its semester registration publication. Tuition is waived but all other applicable fees must be paid at registration. Proof of age and Bucks County residency may be required.

Students may elect to pay full tuition to secure a seat but, in doing so, forfeit their tuition waiver for the semester. Students who choose this option should report to a scheduled registration.

Residency Verification

All applicants for admission and enrolled students are legally bound to certify the county and state of their legal residency and are obligated to the College for the established tuition and fees.

Bucks County Community College adheres to the Regulations of the State Board of Education of Pennsylvania, Chapter 35, Community Colleges, which defines residency and domicile. The regulations define domicile as "the place where one intends to and does, in fact, permanently reside." The regulations also state "continuous residence in this Commonwealth for a period of 12 months prior to registration as a student. A student may rebut this presumption by convincing evidence." A copy of the regulations is available in the Office of Admissions, Records and Registration. If requested to prove residency or to establish residency in Bucks County, documentary evidence from disinterested persons is required.

Examples of factors which may provide convincing evidence include the following:

- copy of a signed lease or proof purchase of a permanent independent residence
- payment of appropriate State and local taxes
- agreement on company letterhead for permanent 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 re-classification must be approved by Enrollment Services by the end of the third week of classes. Any questions concerning residency should be directed to Enrollment Services at 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 Programming
- Computer Technology
- Cosmetology
- Criminal Justice
- Diesel Technology
- Early Childhood Education
- Electrical Technology
- Emergency Management Training/Medical Assistant
- Emergency Management/ Public Safety
- Fine Woodworking
- Fire Science
- Graphic Arts
- Graphic Design
- Health Care/Medical Assistant

- Health Care/Social Services
- Hospitality
- HVAC/R Technology
- Law Enforcement/Correction Administration
- Law Enforcement/Police Administration
- Law Enforcement/Social Services
- Multimedia
- National Occupational Competency Testing Institute (NOCTI)
- Networking Technology/ Electronics
- Outdoor Power Equipment Technology
- Plumbing/Heating Technology
- Precision Machining Technology
- 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 Registrar. The appropriate academic departments will evaluate these credits and will inform the Registrar 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 + Innovation, 215-968-8227 or the Office of Academic and Curricular Services, 215-968-8212.

Advanced Placement

The College participates in the Advanced Placement Program of the College Entrance Examination Board (CEEB). Under this program, the College grants credit and advanced placement to students with completed college-level courses in approved secondary schools with a score of three (3) or better in the Advanced Placement Tests of the CEEB. Some subjects require a score of 4 or 5.

Students who completed Advanced Placement (AP) courses and took the Advanced Placement (AP) tests in high school may be eligible to use their AP test scores for course credit. Students must submit an official copy of their AP test scores to the Registrar's Office. Scores must be sent directly from the College Board to Bucks County Community College, Registrar's Office, 275 Swamp Road, Newtown, PA 18940. Questions should be directed to 215-968-8117.

Evaluation of Transfer Credits

To have credits from prior colleges and universities evaluated, students must provide an official transcript to the Registrar's Office. 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.

Unofficial and/or "student copy" transcripts will not be accepted for credit transfer; however, they can be reviewed for possible 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 County Community College Registrar's Office.

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 70% by permission of the area Dean) 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 Registrar's Office is responsible for consideration of incoming transfer credit. Concerns or questions regarding coursework not transferred will be reviewed by the Registrar 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 advisor.

Evaluation of Military Experience

The College evaluates previous military experience in accordance with the recommendations of the American Council on Education (ACE) through the Guide in the Evaluation of Educational Experience in the Armed Forces. Veterans seeking credit for previous military experience must submit an official copy of their transcript (AARTS or SMART).

Once an evaluation is completed, the student will receive notification when credits are posted to the student's record.

Foreign College or University Experience

Credits will be accepted from a regionally accredited foreign college or university after a course by course evaluation is conducted by an approved Credential Evaluation Service. A list of acceptable services is available on the National Association of Credential Evaluation Services (NACES) website.

Supplemental External Credits

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 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 70% by permission of the area Dean) or better will be considered for potential transfer credit.
- Courses are considered for transfer credit as they relate to the student's program of study.
- If a student changes his/her major, a new evaluation request must be submitted as above.
- Developmental coursework will not be accepted for transfer credit.
- Proficiency courses (those which produce "pass" or "satisfactory" grades) will not be accepted for transfer credit.
- Courses taken at some institutions without regional accreditation may not be accepted for transfer credit through traditional means but may be reviewed through the Office of Prior Learning Assessment (PLA).

Supplemental Internal Credits

Internal credits are earned at the College and satisfy the degree requirements of completion of not fewer than thirty semester credit hours at the College. These internal credits may be earned through Portfolio Assessment (LE), Credit by Examination through division examinations (CREX), the College Level Examination Program (CLEP), and the DSST Defense Activity for Non-Traditional Education Support Program (formerly DAN TES). The CLEP and the DSST examinations may also be accepted as external credits by the College.

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 at Bucks.

Participation

To be eligible to participate in the Prior Learning Assessment (PLA) Program at Bucks, students must meet requirements as outlined on the PLA application (accessible at www.bucks.edu/pla). These requirements may or may not include the following depending on the request a student submits: 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 or may not be transferable to a 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. Please note that the PLA application process is subject to change. Consult the PLA webpage at www.bucks.edu/pla for the most up to date information on the [process](#).

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) a student seeks to challenge at Bucks. Identify any course(s) to potentially challenge for equivalent credit.
4. Determine which course(s) they propose to challenge and indicate this on the PLA Application.
5. Explore, with the PLA advisor if desired, the pathways available to document their prior learning that led to mastery of the course objectives.
6. 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. Standardized exams offered through International Baccalaureate (IB) exams may be challenged through portfolio (see individual assessment by portfolio below). 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 challenge 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 professionals. 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: pla@bucks.edu

Appointments: 215-968-8031

Fax: 215-968-8033

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 Technology
- Machine Tool Technology
- Mechanical Technology

Philadelphia

- Amer. Sign Language/Interpreter Education Architecture Chemical Technician
- Computer Assisted Design Construction Manager
- Facilities Management
- Interior Design

Montgomery

- Automotive Technology
- Dental Hygiene
- Medical Laboratory Technology
- Computer-aided Drafting & Design

Interested students should contact the Office of Admissions at the host college of the major they wish to pursue. Bucks County Community College is the host college for the following programs:

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.

Bucks Courses Open to Challenge by Examination*

Department of the Arts - Hicks123 - 215-968-8425			
<u>Bucks Course Number</u>	<u>Exam</u>	<u>Min Score</u>	<u>Credits</u>
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	Determined upon evaluation	3
VAMM100	CREX	70	3
Department of Business + Innovation - Grupp 401 - 215-968-8227			
<u>Bucks Course Number</u>	<u>Exam</u>	<u>Min Score</u>	<u>Credits</u>
ACCT103	CREX	70	3
ACCT105	CLEP – Financial Accounting	50	4
MGMT100	DSST – Introduction to Business	Determined upon evaluation	3
MGMT120	DSST – Business Mathematics	Determined upon evaluation	3
MGMT130	CLEP- Introductory Business Law	50	3
MGMT140	DSST - Principles of Supervision	Determined upon evaluation	3
MGMT200	DSST - Organizational Behavior	Determined upon evaluation	3
MGMT230	CLEP - Principles of Management	50	3
MGMT250	DSST – Human Resource Management	Determined upon evaluation	3
MKTG100	CLEP - Principles of Marketing	50	3
Department of Kinesiology & Sport Studies - Links Pavilion 209 - 215-			

968-8450			
<u>Bucks Course Number</u>	<u>Exam</u>	<u>Min Score</u>	<u>Credits</u>
HLTH103	CREX	80	3
HLTH120/120N	CREX	80	3
Department of Language and Literature - Grupp 105 - 215-968-8150			
<u>Bucks Course Number</u>	<u>Exam</u>	<u>Min Score</u>	<u>Credits</u>
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	Determined upon evaluation	3
FREN110/111	CLEP – French Language Level 1	50	6
FREN201/202	CLEP – French Language Level 2	59	6 (plus 6 for SPAN110/111)
GRMN110/111	CLEP – German Language Level 1	50	6
GRMN 201/202	CLEP – German Language Level 2	60	6 (plus 6 for GRM110/111)
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)
Department of Health Sciences - Founders 110 - 215-968-8353			
<u>Bucks Course Number</u>	<u>Exam</u>	<u>Min Score</u>	<u>Credits</u>
MEDA120	CREX	70	3
NURS101	CREX	Pass	6

	Only open to LPNs and/or students transferring from other NLNAC accredited Nursing programs.		
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 113 A - 215-968-8305			
<u>Bucks Course Number</u>	<u>Exam</u>	<u>Min Score</u>	<u>Credits</u>
CISC100	CREX	70	3
CISC110	CLEP – Information Systems	50	3
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	Determined upon evaluation	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 - Grupp 301 - 215-968-8270			
<u>Bucks Course Number</u>	<u>Exam</u>	<u>Min Score</u>	<u>Credits</u>
CRIJ100	DSST – Criminal Justice	Determined upon evaluation	3
CRIJ250	DSST – Introduction to Law Enforcement	Determined upon evaluation	3
ECON111	CLEP – Principles of	50	3

	Macroeconomics		
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 Unites 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

* IB credits may be challenged through the PLA process. Please contact the PLA coordinator for additional details at pla@bucks.edu or 215-968-8161.

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, 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 deadlines 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.

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.

Technology Support Fee

This fee is assessed to defray the cost of all technology resources. It supports Internet access, computing network services, and other technical services and resources.

College Services Fee (per semester)

A general services fee covering registration, parking decal, computer use, etc. \$25 fee.

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.

Nursing Fees

In addition to tuition and fees, the following are estimates of other expenses incurred by students in the nursing major: nursing fee, \$1010/course (1st year), \$1115/ course (2nd year); student uniforms, \$160; laboratory fees \$20/ course both years; malpractice insurance \$15/course covered and billed by college both years; NCLEX-RN Assessment tests (required each semester). Application for NCLEX-RN examination, Permit-to-Practice, PA Licensure Examination, graduation nursing pin (price varies based on pin selected). Additionally, students will have various fees for achievement tests and conferences that they must attend. Fees listed are subject to change.

Graduation Fees

This charge is assessed to cover a portion of the costs of graduation ceremonies and diplomas. \$20

fee.

Credit by Examination for Nursing

This charge is assessed for each course for which a student wishes to test competency. The charge covers the cost of the special examination and grading of the examination.

Transcript

This charge covers the handling and printing of transcripts for students. \$2 fee.

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 failure to attend classes neither cancels registration nor reduces the amount due.

Any checks returned to the College for insufficient funds will be assessed a return check fee in the amount of \$25.

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 start date of a course as published in the academic calendar:
 - 100% refund of Tuition, Capital Fee, Activities Fee and Technology Support Fee.
- For Official Drops after the start of a courses/semesters, the College will processed refunds according to published semester-specific refund schedule(s).
- To determine your refund:
 - 1) Find the corresponding Start and End date for your course(s) on the published semester-specific refund chart.
 - 2) Find the official date of your Withdrawal/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 completely withdraw from classes at or before the 60% point of the semester will have a Federally prescribed calculation performed to determine the amount of unearned aid that must be returned. Based on the withdrawal date recorded in the Office of Admissions, Records and Registration, we determine how many calendar days a student has attended in the semester. We divide the calendar days attended by the calendar days in the semester to get the percentage completed. Total disbursed aid is then multiplied by this percentage completed to determine earned aid. If earned aid is less than disbursed aid, we must perform another calculation to determine how much of the unearned aid has to be returned by Bucks County Community College and how much has to be returned by the student. Once the amount of unearned aid that needs to be returned is determined, it must be returned to the Title IV aid programs in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Perkins Loans
- Federal PLUS Loans
- Federal PELL Grant Program
- A student electing incompletes will be expected to complete courses within the time frame and policy prescribed by college policy. A student receiving financial aid or veteran benefits may be required to elect a particular option in accord with established policies.

Tuition Refund Appeals

No refunds will be made after the 20% point of the semester (After the 3rd week of Fall or Spring, or the equivalent for Modular courses, Intersession and Summer sessions). However, students may appeal their refunds if extenuating circumstances prevented them from dropping from classes by the refund deadline.

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 deadline for submitting appeals to Admissions, Records and Registration is by the last day of the semester that the student is appealing.

The College Service Fee is non-refundable.

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.

Indebtedness to the College

The College uses a standard collection process for unpaid indebtedness to the College. In addition, student official transcripts are withheld and the College will deny registration and readmission to students who:

1. are indebted to the College.
2. have failed to return books or equipment loaned to them.

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 2017-2018 academic year, approximate 3,425 students received some form of financial aid. The total amount of financial aid received by these students exceeded \$ 16.4 million.

Financial Aid Office

The Financial Aid Office is located on the first floor of the Linksz Pavilion. 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 evenings during the first week of the semester and registration dates. Please check our website for our evening hours during these events.

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** (Parent Loan for Undergraduate Students) loan, must complete:

- PLUS Master Promissory Note
- Credit Application
- Plus Loan Request Form
- Entrance Counseling is required for PLUS borrowers, 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.

Eligibility

Eligible students are notified by email on their Bucks Email account. 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. A Debt letter and Shopping Sheet are also sent with the Award Offer. 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 Student Self Service.

Non-eligible students are notified by email, identifying the reasons why aid was refused and students may appeal this decision by directing a request for reconsideration, in writing, to the Financial Aid Office. Once received the Financial Aid Office will make a determination and the student will receive an email with our response.

Sample Budget

A sample budget, used for financial aid purposes during 2018-2019, for an in-county commuter student living with parents, enrolled at 14 credits per term is listed below:

Tuition and Fees	\$5,286	
Room and Board	\$1,500	
Books and Supplies	\$1,700	
Transportation	\$2,970	
Personal Expenses	\$1,350	
TOTAL		\$12,834

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 an email requesting the information needed to complete this process. A student will log into MYBUCKS then Student Self Service and complete the tasks as requested in Self-Service.

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. In addition to tax information, you may also be required to submit proof of marriage licenses, separation/divorce documents, 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 the FAFSA. Other verification documents will still be requested from you and your spouse, or parents.

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. Changes to enrollment may also delay any refund, as adjustments are needed for a correct enrollment status.

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.

1. A student's academic progress will be checked at the end of each semester. All prior semesters are reviewed whether or not a student has received financial aid during each semester.
2. Students who have attended Bucks County Community College for less than (2) two academic years must maintain a grade point average which complies with the following scale:

Credits Attempted G.P.A.

Includes "F" grades, Withdrawals (W) 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

3. Once a student attends Bucks County Community College for two (2) academic years* a student must have a grade point average consistent with graduation requirements. A grade point average that is considered to be consistent with graduation requirements is at least 2.00.
** For example, a student who attends fall 2017, spring 2018, summer 2018 and fall of 2018 has attended two (2) academic years for purposes of this policy. (Combined summer sessions will be treated as one semester.)*
4. In addition to the GPA requirement, a student must successfully complete sixty-seven (67%) percent of 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).
5. Once a student attempts more than 150% of the credits that it normally takes to complete his/ her program of study, he/she is no longer eligible for financial aid. Exceptions may be made for students who have changed their major. If a student wishes to be considered for such an exception, the student must complete an appeal form in the Financial Aid Office. If an exception is made to the maximum time frame for a student, due to a change in major, the Financial Aid Office will notify the student of the academic plan which must be followed.
6. Repeat courses will be counted towards total credits attempted and total credits completed for determining the required 67% credit completion rate referred to in item #4 of this policy. Repeat courses will also be counted towards the 150% maximum credit limit referred to in item #5 of this policy. 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.
7. If lack of academic progress results from either the death of a relative of the student, an injury or illness of the student, or other special circumstances, this policy may be reconsidered on a case-by-case basis. For special consideration, a student must complete an appeal form in the Financial Aid Office. 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.
8. Students not meeting the satisfactory academic progress requirements may be reinstated for financial aid once they have enrolled at their own expense and successfully completed the number of credits prescribed by the Financial Aid Office in the "no progress" letter sent to students. In addition, they must also meet the grade point average requirement referred to in item #2 of this policy.
9. Federal regulations permit financial aid to be awarded for no more than 30 semester hours of remedial coursework. Once a student has attempted a total of 30 semester hours of remedial courses, no additional remedial courses will qualify for financial aid. English as a Second Language (AESL) courses are exempt from the remedial course limit. Remedial courses will be counted as attempted credits and calculated into the G.P.A. The PHEAA State Grant has other remedial requirements. Please see the rules and regulations in the PHEAA Grant eligibility notice provided to you with your state grant award notice.
10. Students who have been granted an "Academic Restart" approval. Please note: The granting of an academic restart does not automatically constitute eligibility for financial aid. Students must

complete a Financial Aid Academic Progress Appeal Form that will be evaluated by the Financial Aid Staff and eligibility notification will be sent to the student.

11. Satisfactory Academic Progress also includes following the prescribed coursework of the students current program of study. Students should note that the majority of courses they are enrolled in for each semester must apply toward their major at BUCKS. This information can be found in the Progress tab in Self-Service Student Planning.

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 Registrar's Office of intent to withdraw from class(es) or the College. Students who stop attending class(es), but fail to notify the Registrar's Office, will be required to repay any financial aid refund received to cover educational expenses during the time of non-class attendance.

Enrollment in a study abroad program approved for credit may be considered enrollment at Bucks County Community College for the purpose of applying for Title IV assistance. Please contact the Financial Aid Office for further information.

Students convicted of possession or Sale of Drugs

A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds. The student self-certifies in applying for aid that he is eligible; the Financial Aid Office is not required to confirm this unless there is conflicting information.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

Withdrawal From the College

Financial aid recipients withdrawing from the College should contact the Financial Aid Office. This will ensure that all matters regarding financial aid awards, refunds, and student loan obligations are taken care of prior to leaving the College. It is the policy of Bucks County Community College not to grant 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 completely 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 Registrar's Office 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 Competitiveness Grants for which a return is required
- Federal Supplemental Educational Opportunity Grants (SEOG) for which a return is required
- Iraq and Afghanistan Service Grant for which a return is required

Payment of Financial Aid Awards

The College pays all financial aid scholarship, grant, and loan awards by direct credit to student accounts on a semester basis. Payments are credited to 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. You can now view Financial Aid **Bookstore Voucher** information on MYBUCKS Financial Aid Self Service: <http://bucks.edu/mybookfunds>. Navigate left-Click Financial Information then-MyBookstore Available Funds. 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.

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 additional documentation such as tax returns, pay stubs, W2 forms, etc. Students/parents will be notified of the outcome in writing.

Reapplication for Financial Aid

All students must reapply for financial aid each year. New FAFSA applications are generally available each October 1, for the ensuing academic year. Students who have received financial aid during one academic year will automatically receive a federal renewal application. Preference is given to applications received by May 1st for the fall semester and November 1st for students entering in the spring semester.

Applications received after the deadlines are processed as soon as administratively possible, dependent upon available funding.

Job Location Program

Students who are interested in securing part-time jobs during the semester are encouraged to contact the Job Location Coordinator in the Financial Aid Office, Newtown Campus. Students eligible for the Federal Work- Study Program may be placed in open positions within a few days. Although the majority of the open positions are filled at the beginning of each semester, a number of openings become available each month. Students not eligible for a part-time job through the Federal Work-Study Program will be referred to other College departments assisting the students with job location while enrolled. For additional information, schedule an appointment to see the Job Location Coordinator 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 also available on the website. You may view the current listings for the Federal Work-Study Program at: www.bucks.edu/jobs. This website will allow you to search for Federal Work-Study positions and other employment opportunities outside of the college.

Bucks Financial Aid Programs

The College participates in all major federal and state financial aid programs. Descriptions of the various programs, including eligibility requirements, application procedures, and possible award amounts are summarized below. Award amounts and eligibility requirements are subject to change by state and federal legislation. All forms are available on line, and recommended to be completed online. The are paper forms available through the FAFSA.gov, please note all paper forms will have a delay in processing, and may take at least 6-8 for the information to be received by our office. The FAFSA can be completed online at www.fafsa.gov.

Federal Pell Grant

Source

Federal Government Program Who is Eligible to Apply Applicants must be:

1. U.S. citizens or permanent residents.
2. Enrolled or planning to enroll for at least six (6) credits, half-time status.
3. Federal Pell Grant eligibility is extended to less than half-time students.
4. Enrolled in a major on a degree seeking basis.
5. Not in default status on a previously secured student loan.
6. Making "satisfactory academic progress."
7. A recipient of a high school diploma or a high school equivalency diploma (GED).

Award Amounts

Yearly amounts range from \$500 to \$6,195 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

1. Source is Federal Government - 75% Bucks - 25%
2. 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.
 - Previously secured student loan.
 - Making "satisfactory academic progress."
 - A recipient of a high school diploma or a high school equivalency diploma (GED).
3. 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.
4. 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.
5. 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)

1. Source Federal Government - 75% Bucks - 25%
2. 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).
3. Award Amounts range from \$100 to \$1000 per academic year based on need

PHEAA Grants

Pennsylvania Higher Education Assistance Agency Grants

1. Source Commonwealth of Pennsylvania

2. 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.

3. Award Amounts

Yearly grants are based upon a percentage of tuition.

4. How Eligibility is Determined

Awards are determined by a State formula based on financial need.

5. How to Apply

Complete the Free Application for Federal Student Aid (FAFSA)/Renewal FAFSA and the PHEAA State Grant Application is available on the Web at www.pheaa.org.

Scholarships

A complete listing of the Foundations scholarships available can be found at <http://www.bucks.edu/about/foundation/scholarships/>. There are also scholarship opportunities on www.fastweb.com which is a free scholarship search engine and can be found as a link on the Financial Aid homepage. There are other free search engines available that students can also use, beware of any scholarship searches that require a fee.

Registration Guidelines

Course Registration

For Continuing/Returning Students

Dates for course registration are announced by the Registrar's Office. Currently enrolled students are sent priority registration information from that office. Dates for registration are published 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 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 academic advising and registration appointment.

Academic Advising

Academic Advising assists students with setting educational goals, planning how to achieve the goals, and making informed decisions on matters related to academic success.

The Advisor is a source of information about institutional policies, procedures and programs, and helps students use College resources for integrating academic pursuits with personal and vocational goals.

It is best to meet with advisors well before course registration periods so that adequate time and attention can be devoted to student concerns, apart from the urgency of registration itself. Advisors are prepared to assist students in considering career choices, transfer of courses, selection of transfer colleges/universities, 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 asked 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 Saturdays, and are open to all students. In addition, courses are offered through online learning.

Course Selection

The ultimate responsibility for course selection rests with the student. The Advisor's function is to help the student identify degree/course requirements, alternatives, and to evaluate options.

Self-Service Student Planning 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 Academic Deans.

Corequisites

A corequisite is a course which is required to be taken simultaneously with another.

Course Syllabus

A copy of the syllabus for each course offered by the College is available for reference by students in academic department offices, the Office of the Provost/ Dean, Academic Affairs, the Library and online.

Course Format

Every instructor is required to distribute a course format to students in a class. The course format contains information on the teaching methods to be employed in the class, student evaluation criteria and devices, required instructional materials, and other information pertinent to the organization and conduct of the class.

Student Schedules

A student's schedule is available in Self-Service.

Identification Cards

Identification Cards are required for all full-time and part-time students. Cards are issued by the Library and will be used for library and equipment check-out, as well as for admission to College activities. Loss of the I.D. Card should be reported immediately to the Library. There will be a replacement fee charged to reissue an I.D. Card.

Placement Testing

As of the 2007 Spring Semester, Placement Testing is required of all incoming students at Bucks (students enrolling at Bucks for the first time). Students who were enrolled at Bucks prior to the 2007 Spring Semester are still under the previous rules, with Placement Testing required of all full-time students, and part-time students before registering for their 16th credit. These tests include:

The Writing Sample, used to determine English course placement, is required of all students who are planning to register for English Composition I (COMP110) or Business Communication (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 will be required. Students must contact the AESL Coordinator, at 215-968-8018 or aesl@coordinator@bucks.edu, 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 bucks.edu/testing.

Placement tests may not be taken a second time unless permission is granted by the Academic Department.

Test scores are entered on transcripts for College use but are removed from those transcripts sent to off-campus locations, such as other colleges or employers.

Test scores are valid for placement purposes for three years. If a student does not enroll in the College within three years, new testing will be required.

Who Must Be Tested

- All applicants and reapplicants for full-time or part-time status;
 - Students with a degree or course work from a foreign country's college or university;
 - All students planning to enroll in reading, writing, or math courses, or CHEM121.
- Exemptions from Testing (Waivers) Individuals qualifying for an exemption from Placement Testing must complete the Form available through the following link: [Waiver or Evaluation Form](#)
- 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 Registrar's Office at (215) 968-8000 or registrar@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
- READ089 - Fast Track Reading
- READ090 - Introduction to College Reading
- READ110 - College Reading and Study Strategies
- COMP090 - Basic Writing
- COMP107 - Introduction to Academic Writing
- COMP108 - Introduction to Academic Reading and Writing
- 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

AESL Placement Test Level 2: AESL083 Reading Fundamentals for International Students (required course)

AESL Placement Test Level 3: AESL103 Reading Skills for International Students (required course)

Level 1: READ090 Introduction to College Reading or READ089 Fast Track Reading (students must take

a reading course the first semester)

Level 2: READ110 College Reading and Study Strategies (a strongly recommended course but not required; certain content courses have a Level 3 pre-requisite)

Level 3: No Reading Course Required

Students with a Level 1 Reading score are limited in their enrollment to certain courses until they achieve a Level 2 in reading. Students who initially have a Level 1 placement must also successfully complete READ110 with a grade of C or better in the subsequent semester, unless they test at Level 3 on the end-of-semester test. All academic advisors have the list of currently approved courses for Level 1 students. Students who already have a reading placement test score of 1 will not receive a course waiver based upon high school transcripts and will be placed into the appropriate courses. See approved courses online.

Students enrolled in AESL103 must register for READ090 or READ089, unless they test at Level 2 on the end-of-semester test. Students with a Level 1 score must also successfully complete READ110 with a grade of C or better in the subsequent semester, unless they test at Level 3 on the end-of-semester test.

Inquiries about the reading test, scores, or course placement should be directed to the Reading Coordinator in the Department of Language and Literature, 215- 968-8252 or denise.may@bucks.edu.

Transfer of Bucks Courses to Other Schools

Decisions on the transferability of courses are made by destination colleges/universities and differ from institution to institution. Transfer Services offers materials and advising helpful to students planning to transfer.

Students should consult with Transfer Services no later than 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 college/university's admissions representatives during the course of their study at Bucks County Community College. Transfer Services may be reached at transfer@bucks.edu or 215-968-8031.

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.

How to Make Changes after Registration

Changes of Curriculum

Students who wish to change their majors must complete the online change of major form.

Drop and Add

Each semester begins with a period when courses may be dropped or added with no grade being recorded. Students must use Self-Service Student Planning to drop and add courses, or submit the required forms to the Registrar's Office to have any changes officially recorded. Dates for this drop/add period (and related refund percentages) are published in the academic 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 academic 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. Refund tiers for modular courses are found in the academic calendar.

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 midterm grades. Students will be notified by the Registrar’s Office when an instructor has withdrawn them from a course(s).

Student-Initiated. From the second week of classes (or its equivalent in modulars, summer and winter sessions) until the deadline for student-initiated withdrawal (see the academic 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 Registrar’s Office or by emailing registrar@bucks.edu from their Bucks student email account.

Students who are unable to withdraw from course(s) in person may do so by sending written notice, by email, fax, or appropriate form, to the Registrar’s Office. The withdrawal becomes effective the day that the Registrar’s Office receives written notice. It must be received before the deadline which is stated in the College’s academic 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 an appeal for withdrawal with the Committee on Academic Performance. Appeal forms are available online, in the Office of Admissions, Records, and Registration, and the Director’s offices at the Lower and Upper Bucks Campuses. If the appeal is denied by the Committee, the student may not withdraw from class. If the appeal is upheld and the instructor agrees with the Committee’s decision, the grade will be changed to a withdrawal.

No appeal for a change of a grade to W will be considered after three years have elapsed since the end of the semester or session in which the grade was received.

Students completely withdrawing from the College must secure a clearance from the Financial Aid Office prior to submitting a withdrawal form.

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 out-standing 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 mid-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 Com- plaint 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 ad- vantage 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 Commu- nity College, Admissions Office, Linksz Pavilion, 275 Swamp Road, Newtown, PA, 18940
- Email from your Bucks Student Email Account to: [VAbenefits@ bucks.edu](mailto: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 di- rected to the Veterans' Coordinator.

Academic Policies

Grading System

Each instructor will explain the grading system used in a course. Students are responsible for obtain- ing a clear understanding of the system.

Grades | Numerical | Quality Points

A	90-100	4	
B+	87-89		3.5
B	80-86	3	
C+	77-79	2.5	
C	70-76	2	

D+	67-69	1.5
D	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 (adjusted for modular, summer, and winter terms) 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 from the Academic Dean.

Grade Changes and Challenges

The College provides an appeal procedure for students who believe that a recorded final 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.)	Attempted	Probation	Academic Warning	Acceptable
	0-8	-	.00-1.99	2.00
Cumulative Credits	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 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 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 Academic Dean and must be forwarded to the Registrar's Office 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.

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 classwork and interactions with your instructor and fellow students occur primarily online. Online instruction may be supplemented with printed or online textbooks, online content from textbook publishers, online videos, and CDs or DVDs. Some courses require proctored testing. Email, discussion groups, and chat rooms provide a high degree of student-to-student and student-to-instructor interaction.

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 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 bucks.edu/virtual.

Transferring

Bucks transfer planning services are offered at all campuses and include individual transfer planning appointments, an extensive website, and transfer fairs. Transfer Advisors are available to assist Bucks students with decision-making for the transfer planning process. Visit www.bucks.edu/transfer, e-mail transfer@bucks.edu, 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. You can 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 transfer advisors 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, e-mail transfer@bucks.edu, 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.
- Institutions typically have a limit on the number of credits that are accepted for transfer.

Transfer Agreements

Bucks courses transfer! Even without formal agreements, your Bucks program can prepare you for the college of your choice. However, many colleges and universities have made the transfer planning process even smoother by providing several types of transfer agreements.

- Core-to-Core agreements mean that, with the completion of an associate degree, the general education (core) requirements have already been completed when you transfer to the agreement school. Bucks has formal core-to-core agreements with several institutions.
- Transfer Intent Agreements (sometimes called Dual Admission Agreements) assure admission (either to the school or only to specific programs) when students complete a Bucks degree and meet certain admission requirements.
- Program-to-Program agreements outline exactly what courses a student should take as part of an associate degree in order to transfer at the junior level in a specific major. Bucks has program agreements with many schools. These valuable outlines can be found on the Transfer Services web site at www.bucks.edu/transfer/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 agreements with Bucks. For more information on Bucks transfer agreements, contact Transfer Services at 215-968-8031, e-mail transfer@bucks.edu, or visit www.bucks.edu/transfer.

Pennsylvania State System of Higher Education (PASSHE)

There are transfer advantages for Pennsylvania community college students who transfer to one of the universities of The Pennsylvania State System of Higher Education (PASSHE). PASSHE includes the following PA Universities: Bloomsburg, California U. of PA, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana U. of PA, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock and West Chester.

The PA Transfer Credit Framework was developed among these universities and PA community colleges. This Framework allows students to transfer up to 30 credits of foundation courses from Bucks County Community College to any of the PASSHE universities or other PA community colleges and have those courses count toward graduation. The Framework includes courses in English, public speaking, math, science, art, humanities, history and the behavioral and social sciences.

Additionally, there are Statewide P2P Articulation Agreements that allow students who graduate with specific associate degrees to transfer as juniors into 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.

Academic and 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.

The Accessibility Office (TAO)

Students with disabilities who may be eligible for reasonable accommodations should request them through this office. All accommodations are tailored to the individual needs of each student based on their documentation presented to the Accessibility Office (TAO). All accommodations are in accordance with the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973. 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, 215-968-8911.

American English as a Second Language Program

The American as a Second Language (AESL) credit courses give non-native English language students the opportunity to improve their academic English language skills and prepare for college credit courses. To learn more about the AESL Language courses go to www.bucks.edu/aesl or contact the AESL Coordinator at 215-968-8018 or aeslcoordinator@bucks.edu.

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 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 supplies, clothing, gift items, and greeting cards.

Refunds, under certain conditions, are allowed. See policy posted in Bookstore and KEEP YOUR RECEIPT.

The Bookstore conducts a used book buy-back at the end of each semester. Watch for dates in The Centurion, posted on bulletin boards throughout campus, or advertised on Visual Information Services (VIS) television monitors.

Center for Student Employment and Career Development

The Career Center 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 [two](#) large, campus-wide Job Fairs 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 related services are available at all three campuses. Hours may vary when classes are not in session at the Newtown campus, and students at other campuses may contact the Career Center to schedule an appointment.

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 bucks.edu/life/child-care/ For information, call the Early Learning Center at 215-968-8082.

Counseling Services

Counseling Services helps students develop skills with goal-setting and decision-making and assists students to meet the challenges associated with their higher education endeavors. The Counselors assist students with:

- responding effectively when personal issues interfere with academics
- coping with stress and personal problems
- degree completion and transfer planning
- job search strategies
- understanding college policy and procedures
- setting goals
- developing skills for making decisions

While Bucks County Community College counselors do not provide long-term mental health therapy and do not replace outside help when indicated, they are an element in providing student support and ensuring student success. For more information, email Counseling Services at counseling@bucks.edu or call 215-968-8189.

Food Service

The Newtown campus, Upper Bucks Campus, and Lower Bucks Campus dining service operations are under the direction of private contractors. Each campus offers a variety of hot and cold food options and a dining facility. The food service is open daily with modified hours over breaks and the summer. Vending machines are available throughout each campus for beverages and snacks.

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 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
- Microsoft Office Suite

- Logins and passwords
- Internet browsers
- MyBucks College Portal
- College's eMail system
- Canvas for online learning
- Student Self Service to find courses, register for classes, and check grades
- Assistance with connecting to the College's WiFi network

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 offers a local housing list guide to at <http://www.bucks.edu/life/student/info/housinglist/>

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 and tablets; telecommunications equipment and voicemail systems, instructional support; network equipment and systems; and cloud-hosted 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 also administers the cloud-based Microsoft 365 environment and several other applications systems.

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)

Keystone Education Yields Success (KEYS) is a collaborative program between the Pennsylvania Department of Human Services (DHS) and Pennsylvania community colleges. KEYS is designed to assist recipients of Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) attending Pennsylvania's community colleges and ensure the successful completion of the students' courses.

The KEYS program provides services to students who are enrolled, registered, or interested in enrolling at any of the 14 community colleges in Pennsylvania. The primary goal of KEYS is to assist students in completing educational activities which lead to employment and self-sufficiency.

To learn more about the KEYS Program, please contact June Rogers (Program Director) at 215-504-8621, june.rogers@bucks.edu. The KEYS Program is located on the Newtown Campus, Charles E. Rollins Center, Student Services. We are here to assist you!

Learning Resources

Learning Resources provides academic support for students, and professional development and training for college faculty and staff. Learning Resources includes the Academic Success Center, Bucks Online, the Center for Personal and Professional Development, Instructional Design, the Library, and the Media Lab. The Information Technology Services Help Desk is also located here. Services are available on all campuses and remotely.

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/library/>. The Library collection includes over 100,000 books and 200 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 8,000 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 phone, email, instant message, and text. Computers are available in all three campus libraries for research and use of MS Office applications. Help Desk staff provides on-site and remote assistance with technology. Visit <http://www.bucks.edu/library/> for hours and other information.

Newtown:

Reference 215-968-8013

Circulation 215-968-8009

Lower Bucks Campus: 267-685-4825 Upper Bucks Campus: 215-258-7721

Media Lab

The Media Lab staff members support students in carrying out multi-media assignments, providing a workspace, technological tools, and training in 21st Century literacy skills. For example, a member of a class assigned a video mashup project could find the gadgets (video camera, microphone, etc), software (video editing, Audacity, Prezi, etc) and expertise in the Media Lab.

The Media Lab provides support to faculty in instructional design, new media literacies, immersive (XR) technologies and emerging technologies. It 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 two-way communication system that allows immediate access to a staff member of the Office of Security and Safety. These emergency radio/phones are housed in white boxes identified by blue lights and large signs. Campus buildings and grounds are patrolled 24 hours a day by a trained staff of officers.

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

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 215-968-8911. 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 <http://www.bucks.edu/resources/security/annualcampuscrimereport/>

A daily log of reported complaints, statistical data and the Security Information Report are also published on the College's website at <http://ac.bucks.edu/apps/security/log/>

Testing Center

This office provides testing services for BCCC students and community members at the Newtown, Bristol, and Perkasié campuses. The main office is located in Rollins 100, Newtown campus. Most testing is done on a walk-in basis. 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 and Castle WorldWide.
- Course testing for E-Learning and Hybrid classes and Make-Up and accommodated testing for on-campus classes.
- Exam proctoring for Distance Learning students from other colleges or institutions.

Testing information, including schedules, can be viewed online at www.bucks.edu/testing. [Testing Services](#)

staff can be reached by e-mail through testing@bucks.edu or at 215-968-8466.

Transfer Services

Transfer 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.

Academic Success Center

In order to support student learning, the College provides an Academic Success Center where students can obtain free and user-friendly tutorial assistance. The Academic Success 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 Academic Success 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 most 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 comprehension, 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:

1. Apply to the Veterans Administration for approval using the online application found at www.gibill.va.gov.
2. Consult the VA for determining which benefit is best for you.
3. Register for classes and complete the Veterans Certification 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 benefits 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.

VETERANS BENEFITS AND TRANSITION ACT OF 2018

Beginning on August 1, 2019, educational institutions must have a policy in place allowing GIBill® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. This allows a student to attend the course until VA provides payment to the institution. The educational institution must also have a policy to not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA. Section 103 requires a State Approving Agency (SAA), or the Department of Veterans Affairs (VA) when acting in the role of the SAA, to disapprove certain courses of education. VA can grant a waiver to these requirements.

Web Services

Web Services is responsible for developing and maintaining the College's web site and intranet resources.

Campus Regulations

Drug and Alcohol Policy

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, or illicit drugs is prohibited on the campus of Bucks County Community College. Any student or employee of the College discovered to be violating these rules is subject to immediate suspension or dismissal. Such action will be taken independently of any criminal action that may arise from a violation of civil law governing these areas.

Weapons

Firearms and other weapons are prohibited on all Bucks Campuses. For more information see the College's Weapons on Campus policy.

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. For more information see the College's Service Animal policy.

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, *i.e. students who are in the United States with an F-1 visa*, are required to have medical coverage while pursuing their studies at the college. *The Admissions Office will provide information regarding this requirement and potential insurance plans after the visa has been approved.*

Smoking on Campus

The College subscribes to a tobacco free environment. There shall be no smoking, use of tobacco products, or use of e-cigarettes permitted in any campus building or designated Clean Air zone whatsoever. Smoking and use of tobacco products or e-cigarettes is permitted only in designated perimeter parking lots. For more information, see the College's Clean Air Zone policy.

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 in parking lots A, C, C, D-E, K, between Grupp 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

1. 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.
2. 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.
3. It is the policy of the College to provide:
 - a. 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;
 - b. 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.
4. 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.
5. 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.
6. 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.
7. The College will act on any complaint of Gender Based Prohibited Conduct in order to investigate and to resolve such complaints promptly and effectively.
8. It is the policy of the College to
 - a. provide educational, preventative and training programs regarding this policy and Gender Based Prohibited Conduct;
 - b. to encourage reporting of violations or alleged violations of this Policy;
 - c. 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;
 - d. to make available timely services for those who have been affected by Gender Based Prohibited Conduct; and

- e. to provide prompt and effective methods of investigation and resolution to stop Gender Based Prohibited Conduct, remedy any harm, and prevent its recurrence.
9. No one may retaliate against anyone who has engaged in protected activity as defined in this Policy or applicable law.
10. 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.
11. If two or more interpretations can be given to any provision of this Policy, the College intends that only such an interpretation that is lawful is intended.

Definitions

Sex or Gender Discrimination

Unlawful sex or gender discrimination shall be defined for purposes of this Policy in the same manner as it is defined in applicable law. By way of example, sex or gender discrimination, including sexual harassment, is conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects the individual or group's employment or education on account of sex. Sex discrimination can be manifested by unequal access to educational programs and activities on the basis of sex, unequal treatment on the basis of sex in the course of conducting those programs and activities, or, the existence of a program or activity that has a disparate impact on participation, improperly based on the sex of the participants.

Sexual Harassment

Sexual harassment shall be defined for purposes of this Policy in the same manner as it is defined in applicable law. By way of example, sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the College's education or work programs or activities (hostile environment).

Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex.

A hostile environment can be created by persistent and/or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct violate this Policy:

- Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties
- Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s)
- Sexual advances, whether or not they involve physical touching
- Commenting about or inappropriately touching an individual's body
- Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment
- Lewd or sexually suggestive comments, jokes, innuendoes, or gestures
- Stalking

Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the College's programs or activities. Whether the conduct creates a hostile environment may depend on a variety

of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

Sexual Violence

Sexual violence is a physical sexual act conducted either against a person's will or where a person is incapable of giving consent, including but not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Sexual Misconduct

Sexual Misconduct is a broad term encompassing any sexual behaviour that violates any criminal statute, College policies and/or the Student Code of Conduct and includes any conduct that is sexually exploitive or degrading, retaliatory and/ or abusive with the intent or result of compromising the well-being of another person, including domestic violence, dating violence, and stalking.

Sexual Exploitation

Sexual exploitation is an act or omission to act that involves taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for his or her own advantage or to benefit or advantage anyone other than the Complainant. Examples of sexual exploitation include but are not limited to the following:

- Creating a picture(s), movie(s), webcam, tape recording(s), graphic written narrative(s), or other means of memorializing sexual behavior or a state of undress of another person without the other's knowledge and consent;
- Sharing items described in the paragraph above beyond the boundaries of consent where consent was given. For example, showing a picture to friends where consent to view it was given for oneself only;
- Observing or facilitating observation by others of sexual behavior or a state of undress of another person without the knowledge and consent of that person;
- "Peeping Tom" or voyeuristic behaviors;
- Engaging in sexual behavior with knowledge of an illness or disease (HIV or STD) that could be transmitted by the behavior without full and appropriate disclosure to the partner(s) of all health and safety concerns;
- Engaging in or attempting to engage others in "escort services" or "dating services" which include or encourage in any way sexual behavior in exchange for money;
- Intentionally, knowingly, or surreptitiously providing drugs or alcohol to a person for the purpose of sexual exploitation; or
- Exposing another person to pornographic material without the person's advance knowledge or consent.

Stalking

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, or the safety of others, or suffer substantial emotional distress. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or make uncomfortable 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 work- place conduct policies or Collective Bargaining agreements, or the College's Student Code of Conduct, including all applicable appeal processes. In cases of allegations of sexual harassment or sexual violence between students, a judicial hearing consistent with the Student Code of Conduct will be conducted following the conclusion of any investigation into the matter.

If it is determined that a violation of this Policy has occurred, the College will act promptly to eliminate the inappropriate conduct and prevent its recurrence, and address its effects by taking appropriate action, which may, depending upon the circumstances, include but not be limited to a change in class or work schedules or assignments, mandatory training or suspension, imposing restrictions on contact between parties, providing safe on-campus transportation and/or a security escort to and from classes, to a car or public transportation; leaves of absence, increased security or monitoring of certain areas of the campus and disciplinary measures such as reprimand, loss of privilege, expulsion and/or immediate termination.

Upon completion of the investigation, the individual(s) who made the complaint and the individual(s) against whom the complaint was made will be advised of the results of the investigation simultaneously, in writing and, where a remedy is determined to be appropriate, to inform the parties of the steps that will be taken to remedy the situation.

Interim Measures to Protect Safety and Well-Being

Following a report of sexual assault, sexual harassment or other sexual misconduct, the College will provide interim support and reasonable protection against further acts of misconduct, harassment, or retaliation as needed, as well as provide services and resources to provide a safe educational and employment environment.

The College will determine the necessity and scope of any interim measures pending the completion of the complaint process. Even when a Complainant or Respondent does not specifically request that protective action be taken, the College may still choose to impose interim measures at its discretion to ensure the safety of any individual, the broader College community, or the integrity of the review process.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The College will take prompt responsive action to enforce a previously implemented interim measure.

Depending on the facts and circumstances of the specific complaint, the Title IX Coordinator or designee will immediately contact agencies and organizations to effect immediate relief, care, and support for the complainant and/or the victim in any given case including but not limited to:

- The closest, competent health care facility;
- The police department and campus public safety;
- The Student Support Referral Team (SSRT); or
- The Employee Assistance Program (EAP).

As an immediate priority, care will be taken to ensure the safety and well-being of the complainant and/or victim, and to exercise all precautionary measures to prevent a repeat of the alleged incident of Gender Based Prohibited Conduct. Accordingly, interim measures such as a temporary suspension or leave of absence, may be implemented pending a hearing on the matter.

In cases of sexual violence, the Title IX Coordinator will inform the complaining victim of the right to file a criminal complaint with applicable law enforcement authorities and shall make known and available to the complaining victim information related to available support services and medical and counselling resources as applicable.

A Complainant who wishes to pursue a criminal complaint is encouraged to make a report to local law enforcement. The Office of Security and Safety, at the request of the victim, will assist with this reporting. Local law enforcement will determine if a criminal investigation will occur and if the case will be referred for prosecution. Unless there are compelling circumstances, the College will typically not file an independent police report without the consent of the Complainant.

Confidentiality

All actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy, discretion and confidentiality as reasonably possible without compromising the thoroughness and fairness of the investigation. It is important to understand that, while the College will treat information it has received with appropriate sensitivity, College personnel may nonetheless need to share certain information with those at the College responsible for stopping or preventing Gender Based Prohibited Conduct. For example, College officers, other than those who are prohibited from reporting because of a legal confidentiality obligation or prohibition against reporting, must promptly notify the Title IX Coordinator about possible sexual or gender-based harassment, regardless of whether a complaint is filed. Such reporting is necessary for various reasons, including to ensure that persons possibly subjected to such conduct receive appropriate services and information; that the College can track incidents and identify patterns; and that, where appropriate, the College can take steps to protect the College community. This reporting by College officers will not necessarily result in a complaint; rather, the Title IX Coordinator will assess the information and determine what action, if any, will be taken. Information will be disclosed in this manner only to those at the College who, in the judgment of the Title IX Coordinator, have a need to know.

In addition, under some circumstances, to conduct a thorough investigation, investigator(s) may need to discuss the complaint with witnesses and those persons involved in, or affected by, the complaint, and those persons necessary to assist in the investigation or to implement appropriate disciplinary actions.

Should individuals desire to discuss an incident or other information only with persons who are subject to a legal confidentiality obligation or prohibition against reporting, they should ask College officers for information about such resources, which may be available both at the College and elsewhere. College officers are available to discuss these other resources and to assist individuals in making an informed decision.

Retaliation

Retaliation against any individual for making a complaint of a violation or alleged violation of this Policy will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as but not limited to reprimand, change in work assignment, loss of privileges, mandatory training or suspension and/or immediate termination or expulsion.

Violations of Other Rules

The College encourages the reporting of all concerns regarding Gender Based Prohibited Conduct. Sometimes individuals are hesitant to report instances of sexual or gender-based discrimination or harassment because they fear they may be charged with other policy violations, such as underage alcohol consumption. Because the College has a paramount interest in protecting the well-being of its community and remedying sexual or gender-based harassment, other policy violations will be considered, if necessary, separately from allegations under this Policy.

Advice and Assistance

Any member of the College community who believes that he or she has been the victim of Gender Based Prohibited Conduct may also contact the following individuals to obtain information on initiating either informal or formal procedures to resolve a complaint.

- All College Counselors are available to provide information and counseling, on a confidential basis, concerning incidents of Gender Based Prohibited Conduct.
- Complaints that a College employee has engaged in Gender Based Prohibited Conduct may be brought to the alleged offender's administrative supervisor.
- Complaints that a student has engaged in Gender Based Prohibited Conduct may be reported to

the Director for Student Life Programs or Vice President for Student Affairs.

Resources

A variety of resources are available at the College and in the area to assist those who have experienced gender-based or sexual harassment, including sexual violence. They are:

On-Campus Emergency Office of Security and Safety (215-968-8911)

Medical Treatment Newtown

St. Mary's Hospital (215-710-2000)
1201 Langhorne-Newtown Road
Langhorne, PA 19047

Perkasie

Grandview Hospital (215-453-4000)
700 Lawn Avenue
Sellersville, PA 18960

Lower Bucks

Lower Bucks Hospital (215-785-9200)
501 Bath Road
Bristol, PA 19007

Aria Health (215-949-5180)

380 Oxford Valley Road Langhorne, PA 19047

Student Support at Bucks County Community College: Student Services Center

Newtown Campus Student Services (Charles E. Rollins Center)- 215-968-8189

Upper Bucks Campus Student Services Center 215-968-8189

Lower Bucks Campus Student Services Center 215-968-8189

Network of Victim Assistance (NOVA)

1-800-675-6900

Web site: www.novabucks.org

Law Enforcement Information

Police Emergencies - 911

Newtown Township Police 100 Municipal Drive Newtown, PA
215-579-1000

Pennridge Regional Police 1027 Ridge Road Sellersville, PA
215-257-5104

Bristol Township Police 2501 Bath Road Bristol, PA
215-785-4040

In addition to the above, employees who believe that they may have been subjected to sexual harassment or unlawful discrimination, may file a formal complaint with government agencies set forth below. Students may file a complaint with the U.S. Department of Education. Using the College's complaint process does not prohibit an employee or student from filing a complaint with these agencies.

United States Equal Employment Opportunity Commission ("EEOC")

801 Market Street, Suite 1300

Philadelphia, PA 19107-3127

(800) 669-4000

Pennsylvania Human Relations Commission ("PHRC") Philadelphia Regional Office 110 North 8th Street, Suite 501

Philadelphia, PA 19107

(215) 560-2496

(215) 560-3599 TTY users only

U.S. Department of Education Office of Civil Rights

Office for Civil Rights Philadelphia Office

U.S. Department of Education The Wanamaker Building

100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: (215) 656-8541
Facsimile: (215) 656-8605
Email: OCR.Philadelphia@ed.gov

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 Self-Service

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 areas 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 temporary mobility impairments. Applications for these "Infirmarium" spaces are available from the Office of Security and Safety. This type of temporary permits is issued on a per semester basis.
 - All reserved infirmarium spaces are clearly marked and posted.
 - Reserved infirmarium parking is available on a first-come, first served basis.
 - Individuals with infirmarium permits may not park in handicapped spaces.
 - If all reserved infirmarium 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.

Access for Disability

Elevators

- Founders Hall – (right side)
- Library Building (Two separate elevators)
- Pemberton Hall – (rear of Admissions)
- Linksz Pavilion
- Rollins Center (by Café)
- Allied Health
- Gateway Center Lobby
- Science Center (by Founders connector)
- Grupp Hall (left side)

-

Ramps

- Accessible Parking Lot - ramp to center of campus and side entrance of Founders Hall
- Hicks Art Center - main entrance
- Cooper Homestead - main entrance
- Grupp Hall - right side entrance
- Grupp Hall - rear side entrance to lecture halls
- Tyler Hall - front entrance and inside first floor

TDD - Telecommunication Devices for the Deaf Charles E. Rollins Center – [Accessibility Office](#)

Evening Student Shuttle Service

The College operates a shuttle service Monday through Thursday nights between 6:00 p.m. and 11:00 p.m. Students are picked up in the parking lots and dropped off behind Penn Hall and Founders Hall. After class, students are picked up behind Penn and Founders Halls and dropped off near their vehicles.

Emergency 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.

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 end before 6:00 p.m.

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.

Student Records, Rights and Responsibilities

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 Registrar's Office 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 Registrar's Office. 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
- 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, 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.

Transcripts

Bucks students receive their grades through their online Self-Service account instead of in the mail.

Students may request the mailing of an official transcript to another college or to an employer through the Registrar's Office. Students may submit their request in person, by mail, or electronically through

Parchment. Payment is due at the time of the request.

Equal Employment Opportunity Statement

Bucks County Community College does not discriminate against any employee, applicant for employment, student or applicant for admission because of race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

Accordingly, all recruiting, hiring, and promoting for all job classifications will be made without regard to race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

All recruiting and admissions of students will be made without regard to race, color, sex, religion, ancestry, national origin, age, sexual orientation, gender identity or expression, an individual's actual or perceived disability, genetic information or veteran status.

Equal Opportunity in Education

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity sponsored by the College. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any educational program or activity sponsored by the College, and Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race in any educational program or activity sponsored by the College.

It should be further noted that in addition to the above laws and regulations, the College is committed to the premise that all students and applicants for admission are entitled to an equal opportunity to acquire training, education, and skills at Bucks County Community College regardless of their sex, race, national origin, religion, color, sexual orientation, age, or handicapped condition.

The College will not tolerate any behavior by staff or students which constitutes sexual harassment of a student.

If a student feels that his/her rights under the aforementioned laws and regulations have been violated, contact the College Equal Opportunity Employment Officer, 215-968-8090.

Student Consumer Information Services

As required by the Student Consumer Information Regulations, established under Title I of the Educational Amendment of 1976, the College provides information to current and prospective students concerning the academic programs offered by the College and the financial assistance programs available to students.

The College participates in all major federal and state financial aid programs. This Catalog includes a section on the College's Financial Aid Programs, including descriptions of the various programs, application procedures, eligibility requirements, criteria for selecting recipients, criteria for determining award amounts, and a statement of the rights and responsibilities for students receiving financial assistance.

In addition to this information, the Financial Aid Office has prepared a Financial Aid Brochure which summarizes the aid programs available for current and prospective students. Requests for information and application materials should be directed to: Financial Aid Office, Bucks County Community College, Newtown, PA 18940.

This Catalog includes a section outlining tuition and fee charges for full and part-time students, as well as estimates for books and supplies, off-campus housing, transportation, and personal expenses. It is important to understand that this information is based upon typical expenses for the "average" student, and may vary greatly from student to student, depending upon housing plans, transportation arrangements, and other personal factors.

The College's Refund Policy is outlined in the Expenses section of this Catalog. It is the responsibility of the student to be aware of this refund policy, and to notify the College in writing of intent to withdraw from courses or the College.

The Office of Institutional Research maintains information on student retention rates by academic programs and also information on the number of students completing majors. In addition, this office

conducts an annual follow-up study on post-graduate activities. This study includes information on numbers of students transferring to other colleges and universities and locating full and part-time jobs.

Additional information on retention rates, number of students completing majors, and similar types of information should be requested from: Office of Institutional Research, Bucks County Community College, Newtown, PA 18940.

The College's contact person for Student Consumer Information Services is the Director of Financial Aid. Questions and requests for information should be directed to: Director of Financial Aid, Bucks County Community College, Newtown, PA 18940.

As a result of the Higher Education Amendments of 1998, the following list and brief descriptions are being made available so that students and parents will know what office(s) to contact for required disclosures:

- Rights Under Family Education Rights and Privacy Act - This Act was written to protect the privacy of education records. Questions may be addressed to the Office of Admissions, Records and Registration.
- Completion/Graduation Rates
This will show completion or graduation rate of cohort of certificate or degree-seeking, full-time undergraduates who graduated or completed their program of study within 150% of the normal time for graduation or completion. Questions may be addressed to the Office of Institutional Research.
- Report on Athletic Program Participation Rates and Financial Support Data - Includes disclosures regarding institutional revenues and expenses attributable to intercollegiate athletic activities as well as disclosures regarding athletic participation. Questions may be addressed to the 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 2019 is approximately 18%. This rate is based on a 4-year average of the actual graduation rates of full-time students entering the college beginning with Fall 2012 through Fall 2015 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 certification.

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 Provost 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. If the student is unable to resolve the concern in an informal manner, then the student is encouraged to follow the procedures outlined in the Student

Complaint Policy below.

STUDENT COMPLAINT POLICY

I. PURPOSE

This policy is designed to provide a mechanism by which a student may lodge a complaint regarding a service or academic encounter at the college. Through this process the college seeks to ensure the provision of a quality education and excellent support services for students. Further, the process is intended to identify opportunities to improve service and student satisfaction, as well as demonstrate compliance with federal regulations regarding the receipt, response to and tracking of student complaints.

II. SCOPE

This policy applies to an individual who is currently enrolled, or was enrolled at the college, within the previous semester, when the underlying facts and circumstances of the complaint first occurred, and who has not been suspended or dismissed, or otherwise is required to re-apply for admission.

Parents, relatives, employers, agents and other persons acting for, or on behalf of, a student are not able to file a complaint in a student's name.

III. GENERAL

This policy and accompanying procedures are based on the principle that the college is committed to handling student complaints in a manner which is perceived as fair, impartial, confidential and timely. This policy is the appropriate mechanism to pursue for complaints related to any aspect of college life including the delivery of academic, administrative and other support services. The effectiveness of the complaints process is regularly evaluated by those involved in it.

When a student encounters a problem on campus for which he/she seeks resolution, he/she should always first try to work the problem out through discussion with those immediately involved with, or responsible for, the service, decision or action in question. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. The majority of problems can be resolved when a student makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns. If however, an issue or problem still exists after informal resolution is attempted, a student may initiate the formal complaint procedures provided at the college. All formal student complaints must be received in writing through student entry of the complaint details into the online complaint resolution form used by the college. Once the [online form is completed, an electronic copy is sent to the Office of the Provost.](#)

Should the Provost be the subject of the concern, or directly party to it, the complaint may be made to the President.

COMPLAINTS ADDRESSED BY OTHER POLICIES

The following matters are not treated as Student Complaints within the scope of this policy but may be directed for resolution as follows:

- Sexual misconduct, harassment, or discrimination. [1.14 Gender Based Misconduct](#)
- Discrimination on grounds of equal opportunity. [1.10 Equal Opportunity](#)
- Failure to provide adequate accommodations. [1.11 Americans with Disabilities Act](#)
- Matters relating to student violations of the Code of Conduct. [3.12 Student Responsibilities for Conduct](#)
- A grade appeal, unless unethical, illegal or improper conduct of a faculty member may be the subject of the complaint even if it occurs in the context of a grade decision or appeal. [2.11 Grade Challenges](#)
- Tuition appeal. [3.18 Tuition Appeals](#)
- Matters relating to child abuse reporting. [1.21 Child Abuse Reporting](#)
- Grievances arising related to a student's employment at the college should be directed to the [Human Resources office.](#)
- Complaints related to processes or individuals outside of the scope of college responsibility.

COMPLIANCE

Failure to comply with this policy may result either in no action being taken with respect to a complaint or other disposition by the Provost. Where such failure also causes a violation of rules and policies regarding student or employee conduct, disciplinary action may result in accordance with the applicable rules and

policies.

IV. PROCEDURE

COMPLAINT SUBMISSION

All formal student complaints must be received in writing within the semester of occurrence or as soon as possible thereafter. The student will provide the complaint facts and circumstances via the [online complaint resolution form](#) used by the college. The Office of the Student Affairs will receive, and be the central repository for, all complaints registered.

COMPLAINT REVIEW AND RESOLUTION

Using the complaint resolution system, the following process for review and resolution will be used.

- The Provost will direct each complaint to the appropriate divisional Vice President or to the Provost for review and resolution.
- Complaints will be acknowledged within 5 days of receiving all information necessary to process the complaint. This acknowledgement will:
 - be in writing from the divisional Vice President reviewing the complaint
 - identify the staff member handling the complaint
 - give an estimated time frame for resolution.
- Complaints should be addressed as expeditiously as possible, with the goal of resolving each complaint within 30 days of acknowledgment of the complaint.
- Upon arriving at a resolution, the divisional Vice President will send resolution details in writing to the student and the Provost, giving the reasons for the decision.

COMPLAINT TRACKING

The Office of the Provost, will track each Student Complaint via a web-based data management system and maintain within that system a record of the following for not less than two (2) years after final disposition of the complaint:

- Date complaint was received.
- Students identified with the complaint.
- Copy of the complaint.
- College officials who addressed the complaint.
- Steps taken to resolve the complaint.
- Final resolution or disposition of the complaint.
- Any external actions taken by the complainant of which the Provost becomes aware.

The data tracked will be assessed and made available to regulatory agencies and accrediting bodies, including the Middle States Commission on Higher Education and the Pennsylvania Department of Education, as required in accordance with applicable laws, regulations and policies.

In the unlikely event that an issue cannot be resolved by the college:

- on-ground students may file a complaint with their respective State Licensing Authority. Please see the [accompanying guidelines to file a complaint with your local State](#).
- online students, except for those residing in California, may lodge an appeal with the [Pennsylvania Department of Education](#).
 - online students residing in California do not have a California State agency to appeal to.

State agencies should be contacted only after the student has registered a complaint with the college and has not received a response to the request for resolution

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. Please see the Commission's guidelines for filing a complaint at www.msche.org.

Student Body Bill of Rights and Responsibilities

Bucks County Community College values a culture of learning that encourages respect for the individual, freedom of inquiry, open-minded civil discourse, an appreciation of diversity and an understanding of world cultures, and responsible citizenship. The following Bill of Rights outlines the fundamental elements of student involvement and conduct within the college community.

a. Access to Higher Education – see policy 3.1 Admissions

b. Student Records – see policy 1.19 FERPA

c. Classroom Settings

Student Rights

- 1. Protection of Freedom of Expression. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.**
- 2. Protection against Improper Academic Evaluation. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. See related policy 2.11, Grade Challenges.**
- 3. Protection against Improper Disclosure. Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential unless threat of harm to self or others exists. Judgments of ability and character may be provided under appropriate circumstances (for example, a reference letter for employment) normally with the knowledge and consent of the student.**
- d. Non-classroom Activities**

Bucks County Community College supports the following rights of students with regard to nonclassroom activities.

Student Rights

- 1. Freedom of association / freedom to exercise citizenship rights. Students have the right to organize and join associations to promote their common interests. Students must follow college guidelines for clubs and organizations to be officially recognized by the college. Students have the right to freedom of speech and peaceful assembly as long as it does not interfere with the learning environment and other normal activities of the college.**
- 2. Freedom of inquiry and expression in student organizations. Students have the right to examine and discuss questions of interest to them and to express opinions publicly and privately as long as others' rights are not violated in the process.**
- 3. Freedom of responsible expression in student publications. Students involved with student publications have the right to editorial freedom, including freedom from censorship; however, students also have the responsibility to uphold the practice of responsible journalism.**
- 4. Guarantee of due process in disciplinary proceedings. Students have the right to a fair hearing when charged with a violation of college policy. See Policy 3.13 Student Responsibilities for Conduct for details.**
- 5. Freedom to participate in student governance. Students are encouraged to express their views on issues of institutional policy and on matters of general interest to the student body. The college provides such opportunities through the Student Government Association and through participation on college governance committees. Related student responsibilities are outlined in Policy 3.12 Student Responsibilities for Conduct**

Discipline

Any student who exhibits conduct not in keeping with the established standards of the College is subject to penalty with possible fine, probation, suspension, or expulsion from the College. It is the expectation of the faculty and administration of the College that students will grow in maturity and develop the ability to lead and govern themselves.

Code of Conduct

Student Responsibilities

Purpose: To outline expectations of student conduct that are in keeping with an environment conducive to learning, and to further define the judicial process for violations of the stated code of conduct.

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:

1. **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.
2. **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.
3. **Temporary Suspension:** the College reserves the right to temporarily suspend any individual charged under the Code with any violation which is a serious threat to the physical well being of any individual(s) or property. In the event of such temporary suspension, a hearing must be held before the appropriate College official within seven (7) calendar days of the date of the incident or discovery thereof.
4. **Monetary Fines:** not to exceed \$125. Notification will appear on the student's financial records and in the official disciplinary file.
5. **Restitution:** the student is required to make payment to the College or other persons, groups, or organizations for damages incurred as a result of commission of a Code violation.
6. **Other Sanctions:** to include disciplinary probation consisting of written letters of reprimand, restrictions upon participation in College activities, requirement of formal apologies, explanations, and assignments of research and/or work projects. Other academic sanctions might include expulsion from a class or instructor initiated withdrawal from a course or courses. See policy on cheating and plagiarism for sanctions related to these violations.

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).

1. Non-academic (non-classroom) violations must be filed with the Director, Student Life Programs in the Office of Student Life Programs.
2. Academic violations regarding plagiarism and cheating must be filed with the Provost/Dean of Academic Affairs.
3. Academic violations regarding classroom offenses must be filed with the appropriate Academic Dean in the Academic Affairs Division.
4. 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. 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.

The following procedure will take place after a classroom Code of Conduct violation:

Faculty member will ask the student to cease the disruptive or code violating behavior.

1. If student does not cease the behavior, the faculty member may ask the student to leave the class.
2. If asked to leave a class, the student must meet with the faculty member before the next scheduled class meeting to resolve the behavioral issue before continuing in the class.
3. If in subsequent classes the student does not change his/ her disruptive or code violating behavior, the faculty member will refer the student to the Academic Dean responsible for that department or class for a disciplinary hearing.
4. The Academic Dean will give the alleged code violator(s) written notice of what they are accused within seven (7) calendar days of the most recent violation, including the date and time of their hearing.
5. A disciplinary hearing will be conducted by the Assistant Academic Dean who will determine the sanctions, if any.
6. The Academic Dean will inform the alleged code violator (s) in writing of the official College ruling no later than seven (7) calendar days following the disciplinary hearing.

Appeals

Appeals regarding disciplinary cases can only be submitted based on the following criteria:

1. The hearing was not conducted fairly because the accused student was not given a reasonable opportunity to present their case.
2. The procedures for the hearing were not properly followed.

3. The facts presented at the hearing were insufficient to establish responsibility for the violation.
4. The sanctions imposed were disproportionate to the nature of the offense(s).
5. New information, that was unavailable at the time of the hearing, has surfaced and would significantly 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 Associate Provost for Academic and 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 Associate Provost of Academic and 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.

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 citation. Students are expected to represent such sources accurately and truthfully when incorporating them into their own work.

Instructors should include in their syllabi an explanation of the Academic Integrity policy and its penalties. 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.

Definitions

Violations of academic integrity include, but are not limited to:

Cheating - which is the use or attempted use of unauthorized material, information, electronic device, implement or study aid in, for example, any test, quiz, academic exercise or assignment without the instructor's permission;

Plagiarizing - which is the unacknowledged adoption or reproduction of the ideas, words, data or statements of others; for example, fellow students, printed materials, and internet sources;

Fabricating or falsifying - which is the unauthorized falsification or invention of any data, information or citation in an academic exercise;

Impersonating - which is assuming another individual's identity or allowing another individual to do so, for the purpose of fulfilling an academic requirement;

Facilitating - which is helping or attempting to help another commit an act of academic dishonesty; for example, making an assignment available or using a mobile device to coach another.

Reporting, Monitoring & Disclosure

The Office of the Provost maintains a central record and monitors all policy violations.

Individual instructors are responsible for completing the Academic Integrity Reporting Form within fourteen (14) days of the discovery of an offense. The instructor should complete the Academic Integrity Reporting Form using the appropriate 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 Reporting Form as a First Recorded Offense unless contacted by the Office of the Provost to resubmit the form as a Second Offense.

Penalties for Violations

First Recorded Offense

The instructor will:

Determine whether the violation is Level 1 or Level 2. This determination is the instructor's purview, and may include consideration of severity, intent, or other factors.

- Level 1 - Issue a warning with the requirement that the offending portions of the work be revised and file the Academic Integrity Reporting Form.
- Level 2 - Issue an automatic failing grade (F), worth zero points, for the work in question, e.g., quiz, essay, or examination, and file the Academic Integrity Reporting Form.

Second Recorded Offense

The instructor will:

- File the Academic Integrity Reporting Form. Upon notification by the Office of the Provost that this is a second offense, the instructor will issue a failing grade (F) for the course.

Third Recorded Offense

The instructor will:

- File the Academic Integrity Reporting Form. Upon notification by the Office of the Provost that this is a third offense, the instructor will issue a failing grade (F) for the course.

The Provost will:

- Issue a one-semester suspension from the college and so notify the student.
- Notify the Offices of Student Affairs, Student Accounts, and the Registrar of the one-semester suspension for the upcoming semester. If the student is already registered for courses in the upcoming semester, the student should be dropped from those courses and issued a full refund.

Facilitator/Impersonator Charges to Apply to all Offenses

- When the facilitator/impersonator is enrolled in the same course, the instructor will file the Academic Integrity Reporting Form against said

student and the facilitator/impersonator will be subject to the same penalty.

- When the facilitator/impersonator is not enrolled in the same course, the instructor will file the Academic Integrity Reporting Form against said student. The Provost's Office will review this student's file and enter the appropriate charge.

Appeals

Appeals to all rulings may be made in writing within 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.

[Policy](#)

- [Academic Integrity](#)
- [Code of Conduct](#)
- [Compliance](#)
- [Consumer Information](#)
- [Disclaimers](#)
- [FERPA Policy](#)
- [Forms + Records + Transcripts](#)
- [Holiday Policy](#)
- [Notice of Non-Discrimination](#)
- [Smoking Policy](#)
- [Web Accessibility](#)

Responsible Use of Electronic Resources

I. Purpose: The purpose of this policy is to ensure the confidentiality, integrity, and availability of the college's Information Technology Resources. It is the responsibility of each User to ensure that the college's Information Technology Resources are used appropriately. Inappropriate use of these services exposes the college to risks including but not limited to virus and malware attacks, compromise of Information Technology Resources, data and services, and potential legal issues. The policy is in place to protect all Users who utilize these resources and the college.

II. Scope: This policy applies to all Users who access and use any of the college's Information Technology Resources.

III. General Definitions: Information Technology Resource(s)–includes but is not limited to the following: computer and networking equipment, workstations, laptops, software, operating systems, storage devices and media, network accounts, email services and email accounts, Internet browsing and related services, voice mail, applications, scanning and fax systems, tablets, and smartphones. System –same as Information Technology Resource. Third Party E-mail Accounts–personal email accounts from a third party provider. Security Breaches–defined as accessing data of which the individual not an intended recipient, logging into a server or account that the individuals not expressly authorized to access, disrupting network services, or other intentional acts intended for malicious purposes. User–Faculty Member, Staff Member, Employee, Agent, Authorized Representative, Agent, or Student that has access to the College's network and Internet based services.

POLICY COMPONENTS

No expectation to Privacy

1. During the course of carrying out their responsibilities faculty, staff, students, agents or other authorized representatives of the college may access the college's Information Technology Resources. Therefore, there shall be no expectation of privacy in any message (voice or data), file, data, document, facsimile, or any other form of information accessed, transmitted to, received from, or stored on any electronic communication or information system owned, leased, used, maintained, moderated or otherwise operated by the college.

2. The use, creation or change of any password, code or any method of encryption or the capacity to delete or purge files or messages, whether or not authorized by the College, similarly shall not be understood to give a user any expectation of privacy in any message, file, data, document, communication, facsimile, or other form of information transmitted to, received from, or stored on any

system owned, leased, used, maintained, moderated or otherwise operated by the college or its authorized representative.

3. To protect the college from liability for illegal use of network and/or Internet based services and to protect the college's financial interests it is understood that the college may monitor the activities of Users that are granted access to its Information Technology Resources. Activities that the college may monitor include but are not limited to network access, email, and Internet usage.

4. Notwithstanding the foregoing, the college endeavors to maintain the security of all electronically-stored data and information, and the college requires that all Users that have access to network and Internet based services respect these rules. To safeguard and protect the proprietary and sensitive business information of the college and its customers and to ensure that the use of all Information Technology Resources is consistent with the college's legitimate business interests, authorized representatives of the college may monitor the use of such systems, messages, files on the systems, and equipment.

5. If the 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.

Appropriate Use

The college considers use of its Information Technology Resources to be a privilege that is granted on the condition that each member of the college community respects the integrity of its Information Technology Resources and the rights of other Users. All Users that use the college's Information Technology Resources should be guided by behavior and conduct that is consistent with the mission of the college and with respect for the principles of open expression. Use of the college's Information Technology Resources is intended for use that align within the college's priorities on instruction, research, and other educationally and business-related communication. Accordingly, the use of the college's Information Technology Resources is permitted and encouraged only where such use is in furtherance of its goals and objectives. Personal use is permitted where such use does not affect the Users workplace performance, is not detrimental to the college in any way, does not breach of any term and condition of employment and does not place the individual or the college in breach of statutory or other legal obligations. Users should be guided by reasonable and prudent practices on personal use, and if there is any uncertainty, employees should consult their supervisor or manager. Computer Access Controls Access to the college's Information Technology Resources is controlled by the use of User IDs and passwords. All User IDs and passwords are to be uniquely assigned to a named User and consequently, Users are accountable for all actions on the college's Information Technology Resources.

Users must not:

- allow anyone else to use their User ID and password on any of the college's systems;
- use someone else's User ID and password to access the college's systems;
- leave their User accounts logged in at an unattended and unlocked computer;
- leave their password unprotected (i.e. writing it down on a piece of paper or storing on an unencrypted file);
- perform any unauthorized changes to the college's systems or information;
- access data for any purpose other than conducting the college's business even if the User authorized access;
- interfere with or disrupt network communications or system functionality;
- physically connect any hardware device not authorized, owned, or provided by the college to any of the college's Informational Technology Resources;
- download or install software without the prior approval of the policy owner;
- store restricted data on any device not owned or sanctioned by the college;
- provide or transfer restricted software to any person or organization outside the college without the approval of the college. Electronic Mail (Email) and Texting Email and texting are provided to support open communication and the exchange of information between Users that have access to the college's Information Technology Resources and external entities.
- All Users are accountable for their actions when using email or texting applications and must not send

emails or text messages that include but are not limited to the following actions:

- that are used to harass, intimidate, alarm or threaten another person or organization;
- that contain obscene, abusive, libelous or defamatory material;
- that are used to distribute copyrighted materials that are not authorized for reproduction/distribution;
- that impersonate another User or mislead a recipient about their identity;
- to deceive another individual in order to access another person's email;
- to deliberately and intentionally bypass systems security mechanisms;
- to create or forward chain letters or Ponzi or other pyramid schemes of any type;
- forward email that contains restricted data to a personal email account. Examples of restricted data include but are not limited to Social Security Number, Student Financial Return to the top 42Aid Data, Student Conduct Records, and Bank Account numbers.
- For a detailed definition please refer to the Institutional Data Security and Protection Policy;
- used for any purpose which is illegal or against the College's policies;
- used to pursue an individual's business interests that are not related to the College or used to conduct any type of personal solicitation.

Internet Usage

The Internet provides access to a myriad of tools and the distribution of information that is in direct support of the College's mission and can aid in furthering the goals and objectives of the college. All Users are accountable for their actions when using Internet based services and browsing and should be aware that every web site visited is monitored and tracked. Activities that are not permitted include but are not limited to:

- viewing, downloading, or disseminating materials that can be used to harass, intimidate, alarm, or threaten;
- viewing, downloading, or disseminating materials that may inflict harm, is illegal, or against the College's policies;
- disseminating, printing, downloading, or exporting of copyrighted materials (including articles and software) in violation of copyright laws;
- export software, technical information, encryption software or technology that is in violation of international or regional export control laws;
- perform unauthorized scanning of networks for security vulnerabilities;
- execute any form of network monitoring which will intercept data not intended for the User unless this activity is within the scope of the Users responsibilities;
- effect security breaches or disruptions of network communications. Exceptions The following exceptions are provided under this policy. Any further exceptions to the policy must be approved by the responsible college officer in advance.
Software that is developed by students and/or faculty as part of instructional activities to satisfy course requirements is exempt from this policy.
- An exemption is granted for those individuals engaged in normal educational related activities or research provided that those activities are consistent with the college's mission.
- Personal USB devices or memory sticks are permitted for school and instructional purposes. The User acknowledges that these devices are automatically scanned for any malicious code, virus, and malware or other files that may be detrimental to the college's Informational Technology Resources.

Enforcement

Any User found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or sanctions as defined in the Student Policies and Procedures Manual. IV. Procedure Compliance The Information Technology Services Department (ITS) will verify compliance to this policy through various methods, including but not limited to monitoring, business tool reports, internal and external audits, and provide feedback to the responsible college officer

Best Practices for Using Your College Email

- 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: user- name, 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.